

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,959 – 2016 මාර්තු මස 18 වැනි සිකුරාදා – 2016.03.18
No. 1,959 – FRIDAY, MARCH 18, 2016

(Published by Authority)

PART I: SECTION (IIA) – GENERAL

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

	PAGE		PAGE
Post - Vacant	569	Examinations, Results of Examinations &c.	—

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 08th April, 2016 should reach Government Press on or before 12.00 noon on 24th March, 2016.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the *Gazette*, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the *Gazette*.”

W. A. A. G. FONSEKA,
Government Printer (*Acting*).

Department of Govt. Printing,
Colombo 08,
01st January, 2016.

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



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

5:3 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.

Posts – Vacant

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars - Marriages, Births and Deaths

BADULLA DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 18th April, 2016.

E. M. GUNASEKERA,
Registrar General.

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

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>
Badulla	Ella	Post of Registrar of Marriages (Kandyan/ General) in Yatikinda Division and Births and Deaths of Kumbalwela Division	District Secretary/Additional Registrar General, District Secretariat Badulla.

03-439

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars - Marriages, Births and Deaths

KEGALLE DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 11th April, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
23rd February, 2016.

SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Applications are called</i>	<i>Address to which Applications must be sent</i>
Kegalle	Kegalle	Post of Registrar of Marriages (General/ Kandyan) in Paranakuru Korale Division and Births and Deaths of Kanduaha Pattuwa Division	District Secretary/Additional Registrar General, District Secretariat, Kegalle.

03-378

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars - Marriages, Births and Deaths

GAMPAHA DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 18th of April, 2016.

E. M. GUNASEKERA,
Registrar General.

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

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>
Gampaha	Negombo	Post of Registrar of Births and Deaths of Negombo Town Division	District Secretary/Additional Registrar General, District Secretariat, Gampaha.
Gampaha	Gampaha	Post of Registrar of Marriages (General) of Aluthkuru Korale South and Births and Deaths of Galahitiyawa Division	District Secretary/Additional Registrar General, District Secretariat Gampaha.

03-503

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrars - Marriages, Births and Deaths

RATHNAPURA DISTRICT

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 18th of April, 2016.

E. M. GUNASEKERA,
Registrar General.

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

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>
Rathnapura	Pelmadulla	Post of Registrar of Marriages (Kandian/ General) of Nawadun Koralya and Birth and Deaths of Lellopitiya Division	District Secretary/Additional Registrar General, District Secretariat Rathnapura.
Rathnapura	Pelmadulla	Post of Registrar of Marriages (Kandian/ General) of Nawadun Koralya and Birth and Deaths of Marapana Division	District Secretary/Additional Registrar General, District Secretariat Rathnapura.

03-504

5. Date of Birth :

6. Age :

7. Race :

8. Religion :

9. N. I. C. No. :

10. Phone No. :

11. Academic Qualifications :

1.
2.
3.
4.
5.

12. Professional Qualifications :

1.
2.
3.
4.
5.

13. Languages which can read and write :

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

15. Civil Status :

16. Is wife living ? Yes No

17. Past and Present Occupations (with date) :

From	To	Occupation	Place

18. Value of Possessed by Applicant : Rs.

19. Monthly Income : Rs.

20. Amount of debts if any : Rs.

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

22. Are you an income tax payer ? : Yes No

23. Were there criminal cases against you ? or are there any pending criminal cases ? : Yes No

24. Particulars of Court convictions if any :

--

25. Personal referees (They should be responsible person who known you well) :

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

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

Yours faithfully,

Date : _____.

Note : Attach all copies of the relevant certificates with this Application.

03-527

MINISTRY OF JUSTICE

Recruitment to the Post of Secretary, Grade I in the Executive Service Category of the Department of Debt Conciliation Board - 2016

BY the order of the Cabinet of Ministers, applications are invited from the citizens of Sri Lanka with the under mentioned qualifications in order to recruit a suitable person to fill the vacancy in the post of Secretary, Grade I in the Executive Service Category of the Department of Debt Conciliation Board. Applications forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the "Secretary, Ministry of Justice, Superior Courts Complex, Colombo 12" on or before the closing date of applications mentioned below. The words "Recruitment to the Post of Secretary, Grade I in the Executive Service Category" should be written on the top left hand corner of the envelope containing the application form.

Closing date of application will be 18.04.2016.

Note.— No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will be so at their own risk.

01. *Method of Recruitment.*— Recruitment will be made on the order of merit secured at a structured interview to be conducted by an interview board to be appointed by the Cabinet of Ministers. The date on which such recruitment will take effect will be decided in accordance with the order of the Cabinet of Ministers.

