

N. B.- Part IV(A) of the Gazette No. 1,949 of 08.01.2016 was not published.

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

අංක 1,950 – 2016 ජනවාරි මස 14 වැනි බ්‍රහස්පතින්දා – 2016.01.14  
No. 1,950 – THURSDAY, JANUARY 14, 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)

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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 05th February, 2016 should reach Government Press on or before 12.00 noon on 22nd January, 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](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 other 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

### DEPARTMENT OF REGISTRAR OF COMPANIES

#### Cancellation Notice

#### Recruitment to the Management Assistant Non-Technical Section 2 Post (Company Inspector) in the Department of Registrar of Companies under the Ministry of Industry and Commerce

THE notice of the above matter published in the *Gazette* No. 1920 dated 19.06.2015 and No. 1923 dated 10.07.2015 shall be cancelled by the Order of the Secretary of the Public Service Commission.

Registrar General of Companies.

Department of Registrar of Companies,  
No. 400, D. R. Wijewardena Mawatha,  
Colombo 10,  
15th January, 2016.

01-511

### REGISTRAR GENERAL'S DEPARTMENT

#### Posts of Registrars - Marriages, Births and Deaths in Tamil Medium

#### BATTICALOA 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 15th February, 2016.

E. M. GUNASEKERA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
23rd December, 2015.

#### SCHEDULE

<i>District</i>	<i>Divisional Secretary's Division</i>	<i>Division and Post for which Application is called</i>	<i>Address to which Applications should be sent</i>
Batticaloa	Manmunai North	Post of Registrar of Births and Deaths of Kokkuvil Division and Marriages (General) of Manmunai North Division	The District Secretary/The Additional Registrar General, District Secretariat Batticaloa.

01-523



**MINISTRY OF HEALTH, NUTRITION AND  
INDIGENOUS MEDICINE**

**Recruitment on the Open Basis to the Posts belonging  
to the Related Officer Category  
(Audiovisual Officer, Publicity Officer, Micro  
Photographer)**

APPLICATIONS are called from Sri Lankan citizens who are eligible under No. 02 for recruitment to the vacancies giving before the following posts belonging to the related officer category MN-04-2006A in Ministry of Health, Nutrition and Indigenous Medicine.

Designation	No. of Vacancies
Audiovisual Officer	02
Publicity Officer	02
Micro Photographer	02

1. *Method of Recruitment.*– From the applicants who have fulfilled the following qualifications mentioned in this notification, those who will obtain highest marks from structured interview conducted by an interview board appointed by the Public Service Commission, will be conducted according to the marking scheme (mention under No. 06) approved by the Ministry of Health, Nutrition and Indigenous Medicine.

2. *Required Qualifications :*

(i) *Education Qualification :* (Education qualifications relevant to each post are given before the post)

Designation	Education Qualifications
Audiovisual Officer	(i) Should have obtained a degree with Social Science or Education as a subject from a university recognized by the University Grant Commission
Publicity Officer	(i) Should have obtained a degree in Mass Communication from a university recognized by the University Grant Commission
Micro Photographer	(i) Should have obtained a degree with physics as a subject from a university recognized by the University Grant Commission

(Qualifications given under No. ii, iii, iv and below are relevant to all three posts)

(ii) *Professional Qualifications.*– Professional Qualifications relevant to the field will be considered as additional qualification.

(iii) *Experience.*– Experience relevant to the field will be considered as an additional qualification.

(iv) *Physical fitness.*– Every candidate should physically and mentally be fit to serve in any part of Sri Lanka where he/she is called upon to serve.

(v) *Other Qualifications :*

(i) Applicants should have fulfilled all qualifications as at the closing date of calling applications.

(ii) Applicants should be citizens of Sri Lanka.

(iii) Applicants should possess an excellent character.

3. *Terms of Engagement :*

(i) This post is permanent and pensionable. Officers are required to make contributions to Widows'/ Widowers' and Orphans' Pension Fund.

(ii) Officers appointed to this post will be on probation for a period of 3 years and first efficiency bar examination should be passed within these 3 years.

(iii) Officers should obtain the relevant proficiency in official language other than the medium in which he/she entered the service within 05 years after recruitment as per Public Administration Circular No. 01/2014 dated 21.01.2014 and officers who have not entered the service in an official language are required to obtain prescribed official language proficiency during the period of probation.

(iv) This appointment will be subject to procedural rules of Public Service Commission, Establishment Code of Democratic Socialist Republic of Sri Lanka, Financial Regulations of Government and other departmental orders.

4. *Age limit.*– Applicants should be not less than 21 years and not more than 35 years of age as at the closing date.

5. *Salary Scale.*– This post carries a salary scale of MN-4-2006(A) Rs. 15,215 -10x215 - 4x240 - 7x320 - 15x360 - Rs. 25,965 terms of the salary circular P. A. C. No. 6/2006.

6. Marks will be given at the structured interview based on the following marking scheme :

Lain areas for which marks are given	Maximum Marks	Minimum marks considered for selection
Additional Education Qualifications	20	} Not Relevant
Professional Qualifications	20	
Experience	25	
Language Proficiency	10	
Computer Knowledge	20	
Performance at the interview	05	
Total	100	

7. *Identity of Candidates.* – Candidates who have completed the application in all respects will only be called for the structured interview.

Originals and duly certified copies of all certificates should be submitted at the interview.

Following documents of identity will be accepted to prove their identity at the interview.

- (i) National Identity Card issued by the Commissioner of Registration of persons,
- (ii) Valid passport.

