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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,086 – 2018 අගෝස්තු මස 24 වැනි සිකුරාදා – 2018.08.24

No. 2,086 – FRIDAY, AUGUST 24, 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.– Sri Lanka Electricity (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of August 17, 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 14th September, 2018 should reach Government Press on or before 12.00 noon on 31st August, 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

MINISTRY OF SCIENCE, TECHNOLOGY, RESEARCH, SKILLS DEVELOPMENT AND VOCATIONAL TRAINING AND KANDYAN HERITAGE

Arthur C Clarke Institute for Modern Technologies

VACANCY OF POST OF DIRECTOR GENERAL (CEO)

THE Arthur C Clarke Institute for Modern Technologies (ACCIMT), is a Statutory Board functioning within the purview of the Ministry of Science, Technology, Research, Skills Development and Vocational Training and Kandyan Heritage. The Institute is mandated with accelerating the introduction of modern technologies in the fields of Electronics, Communications, Information Technology, Robotics and Space Technologies through research and development, training and technology transfer.

The institute calls for applications from suitably qualified, experienced and dynamic professionals from citizens of Sri Lanka with excellent communication, leadership, interpersonal and organizational skills.

Employee Category : Senior Manager.

Board definition of the nature of functions assigned to the employee of the category.– The Director General (CEO) is the highest level Executive Officer of the institution.

The Director General (CEO) is accountable and responsible for all the activities and administrative and financial affairs of the Institute who under the General direction and control of the Board of Directors, exercise, perform and discharge powers, functions and duties of the Board as may be delegated by the Board and provide leadership and encouragement to the staff of the Institute, for excelling in official achievements and generation and transfer of technology.

Major duties of the post include :

- Overall administration and financial control of the Institute ;
- Formulate plans and direct activities to enhance output with a view to increase revenue ;
- Advise the Board on policy matters ;
- Attend to coordinating activities between relevant agencies ;

- Attend the Board meetings of other relevant institutions ;
- Attend the work connected with international matters ;
- Participation at Local and International conferences, seminars, workshops etc ;
- Submitting of reports and publications ;
- Any other duties assigned by the Board of Governors.

Nature of Appointment.– Permanent (valid for a period of five years according to Section 27(2) and 27(4) of the Science and Technology Development Act, No. 11 in 1994) with entitlement to Employees' Provident Fund and Employees' Trust Fund.

Salary Code and the Monthly Salary Scale of the employee category (DMS Circular number 02/2016 fully applicable w. e. f. 01.01.2020)

HM 2-3-2016 - Rs. (98,215 -12x2,700 - Rs. 130,615)

Basic Salary - Rs. 77,827 + Cost of living allowance Rs. 7,800 and other allowances approved by the government.

Qualifications :

External : (1 or 2 below)

1. (a) Should possess a four year full time Degree in Bachelor of Science in Engineering from a relevant Engineering discipline (Electronics/ Telecommunication or a relevant field) awarded from a University of Sri Lanka, recognized by the Institution of Engineers, Sri Lanka for the award of Associate Membership ;

or

- (b) Should have fully completed and passed all parts of the examination relevant to the prescribed Engineering Discipline held by the Institution of the Engineers of Sri Lanka by which the candidate qualifies for the Associate Membership of the Institution of Engineers, Sri Lanka ;

or

- (c) Should have fully completed and passed all parts of the Engineering Council Examination of the United Kingdom or its affiliated institution in the relevant Engineering Discipline which fulfills the academic requirements recommended by the

Engineering Council of the United Kingdom to obtain the Chartered Status of an Engineer ;

or

- (d) Should have obtained an Engineering Degree, equivalent to the Degree of Bachelor of Science in Engineering offered by any other University or an Institution recognized by the University Grants Commission by which the candidate qualifies for the Associate Membership of the Institution of Engineers, Sri Lanka ;

or

- (e) Should possess a four year full time Degree in Bachelor of Science in a relevant discipline (Physics/Astronomy/Space Science/Geomatics/Mathematics or a relevant field) from a recognized University or an Institution recognized by the University Grants Commission.

AND

PhD Degree in a relevant field from a recognized University or professional registration as a Chartered Engineer and a Fellow of the Institution of Engineers Sri Lanka (CEng., FIESL).

AND

Minimum of 20 years of experience as an Engineer/ Scientist or in a similar capacity of comparable experience, out of which not less than 05 years of should be at the Senior Managerial level, with a proven track record of ability to lead and direct multi – disciplinary teams and, proper deployment and efficient management of human and other resources in a Government Department, State Corporation, Statutory Board or a reputed Mercantile Establishment.

