

- N. B.**– (i) Part IV(A) of the *Gazette* No. 2,070 of 04.05.2018 was not published.
(ii) The list of Jurors in Galle District Jurisdiction areas in year 2018 has been published in Part VI of this *Gazette* in Sinhala, Tamil and English languages.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,071 – 2018 මැයි මස 11 වැනි සිකුරාදා – 2018.05.11
No. 2,071 – FRIDAY, MAY 11, 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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Note.– 1990 Suwaseriya Foundation Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of April 27, 2018.

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 01st June, 2018 should reach Government Press on or before 12.00 noon on 18th May, 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.”

GANGANI LIYANAGE,
Government Printer (*Acting*).

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



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

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any 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

REGISTRAR GENERAL'S DEPARTMENT

Post of Registrar of Births and Deaths of the Registrar General's Department

TRINCOMALEE DISTRICT

NOTICE OF CANCELLATION

THE calling for applications for the following Division which appeared in the notice of calling applications for the post of Registrar of Births, Deaths and Marriage (Tamil) in Trincomalee District which was published by me in the Part I(IIA) of the *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 2064 dated 23.03.2018 is cancelled hereby.

| <i>District</i> | <i>Divisional Secretariat Division</i> | <i>Post and Division for which applications are called</i> |
|-----------------|--|---|
| Trincomalee | Seruwila | Post of Registrar of Births, Deaths and Marriage (Tamil) in Lingapuram Division |

NEIL DE ALWIS,
Registrar General.

Registrar General's Department,
No. 234/A3,
Denzil Kobbekaduwa Mawatha,
Battaramulla,
25th April, 2018.

05–239

CALLING APPLICATIONS FOR THE RECRUITMENT OF A TRANSPORT OFFICER (DEPARTMENTAL) OF THE COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION - 2018

APPLICATIONS are invited from qualified Sri Lankan citizens to select a suitable person for a 01 (one) vacancy in the Post of Transport Officer (departmental) of the Commission to Investigate Allegations of Bribery or Corruption. Duly filled applications prepared as per the specimen at the end of this notification should be sent under registered cover to reach "Director General, Commission to Investigate Allegations of Bribery or Corruption, No. 36, Malalasekera Mawatha, Colombo 07", on or before 11.06.2018. The top left hand corner of the envelope containing the application should be marked "Post of Transport Officer".

(a) *Closing date of application.* – 11.06.2018.

Note.– Complaints on losses or delays of any application or any related document in the post will not be considered. Losses incurred by failure to submit application as at due date should bear by the applicant.

01. *Method of recruitment.*– Suitable applicant will be recruited upon a written examination according to the merit

order of marks achieved by each candidate and the vacancies available. Number of vacancy is 01 (one).

02. *Terms of employment :*

- * This post is permanent and pensionable. Contributions should be made to the Widows' and Orphans'/Widowers' and Orphans' Contributory Pension Scheme. (Should be subjected to the policy decisions will be taken by government on pensions scheme in future.)
- * Officers appointed to this post should be subjected to a probation period of three (03) years and the first efficiency bar should be passed during three (03) year probation period. (applicants selected from a permanent post in public service should be subjected for an acting period of one year).
- * In terms of Public Administration Circular No. 07/2007 and 01/2014 and incidental circulars thereto the relevance proficiency in other official languages should be acquired within five (05) years.
- * This appointment is subject to the Procedural Rules of Public Service Commission, Administrative

Regulations of Democratic Socialist Republic of Sri Lanka, Public Financial Regulations, other regulations of the Commission, circular regulations issued time to time by the government.

03. *Salary Scale.*– Monthly salary scale of the post : Rs. 30,840 -10x350 - 11x370 - 10x560 - 10x660 - Rs. 50,610 (Salary Code - MT 3-2016) This salary scale is effective from 01.01.2020. The basic salary of Rs. 24,468 and an adjustment allowance of Rs. 3,429 is payable with effect from 01.01.2018.

04. *Qualifications.*– Educational/Professional qualifications and experience :

- * Should have passed General Certificate of Education (Ordinary Level) Examination in six (06) subjects in one sitting with credit passes for Sinhala/Tamil/English Language, Mathematics and two other subjects.
- * Should have passed General Certificate of Education (Advanced Level) Examination in all subject in Science stream (excluding general subjects) and achieved level of titration to follow a tertiary educational programme. 03 subject passes in old syllabus, would be sufficient.
- * Should have successfully completed a technical course relevant to the field of employment with course duration over 24 months and not less than level six (06) of National Vocational Qualification (N. V. Q.) accepted by Tertiary and Vocational Training Commission.
- * Valid driving license for all types of Motor Cars and Lorries and,
- * 05 years working experience as a Motor Mechanic/Transport Officer of a reputed institution (02 years service of the total period as a Supervisor/Controlling Officer).

Age limit.– The applicant should not be less than 18 years and not more than 35 years as at 11.06.2018. (The maximum age limit is not applicable for the officers already in Public/ Provincial Public Service).

Physical Qualifications.– Should be physically and mentally fit to serve in any part of the island and to execute the duties of the post.

Other Qualifications :

- * Should be a Sri Lankan citizen,
- * Have an excellent character,

* The applicants should have fulfilled all qualifications to recruit to the post as at the due date mentioned by the *Gazette* notification.

* Priority will be given to the male applicants.

05. *Method of Recruitment :*

5.1 *Written examination :* The examination will be held by the National Apprentice and Industrial Training Authority as per the order of the Director General of the Commission to Investigate Allegations of Bribery or Corruption.

| <i>Subject</i> | <i>Maximum Marks</i> | <i>Pass Marks</i> |
|--|----------------------|-------------------|
| Knowledge on motor mechanic and maintenance – Knowledge on motor mechanic – Vehicle maintenance – Knowledge on Motor Traffic Ordinance and Traffic Law – Knowledge to act on driving licenses, insurance and accidents – Computer knowledge | 100 | 40% |

5.2 *General Interview :* Qualifications and physical fitness will be checked.

- * The appointing authority according to the merit order of marks achieved at the professional examination and the available vacancies shall decide the number of candidates to call for the interview as the case may be.

06. The application should be prepared using 22-29cm. size. A4 sheets denoting 01-07 questions on first page. The details of the application should be inserted by own hand writings of the applicant. Incomplete applications and the applications not in accordance with the specimen will be rejected without any notification. It is advisable to keep a photocopy of the application with the candidate. It is the responsibility of the candidate to verify that the perfected application complies with the specimen given in the notification, as otherwise the application may be rejected.

The originals of the following should be provided to prove the identity when notified :

- Educational Certificates,
- Birth Certificate,
- National Identity Card,

- Valid driving license to drive all types of Motor Cars and Lorries.
- *Certificates of experience.*– (05 years working experience as a Motor Mechanic/Transport Officer of a reputed institution and 02 years service of the total period as a Supervisor/Controlling Officer)
- Two character certificates (one should be issued by the Grama Niladhari countersigned by the Divisional Secretary).

Public, a Commissioned Officers in Three Forces or a permanent officer in public service who draws an annual salary above Rs. 334,452.

07. This appointment is subject to the Procedural Rules of Public Service Commission, circular regulations issued time to time on public service, service minute and the amendments imposed.

08. The final decision of filling or non-filling all vacancies or part thereof shall be reserved with the appointing authority.

N.B. :

- (a) Copies of the educational and professional certificates should be attached with the application.
- (b) Applications of the candidates failed to produce documents when requested to do so will be not considered.

SARATH JAYAMANNE, P.C.
 Director General.

Applications of government employees should be sent through the Head of the Department/Institution. The signature of the applicant in the application should be attested by a Principal of a Government School, a Commissioner for Oaths, an Attorney-at-Law, a Notary

Commission to Investigate Allegations of Bribery or Corruption,
 No. 36, Malalasekera Mawatha,
 Colombo 07,
 On this 26th day of April, 2018.

Specimen Application

COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION
 APPLICATION FOR THE POST OF TRANSPORT OFFICER (DEPARTMENTAL)

- 01. Name with initials : Mr/Mrs./Miss. : _____.
 Name in full : Mr./Mrs./Miss. : _____.
- 02. Address :
 Private Address : _____.
 Official Address (If in Public Service) : _____.
- 03. Date of birth : Year : _____, Month : _____, Date : _____.
 Age as at 11.06.2018 : Years : _____, Months : _____, Days : _____.
- 04. National Identity Card : _____.
- 05. Contact No. : _____.
 Mobile : _____, Fixed : _____.
- 06. Ethnicity : _____.
- 07. Sex : _____.
- 08. Educational Qualifications :

G. C. E. (Ordinary Level) :

| Subject | Grade |
|---------|-------|
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| | |

| Subject | Grade |
|---------|-------|
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G. C. E. (Advanced Level) :

| Subject | Grade |
|---------|-------|
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Technical Courses :

Institution : _____
Details of training certificate/Diploma Certificate : _____
Year of pass : _____
N. V. Q. Level : _____

Professional Qualifications :

Professional experience as at 11.06.2018 :
Years : _____, Months : _____, Days : _____

Other Qualifications :

1. _____
2. _____
3. _____

09. Have you ever been subjected to the dismiss from public service or vacation of post : _____

10. Have you ever been punished by a Court of Law for any offence ? : _____
If yes, furnish relevant information : _____

I do hereby state that the particulars given by me in the application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect before selection, I am subject to be disqualified or dismissal from the service without any compensation if it is revealed after selection.