8. *Submission of Applications :*

- (i) Applications should be sent to the Secretary (Director Admin 07 Branch) Ministry of Health, Nutrition and Indigenous Medicine, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 by registered post on or before 16.02.2016 application received after the closing date will be rejected.
- (ii) A specimen of the application which should be submitted is appended to this notification. Applications should be prepared using a paper of size A4 and from No. 01 to No. 05 appear on the first page and from N. 06 - No. 09 should appear on the second page. The application should be perfected in the hand writing of the candidate.
- (iii) The post applied for should be written on the top left hand corner of the envelope in which the application is enclosed.
- (iv) Candidate's signature in the application should be attested by a principal of a government school, a justice of the peace, a Commissioner for Oaths, a Notary public, Attorney-at-law, a commissioned officer in the armed forces, or an officer in the armed forces, or an officer holding a permanent post in the Public Service who gets a monthly consolidated salary of Rs. 22,935.
- (v) Officers who are already in the Public Service or Provincial Public Service should send their applications through the respective Head of Department.
- (vi) Applications which are not in accordance with the specimen form of application will be rejected, No complaint about misplacement or delay of applications will be accepted.

9. *Providing False Information.* – If any information provided in the application sent by you found to be false or incorrect before the recruitment, your candidature will be cancelled. If so found after the recruitment, actions will be taken to dismiss from the service subject to the relevant procedures.

10. Procedural Rules of Public Service Commission, circulars relevant to Public Service issued from time to time, service minute relevant to Grade III of Executive Service category and conditions in amendments made to it are applicable to this post.

ANURA JAYAWICKRAMA,  
Secretary,  
Ministry of Health, Nutrition and  
Indigenous Medicine.

Ministry of Health and Indigenous Medicine,  
No. 385, Ven. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10,  
21st December, 2015.

RECRUITMENT (OPEN) TO THE AUDIOVISUAL OFFICER,  
PUBLICITY OFFICER, MICRO PHOTOGRAPHER OF THE  
MINISTRY OF HEALTH, NUTRITION AND INDIGENOUS  
MEDICINE

Residential District

Post Applied for

01. 1.1 Name of the applicant with initials (Mr./Mrs./Miss) :

\_\_\_\_\_  
(In block letter) Eg. : Mr./Mrs./Miss: SILVA A. B.

1.2 Name in full : \_\_\_\_\_  
(In block letter)

1.3 Name in full : \_\_\_\_\_  
(In Sinhala/Tamil)

02. 2.1 Address (Private) : \_\_\_\_\_  
(In block letter)

2.2 Address (Private) : \_\_\_\_\_  
(In Sinhala/Tamil)

2.3 Address (Official) : \_\_\_\_\_  
(In block letter)

2.4 Address (Official) : \_\_\_\_\_  
(In Sinhala/Tamil)

(An officer who is employed in Public Service/  
Provincial Public Service/Corporation should mention  
his official address change of address should be informed  
immediately)

03. 3.1 Date of Birth :

Year:  Month:  Date:

3.2 Age as at closing date :

Years:  Months:  Days:

04. Age as at closing date : \_\_\_\_\_.

05. 5.1 Gender : \_\_\_\_\_.

5.2 Telephone No. (personal) : \_\_\_\_\_.

5.3 Telephone No. (official) : \_\_\_\_\_.

5.4 National Identity Card No. : \_\_\_\_\_.

06. Qualifications : \_\_\_\_\_.  
(Qualifications under paragraph 02 of the notification)  
Education Qualification : \_\_\_\_\_.  
Experience : \_\_\_\_\_.

09. Certificate of Head of the Department/Institute :  
(Only for the applicants in Public Service/Provincial Public Service)

07. Certification of applicant :

I, solemnly declare that information given herein are true and correct. I agree that if any information herein is found to be incorrect or false prior to the selection, my application will be rejected and if found so after selection I am liable to dismissed from service without any compensation.

\_\_\_\_\_  
Signature of the Applicant.

Date : \_\_\_\_\_.

I, certify that the applicant Mr./Mrs./Miss ..... has been serving in this Department/Provincial Council/Institute/ since ..... and holds a permanent and pensionable/ temporary post and he/she has earned all the increments during the past ..... years and has not been subjected to a disciplinary punishment of any kind (except being advised) and all the particulars given above were checked referring to the records in this office and found correct furthermore I hereby state that he, she can/cannot be released from the service if selected and he/she placed the signature in presence.

08. Attestation of the signature of the Applicant :

I, certify that Mr./Mrs./Miss ..... is known to me personally and he/she placed his/her signature in my presence on .....

\_\_\_\_\_  
Signature of the Attesting.  
(Authenticate with the rubber stamp)

\_\_\_\_\_  
Signature of Head of the  
Department/Institute.

Name in full : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Date : \_\_\_\_\_.  
Department/Institute : \_\_\_\_\_.  
(Authenticate with the rubber stamp)

01-570

## Examinations, Results of Examinations &c.

### LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF SRI LANKA ADMINISTRATIVE SERVICE – 2014(2016)

APPLICATIONS are hereby called from qualified Sri Lankan citizens for Limited Competitive Examination for recruitment to the Posts of Grade III of Sri Lanka Administrative Service.

1. In this notification the terms :

- “Secretary” means the Secretary of the Ministry of Public Administration and Home Affairs.
- “Service” means the Sri Lanka Administrative Service.

2. Recruitment to Grade III of Sri Lanka Administrative Service is made by this examination.

*Written Examination.*– This Examination will consist of following four (04) question papers.

- General Intelligence,
- Social, Economic, Political background of Sri Lanka and Global Trends,
- Case study relating to Public Administration I (Relevant to Establishments Code, Procedural Rules of Public Services Commission and Financial Regulations) ;

- Case study relating to Public Administration II (Relevant to the evaluation of creative, analytical and communication skills).