2. (a) Should possess a four year full time Degree in Bachelor of Science in engineering from a relevant Engineering discipline (Electronics/ Telecommunication or a relevant field) awarded from a University of Sri Lanka, recognized by the Institution of Engineers, Sri Lanka for the award of Associated Membership;

or

- (b) Should have fully completed and passed all parts of the examination relevant to the prescribed Engineering Discipline held by the Institution of the Engineers of Sri Lanka by which the candidate qualifies for the Associate Membership of the Institution of Engineers, Sri Lanka;

or

- (c) Should have fully completed and passed all parts of the Engineering Council Examination of the United Kingdom or its affiliated institution in the relevant Engineering Discipline which fulfills the academic requirements recommended by the Engineering Council of the united kingdom to obtain the Chartered Status of an Engineer;

or

- (d) Should have obtained an Engineering Degree, equivalent to the Degree of Bachelor of Science in Engineering offered by any other University or an Institution recognize by the University Grants Commission by which the candidate qualifies for the Associate Membership of the Institution of Engineers, Sri Lanka ;

AND

Professional registration as a Chartered Engineer and Corporate Member of the Institution of Engineers Sri Lanka (CEng., MIESL) or professional registration as a Chartered Engineer of the Engineering Council of the United Kingdom (UK) and Corporate Member of a Professional Institution of Engineering in the relevant discipline in UK.

AND

Minimum of 20 years of experience as an Engineer or in a similar capacity of comparable experience, out of which not less than 10 years should be at the Senior Managerial level, with a proven track record of ability to lead and direct multi- disciplinary teams and, proper deployment and efficient management of human and other resources in a Government Department, State Corporation, Statutory Board or a reputed Mercantile Establishment.

Note: Preference will be give to candidate possessing a recognized Postgraduate Degree in Business Administration.

Internal.– A minimum of 5 years satisfactory service in a post of Deputy Director General (Technical Operations/ Planning and Development / Space Technology and Applications) in the Senior Manager (HM 2 - 2) category of the Arthur C Clarke Institute for Modern Technologies ;

And

A proven ability to lead and direct multi – disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

Note: Preference will be given to candidates possessing a Postgraduate Degree in Business Administration.

Closing Date : 03. 09. 2018

Age.— Should be not less than 35 years and not more than 55 years. The upper age limit will not be applicable to internal candidates.

Method of Application.— Officers from Government Departments / Corporations and Statutory Bodies should submit their applications through the respective Heads of Institutes.

Other.— Every applicant,

- (i) Should be a citizen of Sri Lanka ;
- (ii) Should be physically and mentally fit to the discharge the duties of the post well and to serve in any part of the Island ;
- (iii) Should be of excellent moral character.

Applications giving completed bio – data supported by photocopies of certificates together with names and addresses of two non-related referees should be sent under Registered Post, on or before 03.09.2018 marked " Post of Director General of the ACCIMT" on the top left-hand corner of the envelop, to reach the below mentioned address.

Other Benefits :

- (a) EPF – Employee 10%; ACCIMT 15% ;
- (b) ETF – ACCIMT 3% ;
- (c) Reimbursement of the Membership fee in relevant professional Institutions ;
- (d) Medical Scheme covering indoor/ outdoor treatment within specified limits ;
- (e) Provide official vehicle as per the government regulations.

Secretary,
Ministry of Science, Technology, Research,
Skills Development & Vocational Training and
Kandyan Heritage,

3rd Floor,
1st Stage,
"Sethsiripaya"
Battaramulla.

08 - 1165

Examinations, Results of Examinations & c.

FIRST EFFICIENCY BAR EXAMINATION FOR WOMEN DEVELOPMENT OFFICERS OF THE MINISTRY OF WOMEN AND CHILD AFFAIRS - 2018

THE first Efficiency Bar Examination for the Women Development Officers of the Ministry of Women and Child Affairs will be conducted by the Commissioner General of Examinations in December 2018 in Colombo. It is hereby announced that the closing date for applications is 21.09.2018.

02. **Scheme of Examination.**— This Efficiency Bar Examination shall consist of the Following subjects. The examination will be held in Sinhala and Tamil medium only. Applicants will not be allowed to change the medium of examination they selected.