Signature of Applicant.

Date : _____

Attestation of Applicant's Signature

I certify that Mr./Mrs./Miss. _____ of _____ who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on this _____ day of _____ 2018.

Signature of Applicant.

Name and Designation : _____

Address : _____

Official Frank : _____

Note : The signature of the applicants in public service should be attested by the Head of the Department or by an authorized officer.

If the applicant already in public service :

I hereby certify that the Mr./Mrs./Miss. _____ serves in this Department and he/she can/can't be released from his/her present post if he/she is selected.

Signature of Head of the Department.

Date : _____;

Name : _____;

Designation : _____;

Department : _____;

05-324

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrar of Births, Deaths and Marriages

AMENDMENT TO THE *GAZETTE* NOTICE OF APPLICATION

IT is hereby amended the minimum age limit for the Post of Registrar of Births, Deaths and Marriages of Registrar General's Department related to all divisions, published in *Gazette* Notices of Democratic Socialist Republic of Sri Lanka holding following Numbers and Dates :

| <i>No. of the Gazette</i> | <i>Date of the Gazette</i> |
|---------------------------|----------------------------|
| 2064 | 23.03.2018 |
| 2065 | 29.03.2018 |
| 2066 | 06.04.2018 |

02. The minimum age limit of the applicants shall be amended as "**40 Years**" in No. 03 of aforesaid notice.

03. Further the closing date of aforesaid *Gazette* Notices will be extended to 11th June, 2018.

NEIL DE ALWIS,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha, Battaramulla,
On the day of 25th April, 2018.

05-238

Amendment

MINISTRY OF AGRICULTURE

Department of Agrarian Development

CALLING APPLICATION FOR THE POST OF WATCHER AND LABOUR IN GRADE III UNDER THE CATEGORY OF PRIMARY LEVEL UNSKILLED (PL 01-2006A) IN THE DEPARTMENT OF AGRARIAN DEVELOPMENT - 2018

THE closing date of the application for the above posts mentioned notice published in the *Gazette* notification No. 2066 and dated 06.04.2018 is extended to 25.05.2018.

02. No any changes in the other facts in the notification.

W. M. M. B. WEERASEKARA,
Commissioner General of Agrarian Development.

Department of Agrarian Development,
No. 42, Sir Marcus Fernando Mawatha,
P. O. Box 537,
Colombo 07,
10th May, 2018.

05-621

Examinations, Results of Examinations & c.

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER/TYPIST (DEPARTMENTAL) OF THE COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION - 2018

HEREBY notified that the Open Competitive Examination to recruit suitable candidates for 32 (thirty two) vacancies in the posts of Stenographer/Typist (departmental) of the Commission to Investigate Allegations of Bribery or Corruption will be held during the month of August 2018 by the Commissioner General of Examinations. Duly filled applications prepared as per the specimen at the end of this notification should be sent under registered cover to reach "Commissioner General of Examinations, organization and Foreign Examinations Branch, Department of Examinations, Sri Lanka, P. O. Box 1503, Colombo" on or before 11.06.2018. The left hand corner of the envelope containing the application should indicate "Post of Typist Sinhala/Tamil/English medium or Post of Stenographer Sinhala/Tamil/English medium".

(a) *Closing date of application.* - 11.06.2018.

Note : Complaints with regard to losses or delays of any application or any related document in the post will not be considered. Losses incurred by failure to submit application on the due date must be borne by the applicant.

01. *Mode of recruitment.*- Suitable applicants will be recruited upon a written and professional examination according to the order of marks on merit achieved by each candidate and the vacancies available. The vacancies are as follows :

| | |
|------------------------|------|
| Stenographer (Sinhala) | - 04 |
| Stenographer (Tamil) | - 02 |
| Stenographer (English) | - 04 |
| Typist (Sinhala) | - 14 |
| Typist (Tamil) | - 04 |
| Typist (English) | - 04 |

1.1 This examination will be conducted in Sinhala, Tamil and English medium. The applicant will select the medium for the examination and all examination papers should be answered in the same medium selected. The medium preferred in the application will not be allowed to change later.

02. *Terms of employment :*

- * This post is permanent and pensionable. Contributions should be made to the Widows' and

Orphans'/Widowers' and Orphans' Contributory Pension Scheme. (Should be subjected to the future policy decisions of the government on pensions scheme.)

- * Officers appointed to this post should be subjected to a probation period of three (03) years and the first efficiency bar examination should be passed during three (03) years probation period.
- * The Second Efficiency Bar should be passed before lapse of three (03) years after promoting to Grade II, the third efficiency bar examination should be passed before lapse of five (05) years after promoting to Grade I.
- * In terms of Public Administration Circular No. 07/2007 and 01/2014 and incidental circulars thereto the relevant proficiency in other official languages should be acquired within five (05) years.
- * This appointment is subject to the Procedural Rules of Public Service Commission, Administrative Regulations of the Democratic Socialist Republic of Sri Lanka, Public Financial Regulations, other regulations of the Commission to investigate Allegations of bribery or Corruption, circulars, regulations issued time to time by the government.

03. *Salary Scale.*- Monthly salary scale of the post : Rs. 27,140 - 10x300 - 11x350 - 10x495 - 10x660 -Rs. 45,540 (Salary Code - MN1-2016).

This salary scale is effective from 01.01.2020. The basic salary from 01.01.2018 is Rs. 21,532 and an adjustment allowance of Rs. 4,306 is payable.

04. *Qualifications.*- Educational/Professional qualification and experience :

- * Should possess six (06) passes with credit passes for two subjects including Sinhala/Tamil/English Languages and Mathematics in one sitting at the General Certificate of Education (Ordinary Level) Examination.

and

At least a pass mark for one (01) subject (excluding the general subject) at the General Certificate of Education (Advanced Level) Examination,

- * Should have successfully passed and possessed with a certificate of a course for Stenography/ Typing/computer with the duration of not less than six (06) months approved by Tertiary and Vocational Education Commission or have a credit pass for Typing and Stenography as a subject in the General Certificate of Education (Ordinary Level).

- * Should have working experience of six (06) months in a field relevant to the post.

Age limit.– The applicant should not be less than 18 years and not more than 30 years of age as at 11.06.2018. (Accordingly, the persons born on or before 11.06.2000 and on or after 11.06.1988 are eligible to apply to this post).

Physical Qualifications.– Should be physically and mentally fit to serve in any part of the island and to execute the duties of the post.

Other Qualifications :

- * Should be a Sri Lankan citizen,
- * Have an excellent character,
- * The applicants should have achieved all qualifications required to recruit to the post as at the due date mentioned in the *Gazette* notification,
- * A police clearance report will be called on all selected applicants to examine the suitability of each person to serve in the Commission.

05. *Method of Recruitment :*

5.1 *Written examination :* Will be conducted by the Commissioner General of Examination :

| <i>Subjects</i> | <i>Syllabus</i> | <i>Time</i> | <i>Maximum Marks</i> | <i>Minimum Marks to pass</i> |
|-------------------------------------|--|-------------|----------------------|------------------------------|
| General Knowledge and Essay Writing | * This paper consist of questions to evaluate general knowledge on contemporary local and global incidents (60 multiple choice question) | 01 hour | 100 | 40% |
| | * Essay writing on a selected topic out of several topics given of temporarily importance. (ability to present special thoughts, language skill, accuracy of grammar, spellings will be evaluated) | 01 hour | | |

5.2 *Professional test :* Will be conducted by the Commissioner General of Examination :

| <i>Subjects</i> | <i>Syllabus</i> | <i>Maximum Marks</i> | <i>Minimum Marks to Pass</i> |
|---|--|----------------------|------------------------------|
| Stenography and computer typing (Sinhala/Tamil/English) (For the applicants of the post of Stenographer only) | A paragraph read continuously in a period of 05 minutes should be taken into short-hand writing by 80 words per minute and computer type-written by 07 words per minute. | 100 | 40% |
| Computer type writing (Sinhala/Tamil/English) (For the applicants of the post of Typist only) | A paragraph read continuously in a period of 05 minutes should be computer type-written by 80 words per minute | 100 | 40% |

5.3 Candidates who have achieved not less than 40% marks for written examination will be called for the professional examination.

5.4 *General Interview :* This interview will be held by an interview board appointed by the Director General of the Commission to Investigate Allegations of Bribery or Corruption, to examine the qualifications of each candidate according to the recruitment procedure and the *Gazette* notification and to examine physical competency as well.