*Date of Examination.*– This examination will be held in April, 2016 only in Colombo. The Secretary reserves the right to postpone or cancel this examination subject to instructions of Public Service Commission.

*Interview.*– General and structured interview will be held for the candidates who have appeared for all the papers of the written examination and secured a sufficiently high aggregate of marks as determined by the Public Service Commission. The date of the interviews shall be determined by Secretary.

3. Number of persons to be appointed is 28. At the instances where there are candidates, who have secured equal marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Public Service Commission as per Section 80 of Procedural Rules. The effective date of the appointment shall be determined on the order of the Public Service Commission.

4. *Service Conditions :*

- 4.1 A selected candidate shall be appointed to Class III of Sri Lanka Administrative Service subject to general conditions governing the appointments in the Public Service and on the terms and conditions set out in the Minute of Sri Lanka Administrative Service published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1842/2 dated 23.12.2013 and to any amendments made or to be made to the minute hereafter, Financial Regulations in the Establishments Code and Procedural Rules of Public Service Commission published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1,589/30 dated 20.02.2009.
- 4.2 This post is permanent and pensionable. Shall contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme.
- 4.3 Appointment is subject to an Acting Period of one year. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Sri Lanka Administrative Service as mentioned in the service minute.
- 4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular No. 01/2014 and consequent circulars.
- 4.5 Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

5. *Monthly Salary Scale.*— S. L. 1-2006 salary segment of Public Administration Circular 06/2006 is applied to this service and the salary scale entitled to the said salary segment is as follows :

Rs. 22,935 -10x645 - 8x790 -17x1,050 - Rs. 53,555 (Monthly).

6. *Eligibility for Recruitment :—*

- (a) (i) Shall be a citizen of Sri Lanka,  
(ii) Shall be excellent of character,  
(iii) Shall be of an excellent moral character and physical fitness to serve at any part of the Island.
- (b) *Educational Qualifications and Experience :—*
- (i) Shall have obtained a degree from a university or a degree awarding institution recognized by the University Grants Commission ;  
and  
Be an officer in the Public Service or in a Provincial Public Service in a permanent and pensionable

service/post receiving a salary under Salary Code No. MN2-2006 or a higher MN Salary Code number or under an SL-I Salary Code Number in Public Administration Circular No. 06/2006 who has completed a minimum active period of service of five (05) years in any service/post ;

or

- (ii) Be an officer in the public service or in a Provincial Public Service in a permanent and pensionable service/post receiving a salary under salary Cod No. MN2-2006 or a higher MN Salary Code number or under an SL-I salary Code Number in Public Administration Circular No. 06/2006 who has completed a minimum active period of service of ten (10) years in any service/post.

*Note :*

1. The effective date of the degree shall be a date on or before 31.12.2014.
2. The total of continuous periods of service in Public Service and/or Provincial Public Service is considered when calculating the above mentioned period of service.

(c) *Age and Other Qualifications to be Satisfied :*

- (i) Shall be not more than the age limit of 53 years of age at 31.12.2014.
- (ii) Shall have obtained permanent post in a service/post mentioned in above 6(b).
- (iii) Shall have not subjected to any disciplinary punishment in immediately preceding 05 years.
- (iv) Shall have earned due salary increments in immediately preceding 05 years.

(d) *Restrictions for Qualifications :*

- (i) No candidate shall be permitted to sit for Limited Competitive Examination more than two (02) occasions. (Number of sittings at the examinations to recruit Grade III of Sri Lanka Administrative Service under the previous service minute are not considered).
- (ii) The qualifications required to apply for this examination shall have been satisfied by 31.12.2014 in full.
- (iii) No person who is ordained in any religious order shall be allowed to sit for this examination.

7. *Examination Fees.*— The fee for the examination will be Rs. 1,000. This should be paid before the closing date of applications at any Post Office to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examination and the receipt obtained thus should be affixed in the relevant cage of the



application form. Money orders or stamps are not accepted for examination fees. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee under any circumstances. It would be advisable to keep a photocopy of the receipt.

8. *Method of Applications :*

- (a) The application should be in the form of the specimen appended to this notification and should be prepared on paper of A4 size using both sides. It is to be specifically noted that the application should be prepared in such a way that headings No. 1.0 to 2.12 appear on the 1st page, 3.0 to 4.(11) on the second page and the rest on the third page. An application prepared with computer/typed applications can also be used for this purpose. The application should be filled legible by the candidate himself in his own handwriting and applications that do not comply with the specimen or that have not been completed properly will be rejected without notice. It is advisable to keep a photocopy of the application with the candidate. It is the responsibility of the candidate to verify that the perfected application complies with the specimen given in the notification, as otherwise, the application may be rejected.
- (b) The application should be prepared in the same language in which the candidate intends to sit the examination. It is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil media.
- (c) Applications duly perfected by candidates should be sent through the respective Head of Department to reach the following address before 15th February, 2016 by Registered Post. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for recruitment to Sri Lanka Administrative Service - 2014(2016)". Application received after this date will be rejected.

The Commissioner General of Examinations,  
Organizations and Foreign Examinations Branch,  
Department of Examinations,  
P. O. Box - 1503,  
Colombo.

- (d) The post and the service station where the applicant is serving at the time of applying for the examination is relevant for all the activities with regard to the examination and the changes occur after sending the applications are not considered.
- (e) Applications that are not complete in every aspect will be rejected. Complaints on applications getting lost or delayed will not be entertained.
- (f) A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission

card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. The name of the examination, full name of the applicant, address and identity card number should be mentioned when informing the Department of Examinations. In case of applicants outside Colombo, it will be more effective to send a letter of request to the fax number mentioned in the said advertisement furnishing a fax number to which the admission card should be sent. It would be advisable to keep a copy of the application form and the receipt kept at applicant's possession, copy of the receipt of examination fees and the receipt of registering the letter.

