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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,321 – 2023 පෙබරවාරි මස 24 වැනි සිකුරාදා – 2023.02.24  
No. 2,321 – FRIDAY, FEBRUARY 24, 2023

(Published by Authority)

### PART I: SECTION (IIA) – ADVERTISING

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

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#### IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 17<sup>th</sup> March, 2023 should reach Government Press on or before 12.00 noon on 03<sup>rd</sup> March, 2023.

#### 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.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2023.



This Gazette can be downloaded from [www.documents.gov.lk](http://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 Muslim Marriages (Tamil)

#### MULLAITIVU DISTRICT

APPLICATIONS are called for the Post of Registrar of Muslim Marriages in the Divisions set out in the Schedule hereof;

01. Applicant should be a permanent resident of relevant Muslim Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Only Muslim Males can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 70 years)
04. Applicants for the Post of Registrar of Muslim Marriages should be married and should not be a widower or divorced.
05. Applicant should have passed minimum of 06 subjects including Sinhala/Tamil (Relevant Language for the post) with 02 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the Division or else should have passed in any other similar examination.  
  
*N.B.*- In case a subject contains 02 parts at GCE (O/L) or any other similar Examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject. (Possession of Moulavi Certificate or Diploma in Arabic Language shall be considered as fulfillment of aforesaid basic qualification.)
06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as Village name list/Grama Niladhari Divisions of the relevant Division of Muslim Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the Division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the Schedule hereunder.
08. Relevant application and the said "Annex-01" inclusive of Village Name list/Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **24th March, 2023** by registered post to the address given in the Schedule.

P. S. P. ABEYWARDHANA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
30th January, 2023.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Mullaithivu	Maritimepattu	Post of Muslim Marriages Registrar Maritimepattu Division (Tamil Medium)	District Secretary/ Additional Registrar General, District Secretariat, Mullaithivu.

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**REGISTRAR GENERAL'S DEPARTMENT**

**Post of Registrar of Births, Deaths and Marriages/ Additional Marriages (Kandyan/General)**

**Sinhala Medium**

**COLOMBO DISTRICT**

APPLICATIONS are called for the Post of Registrar of Births, Deaths and Marriages/Additional Marriages for the Divisions set out in the Schedule hereof :

01. Applicant should be a permanent resident of relevant Births, Deaths and Marriages/Additional Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Both Male and Female candidates can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 70 years)
04. Applicants for the Post of Registrar of Marriages should be married and should not be a widow/widower or divorced.
05. Applicant should have passed minimum of 06 subjects including Sinhala Language with 02 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the Division or else should have passed in any other similar Examination.

**N.B.-** In case a subject contains 02 parts at GCE (O/L) or any other similar Examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.

06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as Village name list/Grama Niladhari Divisions of the relevant Division of Births, Deaths and Marriages/Additional Marriages, relevant Educational and other Qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, Divisional Secretariat

or relevant land and District Registries, Grama Niladhari offices, Samurdhi Development Society Offices and Post Offices depicted in the Schedule hereunder.

08. Relevant application and the said "Annex-01" inclusive of Village name list/Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **24th March, 2023** by registered post to the address given in the Schedule.

P. S. P. ABEYWARDHANA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
31st January, 2023.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Colombo	Colombo	Post of (General) Marriages Registrar of Maradana Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.
Colombo	Colombo	Post of (General) Marriages Registrar of St. Sebastian Place of Colombo Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.
Colombo	Colombo	Post of (General) Marriages Registrar of Kochchikade Area of Colombo Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.
Colombo	Colombo	Post of (General) Marriages Registrar of Aluthkade Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.
Colombo	Thimbirigasyaya	Post of (General) Additional Marriages Registrar of Dematagoda Area of Colombo Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.
Colombo	Thimbirigasyaya	Post of (General) Marriages Registrar of Wellawatta Area of Colombo Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Colombo	Kesbewa	Post of Births and Deaths Registrar of Boralesgamuwa Division and post of Marriages (General) Registrar of Colombo Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.
Colombo	Moratuwa	Post of (General) Marriages Registrar of Salpiti Koralya (Koralawella) Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.
Colombo	Moratuwa	Post of (General) Marriages Registrar of Salpiti Koralya (Moratumulla) Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.
Colombo	Padukka	Post of Births and Deaths Registrar of Padukka Division and post of Marriages (General) Registrar of Hewagam Koralya Division	District Secretary/Additional Registrar General, District Secretariat, Colombo.