- * The appointing authority according to the order of marks on merit achieved at the professional examination and the available vacancies shall decide the number of candidates to call for the interview as the case may be.

06. The application should be prepared using 22-29cm. size. A4 sheets denoting 01-07 headings on first page. The details of the application should be dully filled by own hand writing of the applicant. Incomplete applications and the applications not in accordance with the specimen will be rejected without any notification. It is advisable to keep a photocopy of the application with the candidate. It is the responsibility of the candidate to verify that the perfected application complies with the specimen given in the notification, as otherwise the application may be rejected.

- 6.1 *Identity of the candidate.* - Candidates must provide one of the following documents to the supervisor of the examination hall to prove the identity.
- National Identity Card issued by the Department of Registration of Persons,
 - A valid passport.

The candidates who passed written examination are bound to produce any of the following documents at the interview or any other requested time.

- Educational Certificates,
- Birth Certificate,
- National Identity Card,
- Certificates of experience,
- Two character certificates (one should be issued by the Grama Niladhari countersigned by the Divisional Secretary).

N.B.

- Post/Posts applied should be clearly indicated on application.
- Copies of the educational and professional certificates should be attached with the application.
- Applications of the candidates who fail to produce documents when requested to do so will be not considered.

07. *Examination fee.* - The fee for the examination will be Rs. 750. This should be paid before closing date of applications only at any Post Office, Sub Post Office, to be credited to the Revenue Head 2003-02-13 of the Commissioner General of Examination. The receipt obtained

to the name of the applicant upon payment of examination fee should be firmly pasted on due place of the application. (It is advisable to keep a photocopy of the receipt for future requirements). The examination fee once paid will not be refunded under any circumstances. Money orders and stamps will not be accepted.

08. *Scheme of examination :*

- 8.1 On the assumption that only the applicants who have achieved the qualifications prescribed in the *Gazette* Notification have applied for the examination, the Commissioner General of Examination will issue admission cards to the applicants within the age limits specified in the notification and who have forwarded duly completed applications with the receipt having paid prescribed examination fee on or before final date. The Department of Examinations will publish a notice in newspapers immediately after issuing admission cards to the applicants. Any applicant who has not received admission card within 02 or 03 days after publishing the notice in the newspaper should inquire from the Organization of Foreign Examinations Branch of the Department of Examinations stated in the notification. It is advisable to inquire with the name of the examination applied, full name of the applicant, National Identity Card number and the address correctly. Applicants residing outside Colombo should inquire by fax through the number in the notice with particular details and a fax number to deliver the admission card promptly. Copy of the application, copy of the receipt relevant to payment of examination fee/ receipt of postal registration should be kept secured with the applicant to prove details when asked by the Department of Examinations at such inquiry.

The signature of the applicant in the application for the examination and admission card should be attested. An applicant applying for the examination through an institution should get the signature attested by the Head of the Institution or an officer authorized by him and other applicants should get their signatures attested by a Principal/retired officer of a Government School, Grama Niladhari of respective division, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officers in Three Forces, a permanent officer in public service who draws an annual salary above Rs. 334,452 or the Chief Incumbent of a Buddhist Vihara or a Nayaka Buddhist Monk, the incumbent of a place of workshop of any other religion or a religious dignitary of standing of any other

religion. Candidates must sit for the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrendered it to the supervisor of the hall on the first day he presents himself for the examination. Candidates who fail to submit admission card are not permitted to sit for the examination.

8.2 The result list of qualified candidates as per the merit order of total marks achieved through written examination and professional examination will be handed over to the "Director General, Commission to Investigate Allegations of Bribery or Corruption". All candidates sat for the written examination will be notified respective marks by post or by the website of the Department of Examinations, www.results.exams.gov.lk

8.3 Issuance of an admission card to a candidate should not be considered as the candidate has fulfilled the qualifications required for the post.

8.4 Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting examination.

Breach of these rules by any candidate shall be liable to a punishment imposed by the Commissioner General of Examinations.

09. This appointment is subject to the Procedural Rules of Public Service Commission, circular regulations issued from time to time on public service, service minute and the amendments imposed.

10. The final decision of filling or non-filling all vacancies or part thereof shall be reserved by the appointing authority.

11. In the event of any inconsistency between Sinhala, Tamil and English texts of this notice, the Sinhala text will prevail.

SARATH JAYAMANNE, PC
Director General.

Commission to Investigate Allegations of Bribery or Corruption,
No. 36, Malalasekera Mawatha,
Colombo 07,
On this 26th day April, 2018.

Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER/TYPIST (DEPARTMENTAL) OF THE COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION - 2018

Post/Posts applied

| | |
|---------------------------|--------------------------|
| 1. Stenographer (Sinhala) | <input type="checkbox"/> |
| 2. Stenographer (Tamil) | <input type="checkbox"/> |
| 3. Stenographer (English) | <input type="checkbox"/> |
| 4. Typist (Sinhala) | <input type="checkbox"/> |
| 5. Typist (Tamil) | <input type="checkbox"/> |
| 6. Typist (English) | <input type="checkbox"/> |

Language medium preferred for written test :

2. Sinhala
3. Tamil
4. English

01. Name indicating last name first and initials of other names at the end : _____.
(In English block capital letters)
Eg. : Nimal A. B. C. D.
02. Names denoted by initials (In English block capital) : _____.
03. Full name (Sinhala/Tamil) : _____.
04. (i) Permanent address in English capital letters (Admission card will be sent to this address) : _____.
(ii) Official Address (If in public service) : _____.

05. National Identity Card No. :

06. Sex : Male - 0
Female - 1

07. Ethnicity : (Sinhalese - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, Other -5)

08. Date of birth : Year Month Date

Age as at 11.06.2018 : Years Months Days

09. Contact No. : Mobile :

Fixed :

10. Educational Qualifications :
G. C. E. (Ordinary Level) :

| Subject | Grade |
|---------|-------|
| | |
| | |
| | |
| | |
| | |

| Subject | Grade |
|---------|-------|
| | |
| | |
| | |
| | |
| | |

G. C. E. (Advanced Level) :

| Subject | Grade |
|---------|-------|
| | |
| | |
| | |
| | |
| | |

11. Courses relevant to the post :

Institution : _____.

Details of practical certificate/Diploma Certificate : _____.

Professional Qualifications :

Professional experience as at 11.06.2018 : _____.

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

Other Qualifications :

1. _____

2. _____

3. _____

12. Have you ever been subjected to dismissal from Public Service or vacation of post : Yes/No : _____.

13. Have you ever been punished by a Court of Law for any offence ? Yes/No : _____.

If yes, furnish relevant information : _____.

14. Details of the receipt received upon payment of examination fee :

(i) Name of the office to which the examination fee was paid : _____.

(ii) Receipt No. and date : _____.

(iii) Amount paid : _____.

Please affix firmly the receipt obtained on payment of examination fee so as to be unglued (Keeping a photocopy of the receipt with you would be vital)

I do hereby state that the particulars given by me in the application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect before selection, I am subject to be disqualified or dismissed from the service without any compensation if it is revealed after selection. Furthermore, I agree to abide by rules and regulations of the Commissioner General of Examinations regarding the conducting of the examination.

_____,
Signature of Applicant.

Attestation of Applicant's Signature

I certify that Mr./Mrs./Miss who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on this day of 2018. I also certify that he/she has paid the due examination fee and has attached the paid receipt.

_____,
Signature.

Name and Designation : _____.
Address : _____.
Official Frank : _____.
Date : _____.

Note : The signature of the applicants in Public Service should be attested by the Head of the Department or by an authorized officer.

If the applicant already in Public Service :

I hereby certify that the Mr./Mrs./Miss serves in this Department and he/she can't be released from his/her present post if he/she is selected.

_____,
Signature of Head of the Department.

Date : _____.
Name : _____.
Designation : _____.
Department : _____.

AUDITOR GENERAL'S DEPARTMENT

Open Competitive Examination for Recruitment of Audit Examiners to Grade II of the Audit Examiners' Service – 2018

A competitive examination will be conducted by the Commissioner General of Examinations to select suitable candidates for the posts of Audit Examiners Grade II of the Audit Examiners' Service in terms of the Provisions in Paragraph 06(II)(b) of the Minute of said service. Applications are invited from the candidates possessing the required qualifications as stated in this notification.

Date of Examination. – The examination will be held by the Commissioner General of Examinations in Colombo and Jaffna in September 2018. The Auditor General reserves the right to postpone or cancel this examination. No change of city stated to sit for the examination will be allowed.

01. *Number of persons to be appointed and the effective date:*

The effective date of appointments will be determined by the Auditor General. The Auditor General reserves the right to refrain from filling any or all of the vacancies.

02. *Service Conditions :*

(i) The selected candidates will be appointed to Grade II of the Audit Examiners' Service on the general conditions governing the appointments of the Public Service published at the beginning of the Paragraph (II b) of Part I of the Ordinary *Gazette*, conditions set out in the Minute of Audit Examiners' Service published in the *Gazette Extraordinary* No. 380/61 dated 20th December 1985 of the Democratic Socialist Republic of Sri Lanka and subjected to amendments made or to be made hereafter to the said Minute.