02. Terms of Engagement :

- (i) This post is permanent.
- (ii) An officer recruited to this post holds liable to act in the new post for a period of one (01) year from the date on which his/her new appointment takes effect. In case an officer who has not passed Efficiency Bar Examination III, is required to pass the Efficiency Bar Examination before the expiry of five (05) years from the date on which the recruitment will be made to this post.
- (iii) An officer recruited to this post should, in terms of the Public Administration Circular No. 01/2014 and the Circulars issued incidental thereto, acquire the prescribed language proficiency within five (05) years of appointing to this post. The officer who enters the public service in a medium of language other than in a medium of any of the official languages will require to reach within three (03) years a requisite standard of proficiency in one official language and within five (05) years in the other official language.
- (iv) This appointment will be subject to the Cabinet Decisions, the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, Departmental Orders and any other regulations and orders issued from time to time by the Government.

03. *Salary Scale.*— In terms of the Public Administration Circular No. 6/2006, this post which is under SL-1-2006, carries a salary of Rs. 22,935-10x645 -8x790 -17x1,050 - Rs. 53,555 per month and the initial salary scale amounts to Rs. 36,755 at salary step 20 as per grading system.

04. *Qualifications* :

(i) *Educational Qualifications*.– Should have possessed a Post Graduate Degree conferred on by a University recognized by the University Grants Commission.

(ii) *Professional Qualifications*.– should be an officer in a post of the Executive Service Category in the Ministry of Justice or any other Ministry/Department as per the Public Administration Circular No. 06/2006 and an Attorney-at-Law enrolled by the Supreme Court.

(iii) *Experience* :

(a) Should, as per the Public Administration Circular No. 06/2006, be an officer, Grade I in the Executive Service Category or be an officer, Grade II in the Executive Service Category with seven (07) year dynamic and satisfactory proof of service having earned seven (07) consecutive salary increments proescribed in respect of that period.

(b) Should furnished a satisfactory performance appraisal or a higher degree of satisfactory performance appraisal for the 05 years immediately preceding the date of calling for applications.

(c) Should not, during the 05 years immediately preceding the date on which the recruitment will be made to this post have been subjected to any disciplinary punishments.

05. *Age limit*.– Not applicable.

06. *Physical Fitness*.– Every applicant should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post.

07. *Other Qualifications*.– Every applicant must furnish satisfactory proof to the effect that he/she :

(i) Is a citizen of Sri Lanka,

(ii) Is of excellent moral character,

(iii) Has fulfilled the necessary qualifications in every respect as at the closing date of applications referred to in this notice of calling for applications.

08. Recruitment will be made on the order of merit at a structured interview to be conducted by an interview board to be appointed by the Cabinet of Ministers. The qualification will be checked by the interview board.

09. *Method of Marking* :

<i>Spheres in respect of which marks are awarded</i>	<i>Maximum marks that could be awarded</i>	<i>Maximum marks that could be earned</i>
01. Additional Educational Qualifications	45	Not applicable
02. Local/Foreign trainings	20	
03. Additional experience	30	
04. Leadership, personality and communication skills as per the discretion of the interview board	05	
Total	100	

10. Applications should be prepared on a A4 paper of 22x29cm in size using both sides and items from 01 to 14 to appear on the first page and from 15 onwards on the second page and it should be filled by the candidate's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or are received after the closing date of acceptance of applications are liable to be rejected without notice. Incomplete applications and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Therefore, applicants should see that their applications are as per the specimen in every respect. Receipt of applications will not be acknowledged.

Note :

(a) No documents or copies of documents should be attached to the application form.

(b) Applications of applicants who fail to produce documents when required to do so will not be considered.

(c) Applications from officers who are in the Public Service/Provincial Public Service/Public Corporations are required to be forwarded through the Heads of the Departments.

11. Order of the Cabinet of Ministers, Procedural Rules of the Public Service Commission, Circulars that are not in force or may be issued from time to time in the future and the Scheme of Recruitment applicable to Officer, Grade I in the Executive Service Category of the Debt Conciliation Board and the amendments made thereto from time to time shall be applicable to this post.

By the order of the Cabinet of Ministers,

PADMASIRI JAYAMANA,
Secretary,
Ministry of Justice.

23rd February, 2016.