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## REGISTRAR GENERAL'S DEPARTMENT

### Extention of closing date for the applications for recruitment of Registrar of Births and Deaths

#### SOUTHERN PROVINCE

IT is kindly notified that the closing date of application for recruitment for the vacant posts of Births and Deaths/ Births, Deaths and Marriages/Additional Marriages/ Muslim Marriages Registrars, for the Divisions of Galle, Matara and Hambantota which was published by me in the *Gazette* of the Democratic Socialist Republic of Sri Lanka, No. 2308 of **25.11.2022** is extended as **2023.05.05**.

02. Please note that the closing date of applications only changed all other details in the said *Gazette* notification remain unchanged.

A. M. R. S. K. AMARAKOON,  
Registrar General (*Actg*).

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## REGISTRAR GENERAL'S DEPARTMENT

### Post of Registrar of Births, Deaths and Marriages/ Additional Marriages (Kandyan/General)

#### Sinhala Medium

#### AMPARA DISTRICT

APPLICATIONS are called for the Post of Registrar of Births, Deaths and Marriages/Additional Marriages for the Divisions set out in the Schedule hereof :

01. Applicant should be a permanent resident of relevant Births, Deaths and Marriages/Additional Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Both Male and Female candidates can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 70 years)
04. Applicants for the Post of Registrar of Marriages should be married and should not be a widow/widower or divorced.
05. Applicant should have passed minimum of 06 subjects including Sinhala Language with 02 Credit passes in not more than Two (02) sittings in GCE (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the Division or else should have passed in any other similar Examination.  
**N.B.-** In case a subject contains 02 parts at GCE (O/L) or any other similar Examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.
06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as Village name list/Grama Niladhari Divisions of the relevant Division of Births, Deaths and Marriages/Additional Marriages, relevant Educational and other Qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari offices, Samurdhi Development Society Offices and Post Offices depicted in the Schedule hereunder.
08. Relevant application and the said "Annex-01" inclusive of Village name list/Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **24th March, 2023** by registered post to the address given in the Schedule.

A. M. R. S. K. AMARAKOON,  
Registrar General (Actg).

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
15th February, 2023.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Ampara	Padhiyathalawa	Post of Births & Deaths Registrar in Division of Padhiyathalawa & Division of Binthanna Paththuwa South (Kandyan/General) Registrar in Marriages	District Secretary/Additional Registrar General, District Secretariat, Ampara.

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**Examinations, Results of Examinations &c.,  
DEPARTMENT OF RAILWAY - SRI LANKA**

**Limited competitive Examination for Recruitment to the Grade III of Assistant Director (Cost) in the  
Executive Service Category in Sri Lanka Railway Department - 2019 (2023)**

APPLICATIONS are invited from the qualified officers in the Department for the Limited Competitive Examination for the recruitment to the post in Grade III of Assistant Director (Cost) in Sri Lanka Railway Department.

01. By this Examination recruitment will be made to the Grade III of Assistant Director (Cost) in the Executive Service Category in Sri Lanka Railway Department.

This Examination will be held on **June 2023 at Colombo**. The Secretary to the Ministry reserves the right to postpone or cancel this Examination subjected to instructions of the Public Service Commission.

*Written Examination.* - The Examination will consist of three papers.

1. Intelligence Test
2. Language Ability
3. Costing & Statistics

02. **N.B.-** In terms of the letter of the Secretary to the Public Service Commission No. PSC/EST/04-03/03/2017 & dated 03.09.2019, if there is only one qualified officer for the post of Assistant Director (Cost) a written Examination will not be held in respect of the said officer & if there are more qualified officers a written Examination will be held by the Commissioner - General of Examinations as per the recruitment procedure.

03. It will be made 01 appointment. If there are candidates with equal marks exceeding the Number of vacancies, the filling of vacancies will be decided by the order of the Public Service Commission as per the clause 80 in the Minute of Procedural Rules.

04. Conditions of Service :

4.1 A selected candidate will be appointed to the Grade III in the service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the recruitment procedure in

Executive Service Category in Sri Lanka Railway Department, approved on 26.01.2017 by the Public Service Commission No. PSE/EST/04-01-43/05/2016 and subject to any amendments made or to be made hereafter to that procedure, provisions in the establishment code and Financial Regulations and of the Minutes of procedural rules of the Public Service Commission published in the Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1589/30 of 20th February, 2009.