(ii) This post is permanent and pensionable. In terms of Public Administration Circular No.21/2017, you shall be subjected to a policy decision which should be taken by the government in future on the pension scheme to which you are entitled. Further, you shall make contributions to the Widows and Orphans' / Widowers and Orphans Pension Scheme. You shall make your contributions in such manner determined from time to time by the Government.

- (iii) The successful candidates will be appointed to this service on probation for a period of three years from the date of appointment.
- (iv) Confirmation at the end of their probationary period of successful candidates competing in this Examination will be *inter-alia* depend on :
 - (a) Satisfactory work, attendance and conduct.
 - (b) Passing of Efficiency Bar Examination before the end of probation period.
- (v) His/Her Service will be terminated if he/she fails to secure confirmation at the end of the probationary period.
- (vi) In terms of Public Administration Circular No.01/2014 dated 21st January 2014, proficiency of the other official language should be acquired within five (05) years from the date of appointment.
- (vii) Selected officers should serve in any part of the Island.
- (viii) This appointment will be subjected to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations, Orders and Regulations that may be issued by the Government from time to time and the Circulars, instructions and Orders that may be issued by the Auditor General's Department from time to time.

03. *Salary Scale.*– The consolidated salary scale relating to Grade II of the Audit Examiners' Service in terms of the Public Administration Circular No.03/2016 is, Rs.34,605-10X660-11X755-15X930-Rs.63,460. (Efficiency Bar before Rs. 36,585). However, the salary will be given to you in accordance with the provisions in this Circular as stated in schedule II thereof.

04. *Health and Discipline.*– The candidate must satisfy the Auditor General that he/she is duly qualified in respect of health and an excellent moral character. The candidate must be of sound constitution, possessed of good sight and physically qualified for service in any part of the Island. When a candidate who is already not in the Public Service/ Provincial Public Service is selected, he/she should appear for a medical test.

05. *Qualifications : All candidates should :*

- (a) be a citizen of Sri Lanka,
- (b) be not less than 22 years and not more than 32 years of age for the persons not in the Public Service/ Provincial Public Service as at 13th June 2018 and the applicants who are in the Public Service should not be more than 40 years of age. (Accordingly, only the persons whose birthdays fall on or before 13.06.1996 and on or after 13.06.1986 are eligible to apply. If in the Public Service, only the persons whose birthdays fall on or after 13.06.1978 are eligible to apply)
- (c) have an excellent moral character and must be of sound constitution;
- (d) have obtained one of the following qualifications;
 - (i) Should be a graduate of a recognized University or have obtained equivalent qualification ;

Or

 - (ii) Should have passed the Examination of Licentiate or Intermediate of the Institute of Chartered Accountants in Sri Lanka.

Or

 - (iii) Should have passed the Higher National Diploma in Accountancy/Commerce of Technical College of Sri Lanka/Sri Lanka Institute of Advanced Technological Education.
- (e) No member of clergy of any religion will be permitted to appear for this examination.

Note.- The candidates who compete for this examination should be able to produce certificates of their educational and professional qualifications, immediately at the request of the Auditor General. Applications submitted on pending results will not be entertained.

Note. - A candidate will be deemed to have qualified only if he / she has;

- (i) successfully completed in every respects the examination or examinations required to pass as at 13th June 2018 and;
- (ii) submitted at the interview, an official certificate or any official document on behalf of the said certificate or the qualifications that can be accepted by the Auditor General.

06. *Examination Fees.* – The examination fee is Rs.600. This fee should be paid to any Post Office/ Sub-Post Office in the Island on or before the closing date of applications with instructions that it should be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained in your name should be affixed to the application. No payment whatsoever is required in addition to the examination fee. The examination fees paid will not be refunded fully or partly in any circumstances. (Keeping a photocopy of the cash receipt with you will be helpful). Further, the stamps or money order will not be accepted for the examination fee.

07. *Method of Application ;*

- (a) The application should be prepared in accordance with the specimen form annexed to this notification, using both sides of the papers in A4 size as from 01 to 04 on first page, 05 to 06 on second page, 07 to 09 on third page and 10 to 12 on fourth page and should be filled by the candidate himself. Since the applications which are incomplete and not prepared in accordance with the specimen form shall be rejected without any notice, applicants should recheck whether the perfected application form complies with the specimen given in the examination notice and the application is perfected including all the particulars and the examination fee has been paid on due time and the particulars of the same have been included in the application and the receipt is attached. Further, it is advisable to keep a photocopy of the perfected application.
- (b) The application should be filled in the language in which the candidate eligible to sit for the examination (Refer Paragraph 11). The title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms.
- (c) Application for the Open Competitive Examination must be sent by registered post to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations Sri Lanka, P.O. Box 1503, Colombo on or before 13th June 2018.

The top left hand corner of the envelop containing the application should bear clearly the words “*Open Competitive Examination for Recruitment to the Posts of Audit Examiners Grade II – 2018*”.

No application received after the closing date will be accepted. Candidates who are in the Public Service / Provincial Public Service should send their applications through their Heads of the Department/Institution.

- (d) Applications which are not completed in every respect will be rejected. No allegation that an application has been lost or delayed in the post will be considered. Further the issue of an admission card to a candidate does not necessarily means that he or she has the requisite qualification to sit for the examination. Such admissions are subjected to subsequent inquiries.
- (e) Applications will not be acknowledged. A notification will be published in newspapers by the Department of Examinations Sri Lanka as soon as the Admission Cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations i.e certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration, indicating your full name, address, NIC No. and the name of Examination accurately and in case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.
- (f) The signature of the applicant should be attested by an authorized person. Applicants who are already in Public Service or Provincial Public Service should get their signatures attested by their Heads of Departments or by an officer authorized to do so on his behalf, other applicants should get their signatures attested by anyone of the following; i.e. a Justice of Peace, a Commissioner of Oaths, an Attorney at Law, a Notary Public, a Principal of a Government school, a public officer drawing a monthly consolidated salary of Rs.240,360 or over, a Chief Incumbent or Higher Priest of a Buddhist Temple, a member of the clergy of any other religion who is in charge of a place of worship or holding a position of importance in such places of worship, a Commissioned Officer in three Armed Forces, an officer holding a *Gazette* Post in the Police Service.

08. *Admission to the Examination:*

- (a) With the presumption that only the candidates fulfilling qualifications stipulated in the Gazette notification have applied for the Examination, admissions shall be issued by the Commissioner General of Examinations to the candidates within the age limit and who have submitted duly perfected applications along with the receipt issued after paying the Examination fee on or before the closing date of applications. A candidate must sit for the examination at the examination hall assigned to him. Every candidate should submit the admission card with the candidate's authenticated signature to the supervisor on the first day presenting himself for the examination. A candidate who fails to produce his admission card will not be permitted to sit for the examination.
- (b) A set of rules to be followed by all candidates is published in this *Gazette*.
- (c) The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualification to sit for the examination or for a post.
- (d) All candidates are bound to abide by the rules laid down by the Commissioner General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner General of Examinations.

09. *Identification of the Candidates.*— A candidate will be required to prove his identity at the examination to the satisfaction of the supervisor for each subject he or she appears. For this purpose, only the following documents will be accepted.

- (a) The National Identity Card issued by the Department of Registration of Persons.
- (b) A valid passport issued by the Department of Immigration and Emigration

10. *Furnishing False Information.*— If a candidate is found to be ineligible, his or her candidature is liable to be cancelled at any stage prior to, during or after the examination.

11. *Method of Examination:*

- (a) The examination will be held in Sinhala, Tamil and English Languages.

- (b) A candidate should sit for the examination in the language in which he passed the qualifying examination or in the official language.
- (c) A candidate who has passed subjects at the qualifying examination in two or more languages should sit for the examination in the language in which he passed the majority of subjects at such examination or in the official language.
- (d) A candidate with a Special Degree who has passed the core-subject in one language and the subsidiary subject in another language should sit for the examination in which he passed the principal subject or in the official language. A candidate will not be permitted to change the medium of the examination given in his application.

Note:

- (i) The term “Qualifying Examination” in (b) and (c) above refer to any of the examinations referred to in paragraph 05.
- (ii) A candidate must sit for all the papers of examination in one and the same language.

12. *Method of Testing:*

- (a) A written test on the following five subjects and a *viva voce test*.

| Subject | Duration (Hours) | Total Marks |
|--|------------------|-------------|
| 1. Accounting | - 03 | 150 |
| 2. Cost Accounting | - 02 | 100 |
| 3. Auditing | - 03 | 150 |
| 4. Business Mathematics and Statistics | - 02 | 100 |
| 5. Environment – | | |
| Part 1 – Economics | - 01 | 50 |
| Part 2 – General Commercial knowledge | - 01 | 50 |
| Part 3 – Commercial Law | - 01 | 50 |

The syllabus of the written test is shown in Appendix ‘A’.