9. *Admission to Examination :*

- (a) The Commissioner-General of Examinations will issue Admission Cards to all persons who have correctly perfected their applications. Any candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) Candidates must sit the examination at the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrender it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning of this *Gazette*. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.

*Note.*— Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications to sit the examination.

10. *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, one of the following documents only, will be accepted :-

- (a) National Identity card issued by the Department of Registration of Persons ;
- (b) A valid passport.

11. *Penalty for Furnishing False Information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any state prior to, during or after the examination. If it is found that a candidate has purposely furnished false information or willfully suppressed any material fact, he or she will be liable for dismissal from the Public Service.

12. Any matter not provided for in this notification shall be dealt with as determined by the Secretary subject to the instructions of the Public Service Commission.

13. *Scheme of Examination and Language medium of Examination :*

- (a) The examination will be held in the language media of Sinhala, Tamil and English ;
- (b) A candidate should sit the examination in the language medium in which he passed the qualifying examination/ interview for entry to public service or in an official language ;

*Note :*

- (i) A candidate should sit for all the papers of the examination in one and the same language.
- (ii) Candidates will not be permitted to change the language medium indicated in the application form.

14. *Method of Recruitment :*

14.1 *Written Examination :*

A written examination consisting of following subjects shall be conducted. The subjects and the minimum marks to be obtained from each subject are as follows :

	<i>Subject</i>	<i>Marks</i>	<i>Minimum pass marks</i>
1	General Intelligence	100	50
2	Social, Economic and Political Background in Sri Lanka and Global Trends	100	50
3	Case study relating to Public Administration I (Relevant to Establishments Code, Procedural rules of Public Service Commission and Financial Regulations)	100	50
4	Case study relating to Public Administration II (Relevant to the evaluation of creative, analytical and communication skills)	100	50

Candidates shall sit for all question papers.

14.2 *General and Structured Interviews :*

- (i) The interview consists of two parts *i. e.* General interview and structured interviews.

(a) *General Interview :*

- (i) The general interview shall be conducted to ascertain whether the qualifications

for recruitment stipulated in para 06 above have been fulfilled and whether the applicants conform to the restrictions on eligibility.

- (ii) The panel of the general interview board shall be appointed by the Public Service Commission.

(b) *Structured Interview :*

- (i) The structured interview shall be held in line with the following procedure to measure the managerial skills, leadership qualities, communication skills and personality of candidates. The maximum marks that can be obtained at this interview is twenty five (25).

<i>Subject Area</i>	<i>Maximum Marks</i>
01 Managerial Skills	10
02 Leadership Qualities	05
03 Communication Skills	05
04 Personality	05
Total	25

- (ii) Out of the candidates who have scored a minimum of fifty (50%) marks or above in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview. Out of the candidates qualified, only a number equivalent to the total number of those expected to be recruited according to the vacancies expected to be filled and a 25% of the number of vacancies expected will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates who are so qualified will be called for the general interview.

- (iii) The general interview shall be held prior to the structured interview to examine qualifications and no marks shall be allocated there. Applicants confirmed to have fulfilled all qualifications for recruitment at the general interview shall qualify to be called for the structured interview. Even if a certain number of candidates are not qualified to be called for the structured interview, other

candidates shall not be called again for the general interview in place of those who are not so qualified.

- (iv) Appointments shall be made to Grade three (III) according to merits beginning from candidates who have scored highest marks as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.

*Note.*– Opportunity given to a candidate for appearing for the interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment.

14.3 The results shall be communicated to the applicants personally by the Commissioner General of Examinations by post or by the website : [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

15. *Syllabus of the Written Examination :*

- (01) *General Intelligence.*– It is expected to assess the level of intelligence of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions, in response to problems presented in relation to numerical, lingual and figurative structure and inter-relations.

(Duration 1 1/2 hours - 100 marks. This paper shall consist of Multiple Choice Questions. All questions shall be answered)

- (02) Social, Economic, Political background of Sri Lanka and global trends :  
It is expected to assess the subject knowledge of the candidate on social, economical, political, cultural, scientific and technological conditions in Sri Lanka and in the globe or his ability to think creatively, analytically and critically and ability to decide priority and strategic projection in response to a situation presented to the candidate.

(Duration 3 hours - 100 marks. This paper shall consist of Multiple Choice Questions, Questions for short Answers, Structured Essays and Essays).

- (03) Case study relating to Public Administration I (Relating to Establishments Code, Procedural rules of the Public Service Commission and Financial Regulations)

It is expected to test the candidate's creative thinking power and problem solving ability in terms

of the practice of government service as per the Establishments Code and the Financial Regulations by presenting to him a case/cases built up connecting one or several problems that may arise in different environments in the public service.

(Duration 3 hours - 100 marks. This paper shall consist of Multiple Choice Questions. Questions for short answers. Structured Essays and Essays. All questions shall be answered).

- (04) Case study relating to Public Administration II (Relevant to assessment of Creative, Analytical and Communication skills) :

It is expected to test the candidate's ability for reasoning and imagination in relation to the analyzing, collating and presenting of views and information on a topic/theme selected by the candidate from a given set of topics/themes and the ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours - 100 marks. All questions shall be answered).

On the order of Public Service Commission,

J. DADALLAGE,  
Secretary,  
Ministry of Public Administration and Management.

Ministry of Public Administration and Management,  
Independence Square,  
Colombo 07,  
31st December, 2015.