- 4.2 This post is permanent & pensionable. Contribution should be made to the widows' & orphans' pension scheme.
- 4.3 This post is subjected to an acting period of one year. The first efficiency bar Examination should be passed within 03 years from the date of appointment to the post of Assistant Director (Cost) in Executive Service Category in Sri Lanka Railway Department as cited in the Recruitment Procedure.
- 4.4 It is required to achieve the proficiency of the due official language/languages in terms of the provisions of the public Administration Circular No. 18/2020 & dated 16.10.2020.
- 4.5 Appointments of Candidates who fail to assume duty on the due date & or refuse or evade to take up duties in a post or in an area they are appointed to are liable to be cancelled by the order of the Public Service Commission.

05. Salary scale per month :

In terms of the schedule 1 of the Public Administration circular 03/2016 dated 25.02.2016 the Salary scale relevant to this post is Rs. 47,615-10x1,335-8x1,630-17x2,170- Rs. 110,895/= (SL-1- 2016). Your payments will be made with compliance to the Provisions of that circular as per the schedule II. In addition to this you are entitled to the allowances paid to the government officers from time to time by the Government.

06. Eligibility :

- (a) i. Be a citizen in Sri Lanka.  
ii. Have a sound moral character  
iii. Be physically & mentally fit to serve in any part in the island.

(b) Experience

- i. Be an officer who have completed an active & satisfactory service period of five years in the post of Traffic Costing Officer.

Others -

- i. Haven't been punished on disciplinary grounds as at the closing date of receipt of applications pursuant to the Public Service Commission circular No. 01/2020
- ii. All the qualifications mentioned above as the requirements to the post should be completed in every aspect as at the date, specified by the notification/*Gazette*.
- iii. Age is irrelevant.

07. Examination Fee :

The examination fee is Rs. 1200.00. It should be paid on or before the closing date of the receipt of applications at any Post office/Sub Post Office in the island or District/Dvisional Secretariat to be credited to the government revenue under the Revenue Head of the Commissioner - General of Examinations 20-03-02-13. The receipt, obtained should be Pasted in the relevant cage of the application form using one of its edges. It will be entertained Money orders or stamps for the Examination Fee. This fee is non-refundable or not replaced for the examinations. It is advisable to keep a photocopy of the receipt with the Candidate.

08. Method of Application :

- (a) The application should be in the form of the specimen appended to this notification & should be prepared on A4 size paper using both sides. It should be specially noted that the application forms should be prepared that cages 1-0 to 2-12 appear on the first side of the paper 3.0 to 7.0 appear on the second page. For this purpose it can be used computerized/typed applications. As applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice it will be useful to keep a photocopy of the applicaitons with candidate. It is the responsibility of the candidate to make sure that the application form is perfect & complies with the specimen given in the examination notification. It is advisable to keep a photocopy of the application form.

- (b) The application should be completed in the language medium in which the candidate intends to sit the examination with the handwriting of the candidate by himself. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala & Tamil medium.
- (c) The signature of the candidate in the application as well as the admission card should be attested by the Head of the Institute or his authorized officer. The duly completed application should be sent through the Department Head to reach the following address on or before **24.03.2023**. (Any application received after the closing date will not be accepted).

The words "open competitive Examination for Recruitment to the Grade III of Assistant Director (costing) In Executive Service Category in the Sri Lanka Railway Department - 2019(2023)" should be clearly indicated on the top left hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted.

Commissioner - General of Examinations,  
Institutional Examinations Organization Branch,  
Sri Lanka Examinations Department,  
P.B. 1503,  
Colombo.

- (d) After sending applications, It will not be considered any changes made on the post & the service station of the applicant, existed at the time of applying for the examination as they are directly related with all the affairs of the examination.
- (e) Any application, which is not completed in every aspect, is rejected. No complaint will be entertained on applications, lost or delayed in post.
- (f) On the prior assumption that only the qualifiers have applied as per the gazette Notification, the Commissioner General of Examinations will issue admission cards to the candidates who have sent duly completed application forms with the receipt of payment the due examination fee on or before the closing date of receipt of application forms. A notice will be published in the newspapers by the Department of Examination as soon as admission

cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps should be taken to inquire from the Institutional Examinations Organization Branch in the Department of Examinations in the manner specified in the advertisement. In such an enquiry, it should be mentioned the title of the Examination, full name of the candidate, address & national Identity card Number. In case of applicants outside **Colombo**, a letter of request furnishing a fax number to which the admission card should be sent is important to be forwarded to the Department of examination with the object of sending a photocopy of the admission card by fax. In the instance of such an enquiry it would be advisable to keep photocopies of the application form and receipt of payment the examination fee, receipt, obtained for registered post.