SPECIMEN APPLICATION FORM

CABINET OF MINISTERS

APPLICATION FOR THE POST OF SECRETARY, GRADE I IN THE EXECUTIVE SERVICE CATEGORY OF THE DEBT CONCILIATION BOARD

No. (For office use only)

- 01. (a) Name with initials (In Sinhala/Tamil) : _____
 Name with initials (In English Block Capitals) : _____
 (b) Full Name (In Sinhala/Tamil) : _____
 Full Name (In English Block Capitals) : _____
- 02. Permanent Address (In Sinhala/Tamil) : _____
- 03. Permanent Address (In English Block Capitals) : _____
- 04. Telephone No. : _____
- 05. National Identity Card No. :

--	--	--	--	--	--	--	--	--	--
- 06. Sex : _____
- 07. Date of Birth :
 Year : _____, Month : _____, Date : _____
- 08. Age as at the closing date of applicatoin : _____
- 09. Race : _____
- 10. Marital status : _____
- 11. Particulars of the degree :
 University : _____
 Subject : _____
 Date on which the Degree was conferred on : _____
 Medium of language : _____
- 12. Date of enrolment as an Attorney-at-Law : _____
- 13. Experience as an Attorney-at-Law (Number of years) : _____
- 14. Particulars of service (Number of years) : _____
 - (i) Present employment : _____
 - (ii) Class and Grade : _____
 - (iii) Date of Promotion : _____
 - (iv) Date of Appointment : _____
 - (v) Date of Confirmation : _____
 - (vi) Salary Code and Scale : _____
 - (vii) Particulars of previous employment :

Place of work	Position held	Period of Service (from To)
---------------	---------------	--

- 1.....
- 2.....

- 15. Professional Qualifications as per the paragraph 04 of this notice of calling for applications :
 - (i) Whether you are an officer in Grade I of the Executive Service Category : _____
 - (ii) Whether you have completed a satisfactory proof of service having earned 07 consecutive salary increments for the seven (07) years immediately preceding the date of calling for applications : _____
 - (iii) Whether you have acquired a satisfactory degree of performance appraisal or a higher degree of performance appraisal during the five (05) year immediately preceding the date of calling for applications : _____
 - (iv) Have you, for the five (05) years immediately preceding the date of calling for applications, been subjected to any disciplinary actions : _____

- 16. Qualifications as per paragraph 09 of this notice of calling for applications :
 - (i)
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (vi)
 - (vii)
 - (viii)

17. Languages proficiency (Mark ✓ in the relevant box) :

	<i>Very Good</i>	<i>Good</i>	<i>Ordinary</i>	<i>Weak</i>
Sinhala				
Tamil				
English				

Applicant's Declaration

I, declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to any form of disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

 Signature of the Applicant.

Date : _____

Certificate of the Head of the Department (As per the officer's personal record of file)

I do hereby certify that Mr./Mrs./Miss, the applicant above named is serving as attached to Ministry/Department in the Public Service/ Provincial Public Service and that he/she earned/has not earned seven (7) increments for the period immediately preceding the date of calling for applications and that any disciplinary action, except for warning whatsoever has not been taken against him/her and that he/she has acquired/has not acquired a satisfactory proof or a higher degree of satisfactory proof of work performance for the period of 05 years immediately preceding the date of calling for applications and that he/she has fulfilled the minimum requirements necessary for this post. I also inform that he/she can be/cannot be released from the service if he/she will be selected for this post. (Please delete words whichever inapplicable.)

Signature of the Secretary to the Ministry/
Head of the Department and official seal.

Date : _____
Name : _____
Designation : _____
Ministry/Department : _____

03-460

PUBLIC SERVICE COMMISSION

Ministry of Parliamentary Reforms and Mass Media

POST OF STORE SUPERINTENDENT IN SUPRA GRADE
OF THE PUBLIC MANAGEMENT ASSISTANT SERVICE
CATEGORY OF THE DEPARTMENT OF GOVERNMENT -
PRINTING - 2015(LIMITED)

BY order of the Public Service Commission, applications are called from eligible applicants, who fulfill following qualifications to fill the vacant post (01) of Store Superintendent of the Supra Grade of the Public Management Assistant Service Category of the Department of Government Printing. Applications prepared according to the specimen application given at the end of this notice should be forwarded under registered cover through the respective Head of the Department to reach the Department of Government Printing, No. 118, Dr. Danister De Silva Mawatha, Colombo 08 on or before the under mentioned date. "Post of Stores Superintendent in Supra Grade of the Public Management Assistant Service Category of the Department of Government Printing - 2015" should be clearly indicated on top left hand corner of the envelope. Furthermore, in Sinhala applications, the above sentence should be included in English in addition to Sinhala while in Tamil applications ; it should be included in English in addition to Tamil language.

(a) Closing date of applications is 18.04.2016.