**Specimen Application Form**

(For office use only)

LIMITED COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO GRADE III OF SRI LANKA  
ADMINISTRATIVE SERVICE – 2014(2016)

1.0 Medium :  
Medium of Examination

Sinhala - 2  
Tamil - 3  
English - 4

(Indicate the relevant number in the cage)

The application should be filled in the medium of language in which the candidate intends to sit the examination.

2.0 Personal Information :

2.1 Name in full (In English Block Capitals) : \_\_\_\_\_.  
 Eg :- HERATH MUDIYANSELAGE SAMAN  
 KUMARA GUNAWARDHANA

2.2 Name with initials at the end : \_\_\_\_\_.  
 (In English block capitals)  
 Eg :- GUNAWARDHANA, H. M. S. K.

2.3 Name in full (In Sinhala/Tamil) : \_\_\_\_\_.

2.4 Official Address in English block capitals : \_\_\_\_\_.  
 (Admission card will be sent to this address)

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

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

2.7 Sex :  
 Male - 0   
 Female - 1   
 (Indicate relevant number in the cage)

2.8 National Identity Card No. :

2.9 Marital Status :  
 Single - 1   
 Married - 2   
 (Indicate relevant number in the cage)

2.10 Race :  
 (Sinhala - 1, Tamil - 2,  
 Indian Tamil - 3, Muslim - 4, Other - 5)   
 (Indicate relevant number in the cage)

2.11 Date of Birth :  
 Year :     Month :   Date :

2.12 Telephone No. :

3.0 Indicate the language medium in which you passed the qualifying examination/Interview for entry to the service/grade as at 31.12.2014 : \_\_\_\_\_.

4.0 (i) Whether all the qualification mentioned in para 6 of the Gazette Notification has been fulfilled ? : \_\_\_\_\_.

- (a) Age as at 31.12.2014 : \_\_\_\_\_.
- (b) Educational qualification and experience ,

State whether the candidate become qualified under para 06(b) I or (b) II as per the para 06 (b) of the Gazette Notification : \_\_\_\_\_.  
 Date of Graduation : \_\_\_\_\_.  
 University/Institute : \_\_\_\_\_.  
 Registration Number : \_\_\_\_\_.  
 Internal/External : \_\_\_\_\_.

Degree : \_\_\_\_\_.  
 Subjects : \_\_\_\_\_.  
 Class : \_\_\_\_\_.  
 Upper/Lower : \_\_\_\_\_.  
 Effective date of the Degree : \_\_\_\_\_.  
 Language Medium in which the candidate sit for the examination : \_\_\_\_\_.

(c) Services/Grades that gives qualifications to the candidature [Class, Grade or Segment (if any) should be indicated]

Present Post : \_\_\_\_\_.  
 Whether the said post belongs to Public Service or Provincial Public Service ? : \_\_\_\_\_.  
 Grade : \_\_\_\_\_.  
 Class/Segment : \_\_\_\_\_.  
 Date of appointment to the post : \_\_\_\_\_.  
 Date of confirmation in the said post : \_\_\_\_\_.  
 Salary Code and Salary Scale : \_\_\_\_\_.

If several services are applicable for you to be qualified for applying for this post, particulars of said periods of (active and satisfactory) service shall be mentioned in the following table :

Name of Service/ Grade	Salary Code as per the P. A. Circular applicable Ex : MN 2-2006(A)	Date of Appointment
1.		
2.		
3.		
4.		
5.		

(ii) Total period of active and satisfactory service as at 31.12.2014, on which the qualifications in the services/grades of a approved post mentioned in para (6) of the Gazette Notification shall be fulfilled :

5.0 Paste the cash receipt properly.

Paste the cash receipt (original) firmly, from the edge  
 (Keep a photocopy of the receipt)

6.0 Certificate of the Candidate :

I declare that during the five years preceding 31.12.2014, I have earned all increments (excluding those conditional to passing service or departmental examinations), possessed active and satisfactory service period as at 31.12.2014, as per para 06(b) of the Gazette Notification and that I have not been subject to any form of disciplinary punishment (Excluding warning). Further, I declare that I shall be bound by the decisions taken by the Commissioner General of Examinations, on conducting and issuing results of this examination.

I declare that I am eligible to sit this Limited Competitive Examination as per all rules and regulations mentioned in the *Gazette* and that to the best of my knowledge, the information given in this is true and that I have affixed the receipt No. .... dated ..... being payment of the examination fees. I also agree to be bound by the rules and regulations of this examination and any decision that may be taken to cancel my candidature prior or during or after the examination if it is found that I am ineligible according to the minute of this examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting of this examination.

\_\_\_\_\_  
Signature of the Candidate.

Date : \_\_\_\_\_.

7.0 Certificate of the Head of the Department (Referring to the personal file) :

I hereby certify that Mr./Mrs./Miss ..... who is submitting this application is serving in a post of ..... in Ministry/Department of ..... under the Central Government/Provincial Council of ..... and has earned all salary increments during the period of 5 years prior to 31.12.2014 (Excluding those conditional to passing service or departmental examinations), has not been subjected to any disciplinary punishment (Except warnings) during the said period, possessed active and satisfactory service period of ..... (five/ten) years, as per para 06(b) of the *Gazette* Notification, he/she is eligible to sit for this examination as per regulations stipulated in the relevant *Gazette* Notification, he/she has paid the prescribed examination fees and affixed the receipt herein and signed this application in my presence.

\_\_\_\_\_  
Signature of the Head of  
Department/Authorized Officer.

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Date : \_\_\_\_\_.