09. Penalty for furnishing false information :

It should be furnished accurate particulars of this examination. If it is found to be disqualified, his candidature will be cancelled at any instant prior or during or after the examination pursuant to the rules and regulations of this examination.

10. Any matter not provided in these regulations will be dealt with as determined by the Secretary subjected to the directions given by the Public Service Commission.

11. Scheme of Examination and Medium of Examination -

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

*Note* :- (1) A candidate must sit all the papers of the examination in one & the same language.  
(2) A candidate will not be permitted to change the language medium of the examination indicated in the application.

12. Identity of candidates :

A candidate will be required to prove his identity at the Examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents will be accepted.

- (i) National Identity Card,  
(ii) Valid Passport,  
(iii) Valid Sri Lankan Driving License.

The candidates should enter the examination hall without covering the face & the ears for the convenient to establish the identity. Further the candidates who reject to establish the identity are not permitted to enter the examination hall. It should be refrained from covering the face & the ears from the moment of entering to the examination hall until exit from the examination hall as it is convenient the examination authorities to identify the candidates.

### 13. Recruitment Procedure :

#### 13.1 Written Examination

A written Examination will be held for the following subjects with three papers. It is as the follows the subjects & the minimum marks required to pass each subject.

<i>Subject</i>	<i>Marks</i>	<i>Minimm Marks, required to Pass</i>
01. Intelligence Test	100	40
02. Language Ability	100	40
03. Costing & Statistics	100	40

Candidates should sit all the question papers.

#### 13.2 General Interview :

- i.* Candidates who pass the written examination for the post of Assistant Director (cost) will be qualified to face the General interview. Here it will be checked only qualifications & will not be awarded marks. It will be called for the interview according to the number of existing vacancies & the selection for the appointments will be made in order of merits of marks of the written examination.
- ii.* If there is only one candidate, he is called for the General Interview in order to check the qualifications.
- iii.* The General Interview Board will be appointed by the Public Service Commission.

*Note :* Facing the interview should not necessarily mean that it has been fulfilled requisite qualifications to offer the appointment.

### 14. Syllabus of the written Examination.

#### 01. Intelligence Test

This question paper will consist of 50 multiple choice & short answers using verbal, numerical, spatial contexts, tabular, pictures and grfts to assess the candidate's capacity for comprehension ability & taking logical decisions (Time - 01 Hour)

#### 02. Language Ability

This paper is designed to assess the candidate's knowledge on grammar, handling language, precis writing, explanation of meaning, expressing salient ideas, clearly & perception of language accurately (Time - 02 Hours)

#### 03. Costing & Statistics

This paper is designed to assess the candidate's knowledge on

- Costing & Management Accountancy, Labour Cost, Material Cost, Overhead Cost, Costing Methods, Standard Cost & Budgetary Control  
*and*
- Management, Collecting Data for Costing & Financial Analysis, Utilisation of Statistical Methods for provision of information inclusion Analytical Forecast. (Time - 02 hours).

15. The candidate is subjected to the rules & regulations, imposed by the Commissioner General of Examinations in respect of conduct of examination & issue of results. He is liable to a Punishment imposed by the Commissioner General of Examinations for breach of these rules.

16. In the event of inconsistency in the notification among Sinhala, Tamil and English languages, the Sinhala text shall be prevailed.

On the order of the Public Service Commission.

M. M. P. K. MAYADUNNE,  
Secretary,  
Ministry of Transport & Highways.

Ministry of Transport & Highways,  
07th Floor,  
Sethsiripaya,  
Stage 11,  
Battaramulla,  
16th February, 2023.

APPLICATION FORM

Office use only

**Limited Competitive Examination for Recruitment to Grade III of Assistant Director (Cost) in the Executive Service Category in Sri Lanka Railway Department - 2019 (2023)**

1.0 Medium  
Language Medium of Examination

Sinhala - 1  
Tamil - 2  
English - 3

(Write the relevant number in the cage) The application form should be in the Language Medium in which the candidate intends to sit the Examination.