- (b) Candidates who obtain a minimum of 40 percent of the marks in each paper and an average of not less than 50 percent of the aggregate marks only will be eligible to be called up for the interview and the

interview will be held on a date intimated after the date of written test. The interview will be confined to scrutinizing the qualifications, certificates and service records of candidates and marks will not be given for the interview. The interview board is appointed by the Auditor General.

(13) *Method of Selection for Appointment.* – Those who have scored the highest marks totalling the marks for 05 papers in the written test will be selected. In the event of more than one candidate have scored similar marks, the final decision for selection will be made by the Auditor General.

(14) Results sheet including the names of qualified candidates as per Paragraph 12 (b) will be posted to the Auditor General and subsequently the results will be informed by post personally to all candidates or made available in www.result.exams.gov.lk of the official webpage of the Department.

(15) The decision of the Auditor General will be final regarding issues on matters not covered by the above regulations.

(16) In the event of any inconsistency between the notice published in Sinhala, Tamil and English languages, the notice published in Sinhala medium shall prevail.

H. M. GAMINI WIJESINGHE,
Auditor General.

Auditor General's Department,
No.306/72,
Polduwa Road,
Battaramulla,
On 27th April, 2018.

Appendix "A"

Syllabus of the Written Test –

(i) Accounting – One paper of three hours duration on

- * Accounting Theory – A general understanding of basic concepts and principles, methods of assets valuation, theory of double entry, classification of costs, classification of information in balance sheets and manufacturing, trading and profit and loss accounts.
- * Accounting Systems – Understanding the concept of control based on the need to control

changes in resources used in an accounting entity: need for comparison with standards; analysis of business transactions familiarity with procedures governing basis management functions such as purchasing, selling, receipt & payment of moneys, inventory control *etc*; familiarity with different designs of records, day books, ledgers, control accounts, etc.

- * Accounting practice problems including the preparation of balance sheet, manufacturing, trading and profit and loss accounts, reconciliation statements, control accounts *etc*; accounting and statistical ratios.

(150 marks)

(ii) *Cost Accounting – One paper of two hours duration on*

- * Principles of costing, types of costing, purchase and stores procedure, materials, pricing of materials, pricing of issue of materials, wages, overheads, fixed and variable expenses, direct and indirect expenses, budgetary control, standard costing, variations, marginal costing, contract costing, process costing, job costing, transport costing, output costing.

(100 marks)

(iii) Auditing – One paper of three hours duration on

- * Auditing concepts and theory – Need for audit; accountability as a base for audit; scope of audit, classes of audit; timing of audit, qualifications of auditors; powers; authority for audit, pre-audit; internal check, internal control; in-depth audit, internal audit, the need for standards; types of evidence for audit, techniques.
- * Auditing systems and procedures – Familiarity with audit programmes covering the main balance sheet, manufacturing, trading and profit and loss account items, land, buildings, fixed assets, inventories, money assets, sales, purchases, receipts, payments, *etc*.
- * Auditing problems – Simple problems to test powers of observations, ability to detect errors and unusual situations.
- * Functions of the Auditor General

(150 marks)

(iv) *Business Mathematics and Statistics – One paper of two hours duration on Elements of Business Mathematics and Statistics*

(100 marks)

Mathematics –

- * Equations – Linear and quadratic equations including graphical solutions.
- * Series – Arithmetic and Geometric Simple and compound interest including discounting
- * Elementary probability theory including permutations and combinations, Use of mathematical table

Statistics –

- * Collection, presentation and interpretation of data
- * Analysis of frequency distributions; averages and dispersion; standard deviation; frequency curves
- * Probability, distribution and its application
- * Sampling and significance concept of sample distributions, standard error, methods of sampling, tests of significance.
- * Time Series – Components of a time series, trends, - seasonal, cyclical and irregular
- * Graphic communication, statistical graphic charts.

(v) *Environment – One paper of three hours duration on :*

- * Elements of Economics, Law and General Commercial Knowledge.

(150 marks)

Economics :

- * Nature and significance of the study of economics, the price system, demand and supply, cost and revenue, maximization of profits, factors of production; competition & monopoly.
- * The characteristics of the economy of Sri Lanka; national income; gross national product, balance of payments; economic problems such as inflation, recession, fixed and floating exchange rates, devaluation.

- * Money and banking – Nature, forms and functions of money; value of money; general levels of prices; functions of the Central Bank of Sri Lanka, Commercial Banks, Credit and Savings Institutions.

Law :

- * An outline of the history of different systems of law in Sri Lanka and in general their applicability; organization and functions of courts, labour tribunals, industrial courts; functions of judges and other important legal officers engaged in the administration of justice in Sri Lanka.
- * Nature of contract; natural and legal person; agency; doctrine of ultra vires.

General Commercial Knowledge :

- * Office organization including systems and procedures, filing and indexing, office appliances, organization of meetings; writing of minutes, reports.
- * Organization structure; organization chart, line staff relationship, centralization, decentralization, business units including sole trader, partnership, joint stock companies, Co-operatives, public corporations.
- * Principles and classes of insurance; Sri Lanka Export Credit Insurance Corporation.
- * Carriage of goods by sea, land and air; freight; demurrage
- * Negotiable instruments; meaning of negotiability; cheques; bills of exchange; endorsements; crossings; acceptance; dishonour.
- * Role of co-operatives in Sri Lanka.
- * Principles of investments; stock exchange in Sri Lanka.
- * Sale of goods including contract of sale, the passing of ownership of the property in the goods, conditions and warranties, hire purchases, purchase on Installment basis, international trade including procedure, documents, methods of export, import, methods and terms of payment, customs and excise duties.
- * Development finance including the functions of the National Development Bank, Development Finance Corporation, World Bank, International Monetary Fund.

| | |
|-----------|--|
| Index No. | |
|-----------|--|

(For office use only)

SPECIMEN FORM OF APPLICATION

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT OF AUDIT EXAMINERS TO GRADE II OF THE
AUDIT EXAMINERS' SERVICE – 2018

(Application form to be prepared in two A4 size papers as No. 01-04 in first page, No. 05-06 in second page, No. 07 to 09 in third page and remainder in fourth page)

Town and Town No.in which you intend to sit the examination:
Town Town Number

COLOMBO – 1
JAFFNA -- 2

(Indicate the Town in English block capitals and Town Number in the cage)

Language Medium of Examination:

Sinhala - 2
Tamil - 3 (indicate the relevant number in the cage)
English - 4

(Language medium will not be allowed to change subsequently)

01. 1.1 Full Name: (in English block capitals) :_____
(Example: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with Initial indicating the initial after last name:(in English blockcapitals) :_____
(Example: GUNAWARDHANA, H.M.S.K)

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

02. Address:

2.1 Permanent Address: (which Admission Card to be posted) (in English block capitals)

2.2 Permanent Address: (in Sinhala/Tamil).....

2.3 Official Address: (in English block capitals)

(An officer in the Public Service / Provincial Public Service should write his/ her official address.)

03. 3.1 Sex (Female - 1 Male – 0)
(Indicate the relevant number in the cage)

3.2 National Identity Card No.:

3.3 Civil Status (Married -2 Single -1)
(Indicate the relevant number in the cage)

3.4 Date of Birth : Year Month Date

3.5 Age as at 13.06.2018: Years Months Days

3.6 Mobile Phone No. :

04. Race : (Indicate the relevant number in the cage)

Sinhala -1, Tamil -2, Indian Tamil -3, Muslim -4, Other -5

05. (i) Qualifications you have obtained to sit for this examination :

| <i>Qualifications obtained</i> | <i>Date of obtaining qualification</i> | <i>Subjects</i> | <i>Date of Issuing results</i> | <i>Institution from which the qualification was obtained</i> |
|--------------------------------|--|-----------------|--------------------------------|--|
| | | | | |

(ii) Subjects passed at the G.C.E. (O/L) Examination :

(a) Year of Examination..... (b) Index Number.....

| <i>Subjects</i> | <i>Pass obtained</i> |
|-----------------|----------------------|
| | |

06. Extra Educational and Professional qualifications:

07.Names and addresses of two referees nominated by the candidate to certify his/ her character and capacity :

- (i)
- (ii)

08. Candidates who sit for this Examination while serving in the Public / Provincial Public Service should fill the following:

- (i) The Service /Departmental Grade you belong to :
- (ii) Date of confirmation in the Service / Departmental Grade:

Year Month Date

09. The cash receipt should be affixed on the application firmly :

- (i) Number of the Receipt:
- (ii) Place of Payment:.....
- (iii) Date of Payment :
- (iv) Amount Paid (Rupees).....

(Keeping a photocopy of the cash receipt with you would be helpful)

10. Certificate by Candidate :

I declare that to the best of my knowledge and belief the information given here is true and that I have attached the receipt bearing No. dated being payment of Examination fees. I also agree to be bound by the rules governing Examinations and any decision that may be taken to cancel my candidature prior or during or after the examination, if it is found that, I am ineligible according to the regulations of this Examination.