(Place Official Frank)

01-618

**OPEN COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO GRADE III OF THE SRI LANKA  
ADMINISTRATIVE SERVICE – 2014(2016)**

APPLICATIONS are hereby called from the qualified citizens of Sri Lanka for the Open Competitive Examination for recruitment to the posts in Grade III of Sri Lanka Administrative Service.

1. In this notice “Secretary” shall mean the “Secretary to the Ministry in-Charge of the subject of Public Administration” “Service” shall mean the “Sri Lanka Administrative Service” at the instances not specified in other way.

2. The appointments through this examination shall be made to Grade III of Sri Lanka Administrative Service.

(a) The closing date for applications will be 15.02.2016.

**Note :** The complains made on the loss or delay of applications and other connected letters in the post will not be considered. The damages caused due to delay in the part of applicant until the closing date shall be borne by the applicant.

**Written Examination.**– The Examination shall consist of the following five (05) question papers :–

- (i) General Intelligence
- (ii) Social, Economic, Political background and trends in Sri Lanka
- (iii) Global Trends
- (iv) Aptitude for Management
- (v) Creative, analytical and communication skills.

**Date of Examination.**– This examination will be held in Colombo in April, 2016. The Secretary reserves the right to postpone or cancel this examination subject to the instructions given by the Public Service Commission.

**Interview.**– A general and structured interview shall be held for the candidates who sat for all the papers in the written examination and obtained a higher aggregate of marks as determined by the Public Service Commission as sufficient. The date of the interview shall be determined by the Secretary as per the instructions of the Public Service Commission.

3. Number of persons to be appointed is 104. At the instances where there are candidates, who have secured equal marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Public Service Commission as per Section 80 of Procedural Rules. The effective date of the appointment shall be determined on the order of the Public Services Commission.

4. **Conditions of Service :**

4.1 A selected candidate shall be appointed to Grade III of the Service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the Minute of Sri Lanka Administrative Service. (published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1842/2 of 23.12.2013) and subject to any amendments made or to be made hereafter to the Minute, provisions of the Establishments Code and Financial Regulations and Procedural Rules of Public Service Commission published in the *Gazette Extraordinary* No. 1,589/30 of 20.02.2009.

4.2 This post is permanent.



4.3 Appointment is subject to 3 years probation Period. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Sri Lanka Administrative Service as mentioned in the service minute.

4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.5 Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

5. *Monthly Salary Scale.*– S. L. 1-2006 salary segment of Public Administration Circular 06/2006 is applied to this service and the salary scale entitled to the said salary segment is as follows :

Rs. 22,935 -10x645 - 8x790 -17x1,050 - Rs. 53,555 (Monthly).

6. *Qualifications for Recruitment* :–

- (a) (i) Shall be a Citizen of Sri Lanka,  
(ii) Shall have a excellent moral character,  
(iii) Shall be physically and mentally fit to serve in any part of the Island.
- (b) *Educational Qualifications.*– Shall have possessed a degree from a university recognized by the University Grant Commission or from an institution recognized by the University Grants Commission as an institution for awarding degrees.

*Note.*– Effective date of the degree shall be a date on or before the application closing date.

(c) *Age.*– Shall not be less than twenty two (22) years of age and not have reached 28 years of age as at the closing date of the application. (Accordingly candidates who have the date of birth on or after 15.02.1988 and on or before 15.02.1994 are eligible to apply for the examination)

(d) *Restrictions regarding Qualifications* :

(i) No person is allowed to sit the open competitive examination for more than two (2) sittings. (Number of sittings at the examinations to recruit Grade III of Sri Lanka Administrative Service under previous service minutes will not be considered).

(ii) Requisite qualifications for this examination shall have been completed in every aspect by on or before the application closing date.

(iii) No person ordained in any religious sect shall be permitted to apply or sit for this competitive examination.

7. *Examination Fee.*– The examination fee is Rs. 1,000. It should be paid before the closing date of applications at any post office to be credited to Revenue Head 2003-02-13 of Commissioner General of Examinations. The receipt obtained from should be pasted in the relevant cage of the application form. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee, under any circumstances. It would be advisable to keep a photocopy of the receipt. Money orders or stamps are not accepted for examination fees.

8. *Method of Application* :

(a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 8 1/2" x 12" (A4) 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 and cages 3.0 to 6.0 appear on the other side of the paper. Applications that do not comply with the specimen and that are not completed in every aspect, shall be rejected without notice. (It is advisable to keep a photocopy of the application with candidate.) It is the responsibility of the candidate to make sure that the application form perfected by him/her complies with the specimen given in the examination notice as otherwise the application may be rejected.

(b) The application should be in the language medium in which the candidate intends to sit the examination.

(c) The completed application form for the examination should be sent by registered post to reach the "Commissioner-General of Examinations Organization and Foreign Examination Branch, Department of Examinations - Sri Lanka, P. O. Box, 1503, Colombo" on or before 15.02.2016. The words "Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Administrative Service – 2014(2016)" 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. It is essential to mention the name of examination in English Language as well, in applications prepared in both Sinhala and Tamil mediums.

(d) Candidate's signature in the application form should have been attested by a Principal of a Government School, a justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer

in the Armed Forces, an Officer holding a *Gazetted* post in the Police Service or an Officer holding a permanent post in Public Service whose annual initial salary is more than Rs. 240,360.

(e) Any application, which is not complete in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in post will be considered.

(f) Receipt of applications will not be acknowledged. A notice will be published in the newspapers by the Department of Examinations 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 shall be taken to notify the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the Department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

9. *Admission to the Examination :*

(a) The Commissioner-General of Examinations shall issue admission cards to all persons who have correctly perfected their application. A candidate who fails to produce any his admission card will not be permitted to sit the examination.