Subject No. 01 - Financial Regulations/ Office Systems - Duration 02 hrs.	100 marks
Subject No. 02 - Gender and Women's Rights	do
Subject No. 03 - Social Science and Psychological Counseling	do

Note :

- (a) An officer may appear for all the subjects at one sitting or separate subjects at several sittings.
- (b) Applicants should score a minimum of forty percent (40%) marks for each paper to pass the examination.
- (c) Every question paper has compulsory questions.

03. Subjects: (consist of three structured papers)

- 03.01. Financial Regulations/ Office Systems
Public Management Systems of Sri Lanka
Financial Control and Annual estimates
Regulations of the Establishments Code and
Financial Regulations
The following Chapters of the Establishments
Code will be covered.
Chapters I, II, IV, V, VII, IX, XII, XV, XXIII,
XXVI, XXVII, XXX, XXXI, XXXII, XXXIII,
Volume 1 of the Financial Regulations of the
Government

(Except Chapter X)
Office Management

enclosing the application. Applications received after the closing date and incomplete applications will be rejected.

03.02. Gender and Women's Rights
Discrimination against women
Gender in the Sri Lankan Society
Women's Charter and Women's Rights

Officers who are new entrants for the purpose of Official Language Policy may prepare and fill their application forms in official language or in Tamil/ English according to the medium they were recruited to the service.

03.03. Social Science and Psychological Counselling
Rural Social Science
Urbanization of Sri Lanka
Rural Development
Fundamentals and ethics in Psycho-counselling
Woman and mental disorder
Counselling in Sri Lanka and counselling opportunities

06. (i) A notification will be published in the newspaper by the Sri Lanka Examinations Department as soon as the admission cards are issued to the applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps should be taken to notify the Organization and Overseas Examination Branch, Department of Examinations, in the manner specified in the advertisement. When making such notice, you are informed to have the photocopy of the application form and the photocopy of the receipt obtained by paying the examination fee, if relevant, in your hand and specify the name of the examination, full name of the applicant, national identity card number and address accurately. In case of applicants outside Colombo, it would be advisable to send a letter of request including the said details indication a fax number to which a copy of the admission card can be obtained promptly to the fax number mentioned in the advertisement.

04. A specimen application for this examination appears at the end of this notification. The candidate herself should prepare her application in the form of the specimen. Application should be prepared using a paper of A4 size in such a way that No. 01 to 06 appear on the first page and other section on the second page. Application form should be perfected by the candidate in her handwriting.

(ii) The Signature of the applicant on the admission card for the examination shall have been attested in advance. Every applicant should produce the admission card in which her signature has been attested to the supervisor of the examination on the first day on which she sit for the examination.

The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

Applicant's post and work station at the time of applying for the examination will be applicable for all purposes related to the examination, and any changes that had taken place after sending applications would not be considered.

(iii) Issuance of an admission card to an applicant does not mean to have accepted that she possesses all the qualification to sit for the examination.

Applications which are incomplete and not in compliance with the specimen form shall be rejected without notice. Applicants shall ensure that the application complies with the specimen given in the notification, all the particulars included in the application are accurate, the prescribed examination fee has been paid and the details relevant to the same have been entered in the application and the receipt is affixed before submitting the application. It would be advisable to keep a photocopy of the completed application form and the receipt obtained by paying the examination fee.

07. *Identity*.- Candidates should prove their identity at the examination hall to the Supervisor at every paper they sit for. For the purpose, any of the following documents will be accepted.

- (i) National Identity Card,
- (ii) A valid passport,
- (iii) A valid driving license.

05. Duly filled application forms should be sent through the Head of Department (through the Divisional Secretary in a Divisional Secretariat) by registered post to reach the Commissioner General of Examinations, Organization and Overseas Examination Branch, Department of Examinations, Sri Lanka, P.O. Box. 1503, Colombo on or before 21.09.2018. The name of the examination should be clearly indicated on the top left - hand corner of the envelop

The Commissioner General of Examinations has powers to cancel or reject the candidature of any applicant who fails to produce any of the above documents.

08. *Examination Fees*.- an examination fee will be charged from applicants who sit for this examination as mentioned below.

*Examination Fee**Rs. Cts.***Specimen Application**

- (a) A fee will not be charged from first-time candidates
- (b) For the whole examination after the first time 500 0
- (c) Per subject 250 0

The examination fee can be paid to any post office or sub post office under the Head 20-03-02-13 of the Commissioner General of Examinations to be credited to the Revenue, and the receipt obtained in the name of applicant should be affixed in the relevant cage of the application so as not to be detached. Under no circumstances, examination fee will be refunded or transferred for any other examination and money orders or stamps are accepted. It is advisable to keep a photocopy of the receipt for future reference.