2.0 Personal Particulars :

2.1 Full Name (In English Block Capitals) : .....

(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWADHANA)

2.2 Last Name with Initials : (Ex : GUNAWARDHANA, H. M. S. K) : .....

2.3 Full Name : (In Sinhala/Tamil) : .....

2.4 Official address (In English Block Capitals) : .....

[Admission Card will be posted to this address]

2.5 Official Address (In Sinhala/Tamil) : .....

2.6 Private Address (In Sinhala/In Tamil) : .....

2.7 Gender : [Please write the relevant number in the cage]

Male - 0   
Female - 1

2.8 National Identity Card Number :

2.9 Mobile Number :

2.10 Civil Status : [Please write the relevant number in the cage]

Unmarried - 1   
Married - 2

2.11 Ethnicity (Sinhala - 1, Tamil - 2, Indian Tamil - 3, Muslims - 4, Others - 5)

[Please write the relevant Number in the cage]

2.12 Date of Birth : Year :     Month :   Date :

3.0 Language Medium of the Examination/Interview, You have passed to qualify for the service/grade on : .....

4.0 (I) Have you fulfilled all the qualifications in the sixth paragraph in the *Gazette* Notification : .....

(a) Age as at ..... : Years :   Months :   Days :

- (b) (ii) Current Designation : .....
- (iii) Grade : .....
- (iv) Date of appointment : .....
- (v) Date of confirmation in the above post : .....
- (vi) Salary Code & Salary Scale : .....
- (vii) Language Medium of examination : .....

(II) Total period of active & satisfactory service in a post/service/current service/grade approved as per the sixth paragraph in the *Gazette* Notification as at .....

5.0 Declaration of the Candidate :

I hereby declare that I have earned all the increments (except the increment which is a condition of passing service or departmental tests) immediately on ..... or within the year & completed an active & satisfactory service period as per the sixth paragraph in the *Gazette* Notification as at ..... & not subjected to any other or disciplinary punishment (except warning). I am liable to the decisions taken by the Commissioner General of Examinations in respect of conduct of examination & issue of results.

I hereby declare that I have qualified to sit the examination as per the rules & regulations in the *Gazette* Notification & all the particulars furnished by me in this application are true & accurate to best of my knowledge.

I agree to follow the rules & regulations in this Examination & if it is found to be disqualified as per the Service Minute recruitment inclusive of the Provisions on the Examination, I am liable to be cancelled my candidature prior or during or after the examination. Further, I am liable to follow the rules & regulations, imposed by the commissioner General of Examinations.

Date : .....

.....  
 Signature of the Candidate

6.0 Attestation of the candidate's Signature

I do hereby certify that the applicant Mr./Mrs./Miss ..... is personally known by me & put his/her signature before me on ..... & the relevant examination fee has been paid & pasted the receipt.

.....  
 Signature of the Attester

Date : .....

Full Name of the Attester : .....

Designation : .....

Address : .....

(Must attest by an official seal)

7.0 Recommendation of the Head of the Department : (As per the applicant's personal file)

I do hereby certify that the applicant Mr./Mrs./Miss ..... is serving as a ..... & all of his/her increments (except the increment which is a condition of passing service or departmental tests) have been earned within the period of five years prior to ..... & not subjected to any other or disciplinary punishment (except warning) & has completed an active & satisfactory service period of five years as per the sixth paragraph in the *Gazette* Notification & qualified to sit the examination as per the rules & regulations in the *Gazette Notification* & he/she put his/her signature before me & has paid the due examination fee & pasted the receipt.

.....  
Signature of the Head of the Department/Authorized officer.

Name : .....

Designation : .....

Date : .....

(Must attest by an official seal)

02 – 333

**DEPARTMENT OF EXAMINATIONS, SRI LANKA**

**Structured Interview for Recruitment to Grade III Posts of  
Management Assistant Technological Segment 3 Service Category – 2019 (2023)**

*Nota Bene* : Applicants who have already applied as per the *Gazette* Notification No. 2275 dated 08.04.2022 of the Democratic Socialist Republic of Sri Lanka are not required to re-apply.

APPLICATIONS are being called from qualified Sri Lankan citizens for recruitment to the following posts of Management Assistants' Technological Segment 3 Service Category of the Department of Examinations, Sri Lanka.

<i>Serial No.</i>	<i>Post</i>	<i>No. of vacancies</i>
01	Offset Litho Printing Machine Operator	12
02	Letterpress Machine Operator	02
03	Printing Finisher	02
04	Computer Typesetter and Printing Designer	02
05	Printing Mechanic	02

**01. Method of Recruitment:**

Among the candidates who have fulfilled the qualifications indicated in the notification and who obtained highest marks as per the results obtained at a structured interview conducted by the Commissioner General of Examinations only in Colombo and at a professional (practical) test which assess the practical knowledge and skills with respect to the post will be selected to fill the vacancies of grade III posts of Management Assistants' Technological Segment

3 Service Category. The structured interview will be conducted in accordance with the marking scheme (indicated under No. 05) approved by the Commissioner General of Examinations.