(b) A candidates must sit the examination according to the index number at the examination hall assigned to him. Every candidate must get his admission card attested in advance and surrender it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning in this *Gazette*. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.

**Note.**– The issuance of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

10. *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 shall be accepted :-

(a) National Identity card issued by the Department of Registration of Persons ;

(b) A valid passport.

11. *Penalty for furnishing false information.*– If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he has willfully suppressed any material fact, he shall be liable for dismissal from the Public Service.

12. Any matter not provided for in these regulations will be dealt with as determined by the Secretary subject to the instructions given by the Public Service Commission.

13. *Scheme of Examination and Medium of Examination :*

(a) The examination will be held in Sinhala, Tamil and English ;

(b) A candidate shall sit the examination in the language in which he passed the qualifying degree examination or in an official language ;

(c) A candidate who has passed subjects at the qualifying degree examination in two or more languages, shall sit the examination in the language in which he passed the majority of subjects at such examination or in an official language ;

(d) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language shall sit the examination in the language in which he passed the principal subject or in an official language.

**Note :**

(i) The term “qualifying degree” in (b) and (c) above refers to the degree qualifications referred to in Paragraph 6 (b).

(ii) A candidate must sit all the papers of the examination in one and the same language.

(iii) A candidate will not be permitted to change the language medium of the examination, indicated in the application.

14. *Method of Recruitment :*

14.1 *Written examination :*

A written examination of five (05) question papers including the following subjects shall be held.

Subjects and the minimum marks that shall be obtained for each subject are as follows :-

<i>Subject</i>	<i>Marks</i>	<i>Minimum marks that shall be obtained for a pass</i>
1 General Intelligence	100	50
2 Social, Economic, Political background and trends in Sri Lanka	100	50
3 Global Trends	100	50
4 Aptitude for Management	100	50
5 Creative, analytical and communication skills	100	50

Candidates should sit all the question papers.

#### 14.2 General and structured interview :

(i) Interview shall consist of two parts namely ; general interview and structured interview.

(a) General interview :

(i) The general interview shall held to verify whether the candidate has satisfied qualifications for recruitment mentioned in No. 06 above and whether such qualifications fall within the prescriptions made in the same.

(ii) The general interview board is appointed by the Public Service Commission.

(b) *Structured Interview* :

(i) A structured interview shall be conducted by an interview board appointed by the Public Service Commission to measure the management skills, leadership qualities, communication skills and personality of the candidates. The methodology used in this regard shall be prepared by the Secretary of Public Administration on the concurrence of the Commission. The maximum marks that can be obtained at the interview is twenty five (25).

<i>Subject Area</i>	<i>Maximum Marks</i>
01 Management Skills	10
02 Leadership Qualities	05
03 Communications Skills	05
04 Personality	05
Total	25

(ii) Out of the candidates who have scored a minimum of fifty (50%) marks or above in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview. Out of the candidates qualified, only a number equivalent to the total number of those expected to be recruited according to the vacancies expected to be filled and a 25% of the number of vacancies expected will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates who are so qualified will be called for the general interview.

(iii) General interview shall be conducted before the structured interview for verification of qualification and marks shall not be allocated at the general interview. Candidates who are proved to have possessed all the qualifications for recruitment at the general interview shall become eligible for calling for structured interview. If a certain number of candidates called for general interview are not qualified for calling for structured interview, no other candidates shall be called for the general interview in place of disqualified candidates.

(iv) Appointment shall be made to Grade three (III) according to merits beginning from candidates who have scored highest marks as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.

**N. B.**– Opportunity given to a candidate for appearing for the interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment.

14.3 The results shall be communicated to the applicants personally by the Commissioner General of Examinations by post or by the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

#### 15. *Syllabus of the written examination* :

(01) *General Intelligence*.– It is expected to assess the capacity of the candidate in analytical skills, logical comprehension, interpretative ability, ability in

application to other situations and arriving and conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.

(Duration 1 1/2 hours - 100 marks. This question paper shall consist of multiple choice questions Candidates are required to answer all questions)

- (02) Social, Economic, Political background and trends in Sri Lanka :

It is expected to test the candidate's knowledge of the social, economic, political, cultural, scientific and technological conditions in Sri Lanka or his ability to think creatively analytically and critically and the ability to decide priority and strategic projection in response to situation presented to him.

(Duration 3 hours - 100 marks. This question paper shall consist of structured essay type, essay type, multiple choice questions and questions for short answers. Candidates are required to answer all questions).

- (03) *Global trends* :

It is expected to test the candidate's knowledge of the global economy, political, cultural, scientific and technological technological conditions or his ability to think creatively analytically and critically and the ability to decide priority and strategic projection in response to situation presented to him.

(Duration 3 hours - 100 marks. This question paper shall consist of structured essay type, essay type, multiple choice questions and questions for short answers. Candidates are required to answer all questions).

- (04) *Managerial Aptitude* :

It is expected to test the candidate's skills in identifying problems and their reasons, decisions making, maintaining interpersonal relationships and communicative ability, formulation of self disciplinary policies and strategies and innate wisdom etc. in response to situation presented to him.

(Duration 3 hours - 100 marks. This question paper shall consist of structured essay type, essay type, multiple choice questions and questions for short answers. Candidates are required to answer all questions).

- (05) *Creative, Analytical and Communicative Skills* :

It is expected to test the candidate's ability for reasoning and imagination in relation to the

analyzing, collating and presenting of information on a topic/themes selected by the candidate from a given set of topics/themes and the ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours - 100 marks, Candidates are required to answer all questions).