 Signature of Candidate.

Date :_____.

11. Attestation : (Refer Paragraph 07(f) of the *Gazette* notification)

I hereby certify that Mr./Mrs./Miss who forward this application is known to me personally and placed his/her signature in my presence on 2018.

_____,
Signature and Seal of the Attester.

Date : _____.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

12. *Certificate of the Head of the Institution* :

(For candidates competing in the open competitive examination and who are already in Public Service/ Provincial Public Service)

Thereby certify that the applicant Mr./Mrs./Miss is serving in this office from and his/ her work, attendance and conduct is satisfactory and I personally checked all the information furnished in cages 01 to 08 above with the records available in this office and found correct and he/ she could be / not be released from the present post, if selected for this appointment and he / she signed in my presence on 2018.

_____,
Signature and Seal of the Head of the
Institution or the Authorized Officer.

Date : _____.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

05-329

**LIMITED COMPETITIVE EXAMINATION
FOR RECRUITMENT TO GRADE II OF
CLASS 2 OF SRI LANKA INFORMATION AND
COMMUNICATION TECHNOLOGY
SERVICE - 2018**

APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the limited competitive examination for recruitment to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service, which will be held by the Commissioner General of Examinations in Colombo in the month of August 2018.

2.0 Officers who satisfy the prescribed qualifications shall be selected on merit for appointment to the posts

in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service on the results of a written examination to be conducted by the Commissioner General of Examination. This examination shall be held only in Colombo.

3.0 Number of vacancies expected to be filled is 44. Effective date of appointments shall be determined by the appointing authority. Further, the appointing authority reserves the right to refrain from filling any or all of the vacancies.

4.0 *Salary*.- In terms of Public Administration Circular No. 03/2016 (MN-06-2016) dated 25.02.2016, monthly salary scale entitled to Grade 2-II and 2-I of Sri Lanka Information and Communication Technology Service is Rs. 36,585-10x660 - 11x755 -15x930 - Rs. 65,440.

Note.- You shall be entitled to the said salary from 01.01.2020. Until such time salary shall be paid in terms of the provisions of Schedule II of the above circular.

5.0 This post is permanent and pensionable.

6.0 **Qualifications.-** Following qualifications should have been satisfied to be appointed to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service :

- (a) Shall be a citizen of Sri Lanka,
(b) Shall have an excellent character,
(c) **Physical Fitness.-** All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post,

(d) **Experience :**

- (i) Shall be an officer in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service and shall have completed an active and satisfactory service period in the immediately preceding five (05) years ;

or

- (i) Shall be an officer in Grade II of Class 3 with an active and satisfactory service period in the immediately preceding five (05) years ;

and

- (ii) Shall have satisfied the educational qualifications mentioned in 6.1 of this notification.

(e) In addition to the above qualifications, the officer shall have been confirmed in service as at the closing date of applications.

6.1 **Educational Qualifications :**

01. Shall have obtained a degree in Computer Science/Information Technology from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

or

02. (i) Shall have obtained a degree with Computer Science/Information Technology as a major subject from a University recognized by the University Grants Commission or a Degree Awarding

Institution recognized by the University Grant Commission (at least 1/3 of the degree should be comprised of Computer Science/Information Technology) ;

and

- (ii) Shall have obtained a post graduate diploma in Computer Science/Information Technology from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

or

03. (i) Shall have obtained a degree from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

and

- (ii) Shall have obtained a post graduate degree in Computer Science/Information Technology from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

or

04. Shall have obtained the certificate of NVQ which is equivalent to level seven (7) or above NVQ certificate on Information Technology recognized by the Tertiary and Vocational Education Commission.

Note : (1) It is compulsory for every applicant to have satisfied all the relevant qualifications on or before the closing date of applications.

7.0 **Scheme of the examination and syllabus.-** The examination will consist of two papers. This examination will be held in Sinhala, Tamil and English medium. Candidates will not be allowed to change the language medium applied once it is selected.

| Question Paper | Duration | Total Marks | Pass Marks |
|---|----------|-------------|------------|
| 1. Aptitude | 1 hour | 100 | 40 |
| 2. Case Study on Information and Communication Technology | 2 hours | 100 | 40 |

1. *Aptitude test* :

This paper shall consist of questions to test the candidate's ability on statistics and critical reasoning. The question paper shall consist of fifty (50) questions of multiple choice and short answers and all the questions should be answered.

2. *Case Study on Information and Communication Technology* :

It is expected to measure the creative thinking and the ability for solving problems of the candidates giving a case/cases combining one or several problems in relation to Information and Communication Technology field of the public service in association with the practice of Public Service relevant to Establishments Code, Procedural Rules of Public Service Commission and Financial Regulations. This paper will consist of structured and essay type questions. All the questions should be answered.

Note.- This question paper has been designed to measure competency and skills of the candidate for the duties of the service. Even though this is a competitive examination, a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks shall be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall be made strictly on the order of the marks scored in order to fill the number of vacancies allocated for the competitive examination.

8.0 *Penalty for furnishing false information.*– The candidates should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false he/she is liable to dismissal at any time from the public service.

9.0 *Examination Fees.*– Examination fee is Rs. 500. This fee should be paid in cash to any post/sub post office to be credited to the Revenue Head 2003-02-13 of the Commissioner General of Examination on or before the closing date of applications. The receipt obtained thus should be pasted in relevant cage of the application form so as not to be detached. (A photo copy of the receipt should be kept for further reference). Under no circumstance the

examination fee shall be refunded and money orders and stamps are not accepted.

10.0 (i) *Applications.*– Applications should be prepared in the following manner using papers of size A4 (21x29cm).

- (a) Paragraphs from No. 1 to 3 should appear on the first side of the page.
- (b) Paragraphs from No. 4 onwards should appear on the other pages and the application should be filled in the language medium in which the candidate appears for the examination.
- (c) The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

Applications which are incomplete and not prepared in accordance with the specimen form shall be rejected without any notice. Applications of those who haven't paid examination fee on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incomplete applications. It would be advisable to keep a photocopy of the completed application form and it is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice. Otherwise, the application could be rejected.

11.0 On the assumption that only those who possess the qualifications mentioned in the *Gazette* notification have sent applications. the Commissioner General of Examinations shall issue admission cards to all candidates who have paid the relevant fees, whose complete applications have been received on or before the closing date. Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied all the qualifications required for this post. If it is found at the interview that the applicant does not possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.

11.1 The result sheet issued on the merit determined on the aggregate marks of the candidates who have become eligible as per Para. 7.0 and Note of this notification shall be sent to the Director General of Combined Services, Ministry of Public Administration and Management. Results shall be issued personally to all the candidates who have sat for the examination or published in the website of the Department of Examinations www.results.exams.gov.lk.

12. The words "Limited Competitive Examination for recruitment to the Posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service - 2018" should be written on the top left-hand corner of the envelope in which the application is enclosed.

13. Post and service station of the applicants at the time of applying for the examination shall be applicable for every matter related to the examination and no consideration shall be paid for any change that occurs after sending the applications.

14. Applications duly perfected should be sent by registered post to reach the following address on or before **11th of June 2018** :

Commissioner General of Examinations,
Organization and Foreign Examinations Branch,
Department of Examinations, Sri Lanka,
P. O. Box 1503,
Colombo.

15. *Sitting the Examination.*- A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of examinations in the manner specified in the advertisement. Name of the examination, full name of the applicant, address and national identity card number should be mentioned accurately when making such inquiry. In case of applicants outside Colombo, it would be advisable to send a letter of request furnishing a fax number to which the admission card should be sent, to the fax number mentioned in the notification and further to keep the following in hand at the time of calling the Department of Examinations : *i. e.* Copy of the application form and the receipt kept at your possession relevant to payment of examination fee, receipt of registration.

16. Candidates should furnish one of the following documents to the Supervisor of the examination hall to prove their identity :

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

17. Heads of Departments should grant duty leave for the officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to sit for the examination. No travel expenses shall be paid.

18. Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications required for sitting the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examination for violation of these rules and regulations.

19. Any matter not referred to herein shall be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this *Gazette*.

20. In case of any inconsistency among Sinhala, Tamil and English texts of this notification, the Sinhala notification shall prevail.

K. V. P. M. J. Gamage,
Director General of Combined Services,
Ministry of Public Administration and
Management.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
27th of April, 2018.

Specimen Application Form

LIMITED COMPETITIVE EXAMINATION FOR
RECRUITMENT TO GRADE II OF CLASS 2 OF SRI
LANKA INFORMATION AND COMMUNICATION
TECHNOLOGY SERVICE - 2018

Medium of Examination :

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

(For office use only)

1.0 1.1 Name, with initials at the end :_____.

(In English block capitals)

Example : GUNAWARDHANA, M. G. B. S. K.