Note : Complaints in relation to loss or a delay of an application in post will not be entertained. The applicants themselves should bear the cost of delaying the application till the closing date. Late applications will not be accepted. Incomplete applications will be rejected.

01. *Method of Recruitment.*– The applicants will be selected upon results of a structured interview followed by checking of qualifications and the applicant, who scores the highest mark at the structured interview, will be recruited for the post. Qualifications will be checked at the structured interview itself. Marks will not be awarded at the interview for the basic qualifications required for the post.

The interview will be conducted by a board approved by the Public Service Commission. No of appointments and the effective date will depend on the Rules of the Public Services Commission.

02. *Salary scale entitled for the post.*– As per Public Administration Circular No. 6/2006A, this post entitles the salary scale MN7-2006A R.s 20,030 -11x365 -18x500 - Rs. 33,045 (monthly).

03. *Service Conditions :*

- (i) This post is permanent and pensionable. Should contribute to the Widows' and Orphans' Pension.
- (ii) As per Public Administration Circular No. 01/2014 and other Circulars incidental thereto, language proficiency of the relevant level should be acquired.
- (iii) This post will be subjected to Procedural Rules of the Public Service Commission, Establishments Code and Financial Regulations of the Democratic Socialist Republic of Sri Lanka as well as other Departmental Rules and Regulations.
- (iv) The appointments of the applicants who fail to assume duties of the post on the prescribed date and/or the applicants who refuse or avoid assuming duties will be cancelled.

04. *Qualifications :*

(a) *Educational Qualifications :*

- (i) Should have passed six (06) subjects in one sitting with credits for minimum four (04) subjects including Mathematics/Arithmetic, Sinhala/Tamil language at the G. C. E. (O/L) Examination.
- (ii) Passing all subjects at G. C. E. (A/L) Examination at one sitting (Excluding Common General Test). Passing three (03) subjects in one sitting under the old syllabus will be sufficient.
- (iii) Obtaining a distinction or an A Grade for English Language at the G. C. E. (O/L) Examination in any sitting.

(b) *Professional Qualifications.*– A certificate obtained upon following a course not less than a month on supplies/store management from a recognized local or foreign institution.

(c) *Experience :*

- (i) Minimum ten (10) years experience in supplies/ store management.

(ii) Minimum seven (07) years active service period in Grade I of the Public Management Assistant Service.

Confirmation of I and II in (c) above should be through a letter obtained from the Head of the Department or the Ministry currently serving in.

(d) *Physical Qualifications.*– Every candidate should be mentally and physically fit to perform the duties of the post in any part of the island.

(e) *Age limit.*– Since candidates will be recruited from public officers age limit will not be applicable.

(f) *Other Qualifications :*

- (i) Applicants should be of exemplary character,
- (ii) Should possess minimum ten (10) year satisfactory service record,
(Should not be proven guilty of any offense in public service. This should be affirmed by a letter obtained from the Head of the Department/Ministry currently serving in.)

(iii) Should have fulfilled all required qualifications in every respect at the closing date of application.

05. *Structured Interview.– Marking Scheme :*

Marks will be awarded as follows at the interview :

<i>Areas which marks offered</i>	<i>Maximum Mark</i>
1. Additional Service Experience Two (02) marks for each year exceeding seven (07) years of service in Grade I in Public Management Assistant Service	30
2. Additional Experience in Supplies/Store Management : Two (02) marks for each year exceeding ten (10) years of experience in Supplies/Store Management	20
3. Additional Professional Qualifications Following qualifications obtained from an institution recognized by the state in addition to the course submitted as the basic qualification * Certificate Course on Supplies/Store Management or Storing 05 marks * Diploma Course or a higher qualification 10 marks	15

<i>Areas which marks offered</i>	<i>Maximum Mark</i>
4. English Language Proficiency A certificate obtained from an institution recognized by the state on, * Diploma course not less than 12 months 15 marks * Certificate course not less than 06 months 10 marks * Certificate course not less than 03 months 05 marks	15
5. Information Technological Skill A certificate obtained from an institution recognized by the state on, * Diploma course not less than 12 months 15 marks * Certificate course not less than 06 months 10 marks * Certificate course not less than 03 months 05 marks	15
6. Skills exhibited at the interview	05
Total	100

06. *N. B. :*

All applicants currently engaged in public service should forward their applications through their respective Heads of the Department/Ministry/Institution and the applicants should affirm their signature by the said Head of the Department/Ministry/Institution.

All applicants should compulsorily bring along to the interview all supportive documents to confirm the qualifications mentioned in the application.