The Commissioner General of Examinations will decide the date to conduct the structured interview.

## 02. Qualifications:

### I. General Qualifications :

- The applicant should be a Sri Lankan citizen.
- Should be of excellent character and sound health.
- Should not be clergy of any religious order.
- Should not be an unqualified person to be recruited to the government service in accordance with the paragraph V of the Procedural Rules of the Public Service Commission.
- Should perfect the qualifications required for recruitment to the post in every manner at the deadline of the call of applications.
- Male applicants will be given priority as duties should be performed both day & night.
- Should not be less than 18 years and not more than 35 years of age as at the closing date of applications. Therefore, only the persons who have born on or before 24.03.2055 and on or after 24.03.1988 will be eligible to apply.

### II. Educational Qualifications :

- (a) Should have passed six (06) subjects in the G.C.E. (O/L) Examination with Mathematics in not more than two sitting with four (04) credit passes including Sinhala/ Tamil / English language.
- (b) The post Computer Typesetter and Printing Designer only requires a credit pass for English Language at G.C.E. (O/L) Examination, in addition to the above (a) qualification.

### III. Professional qualifications:

- (a). Should have obtained Level 4 of National Vocational Qualifications (NVQ) recognized by the Tertiary and Vocational Education Commission with regard to the respective fields of applying or an equivalent qualification to the fields recognized by the Tertiary and Vocational Education Commission.

Note : The field of Printing Mechanic and/or Electrician

will be applied for the post of Printing Mechanic.

- IV. Experience : 05 year experience in a field related to the post.

Note : If sufficient number of applicants with experience in relevant field are not applied, the remaining vacancies will be filled from the applicants who have fulfilled educational qualifications without service qualifications subject to a one year training period.

### V. Physical fitness:

All candidates are expected to be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.

## 03. Conditions to assign employees in service and service conditions:

- I. This post is permanent and pensionable. You will be subject to a policy decision made by the government in future on the pension scheme entitled to you. Furthermore, relevant contributions should be made to Widows'/Widowers' and Orphans' Pension Scheme. You should make contributions towards it in a manner stipulated by the government from time to time.
- II. These positions are limited only to the Department of Examinations, Sri Lanka.
- III. This appointment is subject to a probationary period of 03 years. The 01st Efficiency Bar Examination indicated in the 3rd schedule of the Printing Service Minute of the Department of Examinations, Sri Lanka should be, passed within 03 years after appointing to such post.
- IV. This appointment is subject to rules, regulations & conditions stipulated in the Printing Service Minute of the Department of Examinations Sri Lanka, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government, other orders of the department, and other provisions and orders issued by the government from time to time.
- V. Duties should be discharged both day & night on the necessity of the service and even on holidays industriously as per the availability of duties.

## 04. Salary Scales :

This post has a monthly salary scale of Rs.29,840/- 10x300-11x350-10x560-10x660- Rs.48,890/- (MT 1 - 2016).

05. The following marking scheme will be utilized for the

structured interview:

This structured interview will be held in Sinhala, Tamil and English medium and the applied medium could not be changed later.

Main areas of awarding marks	Maximum marks
i. Educational qualifications	30
ii. Professional qualifications	30
iii. Experience in the relevant field	35
iv. Skills displayed at the interview	05
Total marks	100

Marks will be granted within the boundary of maximum marks allocated for main areas of awarding marks indicated in the above table. The Commissioner General of Examinations will approve a detailed marking scheme to grant such marks.

Candidates should obtain minimum of 40% marks to pass the structured interview and after the structured interview in accordance with the nature of the respective positions, thrice the number of vacancies will be referred to the professional (practical) test.

Recruitments will be made to fill the existing vacancies in accordance with the order of priority of the applicants who obtained the highest marks at the professional practical test.

#### 06. Examination Fee :

The examination fee is Rs. 250.00. This fee can be paid only to a post office or sub post office in the island under the revenue head 20-03-02-13 of the Commissioner General of Examinations on or before **24.03.2023**. The receipt issued in this regard should be affixed on the relevant page in the application, so as not to be detached. (Should retain a photocopy of the receipt for future use.) Examination Fee should be paid separately for each and every application submitted by an individual applicant. The examination fee will not be refunded under any circumstances and money orders and stamps will not be accepted.