09. (i) This examination is conducted by the Commissioner General of Examinations, and all the candidates shall be bound by the rules and regulations imposed by him for the purpose of conducting this examination. Candidates are liable to be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

(ii) The results sheets containing the results of all the candidates who sat for the examination will be handed over to the Secretary, Ministry of Women and Child Affairs.

10. The Heads of Departments shall grant duty leave to officers in their Departments offices who are qualified to sit for the examination and who have Admission Cards issued by the Commissioner General of Examinations.

11. Any matter not referred to herein will be dealt with at the discretion of the Secretary, Ministry of Women and Child Affairs.

12. This examination notification is published in Sinhala, Tamil and English Languages and in case of any inconsistency among texts, the Sinhala text shall prevail.

Secretary,
Ministry of Women and Child Affairs.

Ministry of Women and Child Affairs,
5th Floor, II nd Stage, Sethsiripaya,
Battaramulla,

(for office use only)

**FIRST EFFICIENCY BAR EXAMINATION FOR
WOMEN DEVELOPMENT OFFICERS OF MINISTRY
OF WOMEN AND CHILD AFFAIRS - 2018**

Medium of the Examination:

Sinhala - 2

Tamil - 3

(Write relevant number in the cage)

01. 1.1 Name in full (in block capitals) :_____.
(Eg.- HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with initials indicating initials at the end (in block capitals) :_____.
(Eg : GUNAWARDHANA. H. M. S. K.)
- 1.3 Name in full (in Sinhala / Tamil) :_____.
02. 2.1 Office Address (in block capitals) :_____.
2.2 Office Address (in Sinhala/ Tamil) :_____.
2.3 Address to which Admission card to be posted (in block capitals) :_____.
2.4 Telephone No. :_____.
03. 3.1 Gender : Male - 0
Female - 1
(Write relevant Number in the Cage)
- 3.2 Date of Birth :
Year Month Date
- 3.3 Closing date for Application (Age as at 21.09.2018) :
Years Months Days
04. Identity Card No. :
05. Date of Appointment to the post of Women Development Officer in the Ministry of Women & Child Affairs : _____.
(Specify the date on Which the duties were assumed substantively)

06. Are you an old entrant to the Official Language Policy objectives ? :_____.
 If not are you a new entrant ? :_____.
07. Name of the Department (If it is a Divisional Secretariat, name of that Divisional Secretariat) :_____.
08. Subjects and Subject number you sit for under paragraph 02 of the *Gazette Notification* :

<i>Subject</i>	<i>Subject No.</i>		
1.	<table border="1" style="width: 100px; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>		
2.	<table border="1" style="width: 100px; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>		
3.	<table border="1" style="width: 100px; height: 20px;"> <tr><td style="width: 50%;"></td><td style="width: 50%;"></td></tr> </table>		

09. Is this the first attempt of the attempt ? :_____.
10. Description of receipt obtained by paying examination fee :
- I. Post office to which you paid examination fee : _____.
- II. Number and Date of Receipt :_____.
- III. Date of payment :_____.

Affix the receipt firmly
(Keep a photocopy with you)

11. I, hereby declare that the particulars furnished herein are true and accurate, and I have right to sit for the exam in the medium specified above. Further, I hereby agree to abide by all the rules and regulations imposed by the Commissioner General of Examinations for the purpose of holding the examination and decisions taken with regard to issuing results.

_____,
 Applicant's Signature.

Date :_____.

Note : The applicant should place her signature in the presence of the Head of Department or any officer who has been authorized to sign on behalf of the Head of Department.

Attestation of Applicant's Signature

I hereby certify that Ms. who is an employee of this office is personally known to me, and she placed her signature in my presence on

_____,
 Attester's Signature.

Name :_____.
 Designation :_____.
 Address :_____.

Certification by the Head of Department

I do hereby certify that the particulars furnished herein were checked and found to be correct, the prescribed examination fee has been paid and the receipt has been pasted on the application, the applicant is a first time candidate and she is eligible to sit for the examination.

_____,
 Signature of the Head of Department.
 (Official Frank)

Name :_____.
 Designation :_____.
 Address :_____.
 Date :_____.
 (Strike out words in applicable)

08-1196