07. *Punishment for producing false information.*– If any applicant is revealed to be knowingly produced false information or he/she knowingly suppressed any important matter, he/she will be subject to dismissal from service.

08. *Procedural Rules of the Public Service Commission,* circulars issued from time to time and the Scheme of Recruitment and the amendments made therein for the post of Store Superintendent of the Supra Grade of the Public Management Assistant Service of the Department of Government Printing will be applicable to this post.

09. Any matter not mentioned in these regulations will be determined by the Public Service Commission.

By order of the Public Service Commission,

VAJIRA NARAMPANAWA,
Secretary,
Ministry of Parliamentary Reforms and
Mass Media.

09th February, 2016.

APPLICATION FOR THE POST OF STORES SUPERINTENDENT OF THE SUPRA GRADE OF PUBLIC MANAGEMENT ASSISTANT SERVICE OF THE DEPARTMENT OF GOVERNMENT PRINTING - 2015 (LIMITED)

01. Personal Information :

- 1.1 Name with initials (Initials at the end) : _____
(In English Block Letters) Eg. : (Silva A. B.)
- 1.2 Name in full (In English Block Letters) : _____.
- 1.3 Name in full (In Sinhala/Tamil) : _____.
- 1.4 Permanent address (In English Block Letters) : _____.
- 1.5 Permanent address (In Sinhala/Tamil) : _____.
- 1.6 Gender : _____.
- 1.7 Marital Status : _____.
- 1.8 National Identity Card No. :

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

1.9 Date of Birth :

Year :

 / Month :

 / Date :

1.10 Age at the closing date of application :

Years :

 / Months :

 / Days :

1.11 Telephone No. :

Office :

Personal :

02. Information on Public Service :

- 02.1 Date of first appointment : _____.
- 02.2 Designation : _____.
- 02.3 Department : _____.
- 02.4 Entire period of service as at closing date of application : _____.
- 02.5 Date appointed to Grade I of Public Management Service : _____.
- 02.6 Period of service in Grade I of the Public Management Service as at date of closing date of application : _____.
- 02.7 Department currently serving in : _____.
- 02.8 Division : _____.

03. Information on qualifications :

03.1 Educational Qualifications :

- 03.1.1 G. C. E. (O/L) Examination :
Year : _____ . Index No. : _____.

Subject	Grade	Subject	Grade
.....
.....
.....
.....
.....

- 03.1.2 If a distinction or an A Grade has not obtained at the above sitting, the details of obtaining, Sitting : _____, Year : _____, Index No. : _____.

- 03.1.3 G. C. E. (A/L):
Year : _____, Index No. : _____.

Subject	Grade
.....
.....
.....
.....
.....

03.2 Experience :

- (i) Experience in Supplies and Store Management :
Years : _____.
(Can be/ Cannot be affirmed through a letter from the Head of the Department/Ministry)
- (ii) Active period of service in Grade I of Public Management Assistant Service : Years : _____.
(Can be/ Cannot be affirmed through a letter from the Head of the Department/Ministry)

03.3 Professional Qualifications :

Courses followed on Supplies/Store Management : (Should be affirmed by certificates of a recognized state institution) :

Serial No.	Name of the Course	Institution	Course Duration

03.4 Other Qualifications :

Can/ Cannot submit a satisfactory service record not less than ten years (10) obtained from the Head of the Department/Ministry,

03.5 Information Technological Skills :

Mention details on the courses followed on information technology, institutions, course duration :
.....
.....
(Should be affirmed by certificates of an institution recognized by the state)

03.6 English Language Proficiency :

Mention details on the courses followed on English Language, institutions, course duration :
.....
.....
(Should be affirmed by certificates of an institution recognized by the state)

04. Attestation of the Applicant :

I hereby certify that the particulars mentioned above are true and accurate according to my knowledge and I have fulfilled all qualifications to apply for the post of Store Superintendent of Supra Grade of the Public Management Assistant Service category of the Department of Government Printing in accordance with the Scheme of Recruitment published in the website of the Department of Government Printing.

Signature of the Applicant.

Date :_____.

05. Recommendation of the Head of the Department and the Attestation of the Signature (Should be as per 06 of the notice) :

I hereby certify that Mr./Mrs./Miss (Name in Full), forwarding this application is serving in the Ministry/Department as a (Designation) and he/she has fulfilled all qualifications to apply for this post and he/she has placed his/her signature before me. Furthermore, if this officer is selected for the post, He/She shall be/shall not be released from his/her current post.

Signature of the Head of the Department/Ministry.

Date :_____.

Name :_____.

Designation :_____.

Address :_____.

(Should be affirmed by an official stamp)

03-549