1.2 Name in full (In English block capitals) :_____.

1.3 Name in full (In Sinhala/Tamil) :_____.

2.0 Service Station and Address :

- 2.1 Name and address of the office/department/institution : (In English block capitals) :_____.
- 2.2 Name and address of the office/department/institution :_____.
(In Sinhala/Tamil)
- 2.3 Address to which admission card should be sent :_____.
(In English block capitals)

(iii) Amount paid :_____.

Affix the receipt here so as not to be detached.
(It is advisable to keep a copy of the receipt)

- 3.0 3.1 Gender : Male - 0
Female - 1
(Indicate the relevant number in the cage)

I declare that information given by me in this form is accurate. I am aware that if any information furnished herein is found to be false or inaccurate I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment. Further, I agree to be bound by the rules and regulations imposed by the Commissioner General of examinations on conducting the examination and the decisions made on issuance of results.

3.2 Date of Birth :

Year Month Date

_____,
Signature of the applicant.
(Signature should be placed in the presence of Head of the Department)

3.3 National Identity Card No. :

Date :_____.

3.4 Telephone Number :

Note.- The applicant should place his/her signature in the presence of the respective Head of the Department or an officer authorized for the purpose.

4.0 Particulars of Service :

- 4.1 Name of the institution where you are serving at present :_____.
- 4.2 Ministry or Department to which the institution belongs :_____.
- 4.3 Designation of the present post :_____.
- 4.4 Date of appointment to the present post :_____.
- 4.5 Whether the present post is permanent or temporary :_____.
- 4.6 Whether you have been confirmed in the present post :_____.
- 4.7 Reference number and date of the letter issued confirming you in the present post :_____.
- 4.8 (a) Salary drawn by you at present :_____.
- (b) Salary scale (Salary code as per the Public Administration Circular No. 06/2006(IV) dated 24.08.2007) :_____.
- 4.9 If you are an officer absorbed into the Combined Service, mention the date of absorption :_____.
- 4.10 Whether the present post is pensionable :_____.
- 4.11 Period of service in the present post, as at the closing date of applications :_____.

Attestation of the applicant's signature :

I hereby certify that Mr./Mrs./Miss who is serving in my office and is known to me personally, placed his/her signature in my presence on

_____,
Signature and the official stamp of the Officer attesting the signature.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

Certification of the Head of the Department,

I hereby certify that,

1. The applicant, Mr./Mrs./Miss is serving in this department,
2. He/she is holding a permanent post in the Combined Service which belongs to the Public Service,
3. He/she has been confirmed in a permanent post as at

5.0 Details of the receipt of payment of examination fee :

- (i) Post/sub post office to which the examination fee was paid :_____.
- (ii) Number and date of the receipt :_____.

4. A letter has been issued confirming him/her in a permanent post,
5. He/she has completed an active service period of 05 years immediately preceding to the closing date of application (as prescribed by 6(d) of the notification),
6. He/she has completed a satisfactory service period of at least 05 years as at (as prescribed by 6(d) of the notification),
7. He/she has earned the salary increments as at the due date within the immediately preceding five years, to the closing date of application,
8. He/she is remaining in the due class and grade relevant to the post which is relevant for applying for this examination,
9. He/she will be released from his/her present post, if selected for the position on the results of this examination,
10. He/she has paid Rs. 500 as the examination fee and has affixed the receipt in the application form,
11. Particulars given in his/her application have been verified by way of comparing them with the documents available in this department and that he/she is eligible to sit for this examination as per the regulations stipulated in the notification on this examination.

Signature and official stamp of the
Head of the Department.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

Note :

1. This certification should strictly be signed by the Head of the Department or a staff officer duly authorized for the purpose. The officer who makes the certification should be satisfied himself that the particulars included in the certification are accurate each and every way.
2. If there are applicants who have not satisfied all the requirements for eligibility, the applications of such applicants should not be referred to the Commissioner General of Examinations.

**OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO GRADE II OF CLASS
2 OF SRI LANKA INFORMATION AND
COMMUNICATION TECHNOLOGY
SERVICE - 2018**

APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the open competitive examination for recruitment to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service, which will be held by the Commissioner General of Examinations in Colombo in the month of **August** 2018.

2.0 Candidates who satisfy the prescribed qualifications will be selected on merit for appointment to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service on the results of a written examination to be conducted by the Commissioner General of Examination.

3.0 Number of vacancies expected to be filled is 102. Effective date of appointments will be determined by the appointing authority. Further, the appointing authority reserves the right to refrain from filling any or all of the vacancies.

4.0 Three percent (3%) of the number of vacancies filled by this examination will be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify will be selected for appointments. The minimum level of marks candidates should score to be selected for appointment is 50%. A candidate selected for an appointment will be referred to a Special Medical Board and, by a report obtained from a medical specialist; he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.

5.0 *Salary*.- In terms of Public Administration Circular No. 03/2016 (MN-06-2016) dated 25.02.2016, monthly salary scale entitled to Grade 2-II and 2-I of Sri Lanka Information and Communication Technology Service is Rs. 36,585-10x660 - 11x755 -15x930 - Rs. 65,440.

Note.- You will be entitled to the said salary from 01.01.2020. Until such time salary will be paid in terms of the provisions of Schedule II of the above circular.

6.0 This post is permanent. The pension, to which the officers who are selected from this examination to Grade II of Class 2 of Sri Lanka Information and Communication

Technology Service are entitled, will be determined as per the policy decisions taken by the Government with regard to the pension scheme in future.

7.0 *Qualifications.*- Following qualifications are applicable for the recruitment to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service :

- (a) Shall be a citizen of Sri Lanka,
- (b) Shall be not less than 21 years and not more than 35 years of age on the closing date of applications. (Accordingly, only the persons whose birthdays fall on or before **11.06.1997** and on or after **11.06.1983** are qualified to apply for this examination.)

Note.- When the officers in permanent posts of the Public Service are recruited through this examination, maximum age limit is considered as 45 years only at this instance. Therefore, only the officers who are serving at a permanent post in the Public Service and whose birthday is on 11.06.1997 or before or 11.06.1973 or later can apply for this.

- (c) Shall have an excellent character,
- (d) All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.
- (e) *Educational qualifications* :

01. Shall have obtained a degree in Computer Science/Information Technology from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

or

02. (i) Shall have obtained a degree with Computer Science/Information Technology as a major subject from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission (at least 1/3 of the degree should be comprised of Computer Science/Information Technology) ;

and

(ii) Shall have obtained a post graduate diploma in Computer Science/Information Technology from a

University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

or

03. (i) Shall have obtained a degree from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

and

(ii) Shall have obtained a post graduate degree in Computer Science/Information Technology from a University recognized by the University Grants Commission or a Degree Awarding Institution recognized by the University Grants Commission ;

or

04. (i) Shall have obtained the certificate of NVQ which is equivalent to level seven (7) or above NVQ certificate on Information Technology recognized by the Tertiary and Vocational Education Commission.

and

(ii) Shall have professional experience of two (02) years in the relevant field.

Note :

(i) Original copies of the relevant certificates should be produced at the interview in order to prove the professional experience mentioned in 7.0(e) 4 (ii).

Professional experience obtained when engaged in a certain employment in private sector should be proved by a letter containing the business registration number of the institution and EPF number of the employee and the relevant letters of appointment.

If professional experience has been obtained when engaged in an employment in public sector, it should be proved by the letters certified by the respective Head of the Department and the duty lists.

(ii) It is compulsory for every applicant to have satisfied all the relevant qualifications on or before the closing date of applications.

8.0 *Scheme of the examination and syllabus:-*

- 8.1 The examination will consist of three papers. This examination will be held in Sinhala, Tamil and English medium. Candidates will not be allowed to change the language medium applied once it is selected.
- 8.2 Subjects and the marks allocated for each subject are mentioned below :

| <i>Subjects</i> | <i>Duration</i> | <i>Maximum Marks</i> | <i>Pass Marks</i> |
|--|-----------------|----------------------|-------------------|
| 01. Information and Communication Technology | 2 hours | 100 | 40 |
| 02. Aptitude | 1 hour | 100 | 40 |
| 03. General Intelligence | 1 hour | 100 | 40 |

8.3 01. *Information and Communication Technology :*

This paper shall consist to thoroughly measure the knowledge and ability on supervision in the fields such as principles on Information and Communication Technology, Computer architecture and operating systems/software, hardware, knowledge on Information and Communication Technology for the productive implementation of the e-government concept, knowledge on system analysis, design, testing, implementation and maintenance, knowledge on creating and maintaining data base, hardware, data communication and computer network, internet, designing websites and new internet services, e-mail, life cycle of the projects of Information and Communication Technology. This paper shall consist with multiple choice questions, questions with short answers and structured questions. All the questions should be answered 6.

02. *Aptitude test :*

This paper shall consist of questions to measure the ability on statistics and critical reasoning. The question paper shall consist of fifty (50) questions of multiple choice and short answers and all the questions should be answered.