#### 07. Forwarding the application :

*Note :* Please be informed to apply in terms of this *Gazette* Notification only by the persons who have fulfilled required qualifications of the post.

I. Application should be sent by registered post on or before **24.03.2023** so as to receive the address "Commissioner General of Examinations,

Administration branch, Department of Examinations, Sri Lanka, P.O.Box 1503, Colombo". Applications received after the closing date will be rejected.

II. A specimen application form of the application that should be forwarded is indicated at the end of this notification. Applicants should prepare their applications using A4 size paper in such a way that paragraph numbers 01 to 06 should appear on the first page and the rest of paragraphs should appear on the other pages. Name of the examination indicated on the head of the application should be indicated in English apart from Sinhala in Sinhala applications and apart from Tamil in Tamil applications.

\* Since applications which are not in compliance with the prescribed specimen application form and incomplete applications will be rejected without any notice, applicant should check and confirm whether the application is in compliance with the specimen application given in the examination notification, and whether the application is accurately completed subsequent to entering all information, and whether the details of the relevant receipt are included in the application after the respective examination payment and whether the receipt is pasted before sending the application.

III. "Structured Interview for Recruitment to Grade III Posts of Management Assistant Technological Segment 3 Service Category – 2019 (2020)" should be indicated on the top left hand corner of the envelope in which the application is enclosed. If an applicant wishes to apply for more than one post, separate applications should be submitted for each and every post.

IV. Applicant's signature should be attested on the application. The signature of an applicant of a certain institution should be attested by the head of the institution or an officer authorized by him and any other applicant should get his/her signature attested by a head of a government school/ retired officer, Grama Niladhari of the Division, Justice of Peace, Commissioner of oaths, Attorney – at –Law, Notary Public, a commissioned officer of three armed forces, a permanent government or local government staff grade officer, the incumbent of a Buddhist temple, chief monk or the incumbent of a place of worship or any clergy holding a recognized position.

V. The applications that do not comply with the specimen application herein will be rejected. Any complaint regarding loss or delay of applications in the post will not be entertained.

#### 08. Appearing for the structured interview :

- I. All applicants who are in the age boundary mentioned in the notification and who have paid the prescribed examination fees and forwarded their duly perfected applications with the respective receipt on or before the prescribed date will receive calling letters to appear for the structured interview by the Commissioner General of Examinations on the presumption that only those who possess such qualifications as indicated in the *Gazette* notification have applied.
- II. Issue of a calling letter to an applicant to appear for the structured interview does not mean that the applicant has fulfilled the required qualifications for this post.
- III. Once the calling letters are issued to the candidates, a press notice informing such issuance will be published by the Department of Examinations, Sri Lanka. Applicants who do not receive their calling letters, even after 2 or 3 days of such notification should inquire from the Administration branch of the Department of Examinations, Sri Lanka in the manner specified in the advertisement. When inquiring so, indicate accurately the name of examination the applicant applied for, full name of the applicant, National Identity Card Number and the address. In case of an applicant outside Colombo, it will be more effective to forward a letter of request along with the above information, indicating a fax number to which the copy of the calling letter could be faxed in a rapid manner to the fax number indicated in the notice. When inquiring so, it will be advantageous to keep in hand the photocopy of the application form kept at your possession and the copy of the payment receipt received after paying the respective examination fee and the receipt of registration received when posting the application to prove any particulars asked by the Department of Examinations.
- IV. Candidates of the structured interview are bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the structured interview. He or she will be liable to any punishment imposed by the Commissioner General of Examinations for breach

of such rules.

#### 09. Identity of the candidate:

The Candidates should prove their identity to the satisfaction of the structured interview board by providing one of the following documents.

- I. National Identity Card
- II. Valid Passport
- III. Valid Sri Lankan Driving License

Also, candidates participating for the structured interview should arrive without covering the face and ears so as to verify their identity. Candidates who refuse to verify their identities will not be allowed to face the structured interview. Further, candidates should remain without covering the face and ears so as to be identified by the examination authority until the structured interview is finished and candidates are allowed to leave.

#### 10. Furnishing false information:

If it is found prior to the recruitment that any information provided in the application you forwarded are untrue and inaccurate, your candidature is liable to be cancelled. If such untrue or inaccurate information is revealed after the recruitment, actions will be taken to dismiss you from the public service under the respective legal procedures.