03. *General Intelligence :*

It is expected to assess the level of intelligence of the candidate in

analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions, in response to problems presented in relation to numerical, lingual and figurative structure and inter-relations. Question paper shall consist of questions of multiple choice and short answers and all the questions should be answered.

Note.- These question paper has been designed to test the competency and skills of the candidate for the duties of the service. Even though this is a competitive examination, a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks shall be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall strictly be made on the order of the marks scored in order to fill the number of vacancies allocated for the competitive examination.

- 8.4 The result sheet containing the name list of applicants, who have passed the examination and equivalent to the number of vacancies expected to be filled, will be issued to the Director General of Combined Services by the Commissioner General of Examination. In addition to the above, action will be taken by the Department of Examinations to issue results personally to all the applicants or to publish the results on the web site of the Sri Lanka Department of Examinations. www.results.exams.gov.lk

Interview.- An interview for verification of qualifications will be conducted in respect of the candidates who have secured the highest level of aggregate marks determined by the Director General of Combined Services out of the candidates who have sat for all the question papers of the written examination. The date of the interview will be determined the Director General of Combined Services.

9.0 *Penalty for furnishing false information.-* The candidates should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false he/she is liable to dismissal at any time from the Public Service.

10.0 *Examination Fees.*– Examination fee is Rs. 500. This fee can be paid to any post/sub post office under the Revenue Head 2003-02-13 of the Commissioner General of Examination. The receipt obtained thus should be pasted in relevant cage of the application form so as not to be detached. (A photo copy of the receipt should be kept for further reference). Under no circumstances the examination fee will be refunded and money orders and stamps are not accepted.

11.0 (i) *Applications.*– Applications should be prepared in the following manner using papers of size A4 (21x29cm).

- (a) Paragraphs from No. 1 to 3 should appear on the first side of the page.
- (b) Paragraphs from No. 4 onwards should appear on the other pages and the application should be filled in the language medium in which the candidate appears for the examination.
- (c) The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

Applications which are incomplete and not prepared in accordance with the specimen form shall be rejected without any notice. Applications of those who haven't paid examination fee on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incomplete applications. It would be advisable to keep a photo copy of the completed application form and it is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice. Otherwise, the application could be rejected.

12.0 On the assumption that only those who possess the qualifications mentioned in the *Gazette* notification have sent applications. the Commissioner General of Examinations will issue Admission cards to all candidates who have paid the relevant fees, whose complete applications have been received on or before the closing date. Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied all the qualifications required for this post. If it is found at the interview that the applicant does not possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.

13.0 The words "Open Competitive Examination for recruitment to the Posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service - 2018" should be written on the top left-hand corner of the envelope in which the application is enclosed.

14.0 The signature of the applicant must have been attested both on the application and the admission card for the examination. A person applying for the examination through a certain institute, must get his/her signature attested by the respective head of the institution or by an officer authorized by the head of the institution and the other applicants must get their signatures attested by a Principal of a Government School/retired officer, the Grama Niladhari of the relevant division, a Justice of the Peace, a Commissioner of Oath, a Lawyer, a Notary Public, a Commissioned Officer of the Tri-forces, an officer holding a permanent Staff Grade post in the Public Service or in the Provincial Public Service whose annual consolidated salary is Rs. 240,360 or above, a chief incumbent of a Buddhist temple or a *Nayaka Thero* or a chief prelate of any other religious place or a prelate holding a considerable level of religious order.

15. Applications duly perfected should be sent by registered post to reach the following address on or before **11th of June 2018** :

Commissioner General of Examinations,
Organization and Foreign Examinations Branch,
Department of Examinations, Sri Lanka,
P. O. Box 1503,
Colombo.

16. *Sitting the Examination.*– A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of examinations in the manner specified in the advertisement. Name of the examination, full name of the applicant, address and national identity card number should be mentioned when making such inquiry. In case of applicants outside Colombo, it would be advisable to send a letter of request furnishing a fax number to which the admission card should be sent, along with the above details to the fax number mentioned in the notification and further to keep the following in hand at the time of calling the Department of Examinations : i. e. Copy of the application form and the receipt kept at your possession relevant to payment of examination fee, receipt of registration.

16.1 The candidate should produce the admission card containing the attested signature to the Supervisor of the examination hall on the first day of the examination.

17. Candidates should furnish one of the following documents to the Supervisor of the examination hall to prove their identity :

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

18.0 Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications required for sitting the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination and issuing the results. They shall be liable to be subjected to any punishment imposed

by Commissioner General of Examination for violation of these rules and regulations.

19.0 Any matter not referred to herein will be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this *Gazette*.

20.0 In case of any inconsistency among Sinhala, Tamil and English texts of this notification, the Sinhala notification shall prevail.

K. V. P. M. J. GAMAGE,
Director General of Combined Services,
Ministry of Public Administration and
Management.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
27th of April, 2018.

Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS 2-II OF SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE - 2018
(Indicate clearly the relevant symbol/number in the cages)

Medium of Examination :

(Indicate the relevant number in the cage)

Sinhala - 2
Tamil - 3
English - 4

(For office use only)

Whether you sit the examination under the condition applied for disabled and rehabilitated persons as per para. 4.0 of the *Gazette* notification. (Please read the para. 4.0 of the *Gazette* notification well before filling this part since only the applicants with disabilities should mark as "Yes" in this cage)

Yes - 1
No - 2

(Indicate the relevant number in the cage)

1.0 1.1 Name, with initials at the end :_____.

(In English block capitals) *Example* : GUNAWARDHANA, M. G. B. S. K.

1.2 Name in full (In English block capitals) :_____.

1.3 Name in full (In Sinhala/Tamil) :_____.

2.0 2.1 Permanent Address :_____.

(In English block capitals)

2.2 Permanent Address :_____.

(In Sinhala/Tamil)

2.3 Address to which admission card should be sent :_____.

(In English block capitals)

3.0 3.1 Gender : Male - 0 (Indicate the relevant number in the cage)
 Female - 1

3.2 National Identity Card No. :

3.3 Date of Birth : Year : Month : Date :

3.4 Age as at the closing date of applications : Years : Months : Days :
 (at 11.06.2018)

3.5 Mobile Number :

4.0 Educational Qualifications :

4.1 If a degree has been obtained from a recognized university, mention :

- (i) University : _____.
- (ii) Degree : _____.
- (iii) Effective date of the degree : _____.
- (iv) Major Subjects :
 - 01.....
 - 02.....
 - 03.....
 - 04.....

4.2 If a post graduate degree or a post graduate diploma has been obtained, mention :

- (i) Name of the university/institution : _____.
- (ii) Name of the post graduate degree/Postgraduate diploma : _____.
- (iii) Effective date of the post graduate degree/Postgraduate diploma : _____.

4.3 (a) If you possess the certificate of NVQ which is equivalent to level seven (7) or above NVQ certificate on Information Technology recognized by the Tertiary and Vocational Education Commission, mention :

- (i) Name of the course followed : _____.
- (ii) Institute from where the course was followed : _____.
- (iii) Effective date of the course : _____.
- (iv) Duration of the course (Number of hours) : _____.

(b) Professional experience and other qualifications :
 Professional experience :

| | <i>Institution from where experience was obtained</i> | <i>Duration</i> |
|----|---|-----------------|
| 01 | | |
| 02 | | |
| 03 | | |
| 04 | | |

(c) Other qualifications :

.....

5.0 Details of the receipt of payment of examination fee :

- (i) Office to which the examination fee was paid :—
_____.
- (ii) Number and date of the receipt :_____.
- (iii) Amount paid :_____.

Affix one edge of the receipt here so as not to be detached.

6.0 Have you ever been convicted from a court for any charge ?

(Indicate ✓ in the cage) (If yes, give details) :_____.

Yes No

7.0 Certification of the candidate :

- (a) I declare that information furnished by me in this form is 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 and completing incorrectly. Further, I declare that all the sections of this application are perfected 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) Further, I agree to be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and issuance of results. I will not change any of the information furnished here.

_____,
Signature of the applicant.
(Signature should be placed in the presence of the Officer who attests the signature).

Date :_____.

8.0 Attestation of the applicant's signature :

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally, he/she placed his/her signature in my presence on and further he/she has paid the due examination fee and has affixed the receipt.

_____,
Signature of the Officer attesting
the signature.

Date :_____.

Name of the Officer Attesting the Signature :_____.

Designation :_____.

Address :_____.

(Place the official stamp)

9.0 Recommendation of the Head of the Department (Only for the applicants in Public Service) :

I hereby certify that Mr./Mrs./Miss who is submitting this application is serving in a permanent and pensionable post in this department, he/she has satisfied the relevant qualifications for applying for this post as per this *Gazette* Notification and that he/she could be released from his/her present post, if selected for the position.

_____,
Signature of the Head of the Department.
(Place the official stamp)

Date :_____.

Name of the Head of the Department :_____.

Designation :_____.

Address :_____.

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