11. The Commissioner General of Examinations reserves the right to fill or refrain from filling the vacancies.
12. In the event of any incongruity or inconsistency among the Sinhala, Tamil and English medium notifications of this notice, the Sinhala notification should prevail.

H. J. M. C. AMITH JAYASUNDARA,  
Commissioner General of Examinations.

Department of Examinations,  
Sri Lanka, Pelawatta,  
Battaramulla.  
24.02.2023

### Specimen Application Form

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව  
කළමනාකරණ සහකාර තාක්ෂණ ඛණ්ඩය 3 සේවා ගණය III ශ්‍රේණියේ තනතුරුවලට බඳවා ගැනීමේ  
චක්‍රගත සම්මුඛ පරීක්ෂණය - 2019 (2023)

Department of Examinations, Sri Lanka  
Structured Interview for Recruitment to Grade III Posts of Management Assistant Technological Segment 3 Service  
Category – 2019 (2023)

(Indicate clearly the correct symbol/ number in the cage provided when it is necessary)

Language medium to appear for the structured interview	
--	--

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(For office use)

Sinhala - 2/ Tamil - 3/ English - 4

Post applying for	
-------------------	--

(Indicate the number with regard to the post applying for in the cage)

Post Title	Number
i. Offset Litho Printing Machine Operator	1
ii. Letterpress Machine Operator	2
iii. Printing Finisher	3
iv. Computer Type setter & Printing Designer	4
v. Printing Mechanic	5

1. 1.1 Full name (in English capital letters):

.....  
.....

1.2 Name with initials while providing initials at the end: (In English capital letters) Ex: BANDARA A.B.C.

.....

1.3 Full name (in Sinhala/ Tamil):

.....

2. 2.1 Permanent address (in English capital letters):

.....  
.....

2.2 Permanent address (in Sinhala/ Tamil):

.....  
.....

2.3 Address to which the calling letter should be sent (in English capital letters):

.....  
.....

3. Sex:  Male – 0 Female - 1

4. National Identity Card No. :

5. Telephone Number:

6. 6.1 Date of birth:

Year:     Month:   Date:

6.2 Age as on the closing date of calling for applications: (24.03.2023)

Years:   Months:   Days:

7. Marital Status :  Married – 01 Unmarried - 02

8. Educational qualifications :

8.1 Details of the G.C.E. (O/L) examination :

Year and Month of the examination : .....

Index number : .....

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
01.		06.	
02.		07.	
03.		08.	
04.		09.	
05.		10.	

9. Professional qualifications:

<i>Course</i>	<i>Year followed</i>	<i>Technical institution</i>	<i>NVQ level</i>

9.1 It is compulsory to submit a letter to the structured interview board which was obtained from the Tertiary and Vocational Education Commission confirming the respective NVQ level of each certificate you forward.

10. Experience gained in the relevant field:

.....  
.....

11. Other educational and professional qualifications:

.....  
.....

12. Have you ever been convicted by a court of law? In case 'yes', give particulars.

.....  
.....

13. Details of the payment of the examination fee :

- 13.1 Name of the Post office to which the examination fee was paid : .....  
13.2 Receipt No. and date : .....  
13.3 Amount paid : .....

Affix the receipt here so as not to be detached.

14. Certification of the applicant:

- 14.1 I solemnly declare that the particulars provided by me in this application are true and accurate to the best of my knowledge. I agree to bear the loss that could be incurred due to unfilled and /or inaccurately filled sections in the application. Further I declare that all sections herein are perfected accurately.  
14.2 I am aware that I will be liable to be disqualified prior to the appointment and to be dismissed subsequent to receiving the appointment in case any information provided by me are proved to be false.  
14.3 Moreover, I declare that I will abide by the rules and regulations imposed by the Commissioner General of Examinations on conducting the structured interview.  
14.4 I will not alter any information provided herein later.

Date:.....

.....

Signature of the applicant

15. Attestation of the applicant's signature:

I, hereby certify that Mr/Mrs/Ms ..... who submits this application is known to me personally and that he/she placed his/her signature in my presence today.

.....  
Signature and the official frank of the attester

Name : .....  
Post : .....  
Address : .....  
Date : .....

16. The applicants who are already in the public service should forward their applications with the following certificate by their respective institution heads.

I hereby certify that the aforementioned Mr. / Mrs. / Ms. ....serves this department and the information provided by him / her are accurate and in case he / she is selected for this position, he/she could be released.

.....  
Signature and the official frank of the  
Head of the Department/Institution.

Name : .....  
Designation : .....  
Address : .....  
Date : .....