On the order of Public Service Commission,

J. DADALLAGE,  
Secretary,  
Ministry of Public Administration and  
Management.

Ministry of Public Administration and Management,  
Independence Square,  
Colombo 07,  
31st December, 2015.

### Specimen Form of Application

(For office use only)

### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA ADMINISTRATIVE SERVICE – 2014 (2016)

#### 1.0 Medium :

Language medium of examination :

Sinhala - 2  
Tamil - 3  
English - 4

(Indicate the relevant number in the cage)

#### 2.0 Personal Information :

2.1 Name with initials at the end : \_\_\_\_\_.  
(In English Block Capitals)

*Eg* :- GUNAWARDHANA, M. G. B. S. K.

2.2 Name in full : \_\_\_\_\_.  
(In English Block Capitals)

2.3 Name in full : \_\_\_\_\_.  
(In Sinhala/Tamil)

2.4 Permanent Address : \_\_\_\_\_.  
(In English Block Capitals)  
(Admission Card will be posted to this address)

2.5 Permanent Address : \_\_\_\_\_.  
(In Sinhala/Tamil)

2.6 Sex :  
 (Male - 0, Female - 1)   
 (Indicate the relevant number in the cage)

2.7 Civil Status :  
 (Unmarried - 1, Married - 2)   
 (Indicate the relevant number in the cage)

2.8 Ethnic group :  
 (Sinhala - 1, Tamil - 2,  
 Indian Tamil - 3, Muslim - 4, Other - 5)   
 (Indicate the relevant number in the cage)

2.9 National Identity Card No. :

2.10 Date of Birth :  
 Date :   Month :   Year :

2.11 Age as at 15.02.2016 which is the date of fulfilling qualification :  
 Years :   Months :   Days :

2.12 Telephone No. :

- 3.0 (i) Date of graduation : \_\_\_\_\_.  
 (ii) University/Institute : \_\_\_\_\_.  
 (iii) Registration Number : \_\_\_\_\_.  
 (iv) Internal/External : \_\_\_\_\_.  
 (v) Degree : \_\_\_\_\_.  
 (vi) Subjects : \_\_\_\_\_.  
 (vii) Class : \_\_\_\_\_.  
 (viii) Upper/Lower : \_\_\_\_\_.  
 (ix) Index Number : \_\_\_\_\_.  
 (x) Language medium of Examination : \_\_\_\_\_.

4.0 Paste the cash receipt properly here.  

(Paste on edge of the receipt here securely)  
 (It would be advisable to keep a photocopy with the candidate)

5.0 Declaration of the candidate :  
 I, declare that information given in this form is true to the best of my knowledge and belief and that I have affixed the receipt No. .... dated ..... being the payment of the examination fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination. Further, I agree to be bound by the rules and regulations imposed by Commissioner-General of Examinations as conducting of the exam.  
 \_\_\_\_\_,  
 Signature of Applicant.  
 Date : \_\_\_\_\_.

6.0 Attestation of the applicant's signature : (Para 8(d) of the Gazette Notification) :

I hereby certify that ..... (Full name) who submits this application is known to me personally, that he/she has paid the prescribed examination fee and affixed the relevant receipt herein. He/She placed his/her signature in my presence on .....

\_\_\_\_\_,  
 Signature of the Officer attesting the Signature.  
 Date : \_\_\_\_\_.  
 Name in full of the Officer attesting the signature : \_\_\_\_\_.  
 Designation : \_\_\_\_\_.  
 Address : \_\_\_\_\_.  
 (To be certified by placing the Official Stamp)

7.0 Certificate of the head of the department (only for the applicants in Public Service/Provincial Public Service/ statutory institution) :

I hereby certify that Mr./Mrs./Miss ..... who is submitting this application is serving in this department as ..... and his/her application is forwarded with my recommendation as per regulations stipulated in this Gazette notification. He/she could be released from his/her present post, if selected for the position.

\_\_\_\_\_,  
 Signature of Head of Department/  
 Authorized Officers.  
 Name : \_\_\_\_\_.  
 Designation : \_\_\_\_\_.  
 Date : \_\_\_\_\_.  
 (To be certified by placing the Official Stamp)

01-619  
 \_\_\_\_\_  
**PUBLIC SERVICE COMMISSION**  
**Limited Competitive Examination for Promotion of the Officers in Grade I of Sri Lanka Technological Service to Special Grade – Year 2014**

IT is hereby notified that, in accordance with the minute of Sri Lanka Technological Service, published in the Gazette Extraordinary No. 1930/12 dated 01.09.2015, the limited competitive examination for promotion of officers in Grade I of Sri Lanka Technological Service to Special Grade will be held by the Commissioner General of Examinations, in Colombo, in the month of April, 2016. Officers who have satisfied the following qualifications as at 31.12.2014 shall apply for this examination.

- (i) Officers who have completed at least an active and satisfactory service of five (05) years in Grade I of Supervisory Management Assistant - Technological Service (MN-03-2006A) category of Sri Lanka



Technological Service and have earned the five (5) salary increments.

- (ii) Officers who have completed a satisfactory service of five (05) years immediately preceding the date of promotion.

02. Following salary scale shall be applicable to the officers in Special Class. (MN-7-2006-A Step 4) Rs. 21,125 -8x 365 -18x500 - Rs. 33,045)

03. Promotion from Grade I to Special Grade of Sri Lanka Technological Service shall be in the following manner :

- (i) Vacancies in each post in Special Grade of Sri Lanka Technological Service existing at each Department and Ministry from 03.07.2013 to 31.12.2013 and from 01.01.2014 to 31.12.2014 shall be filled on the results of this examination.
- (ii) The results of the limited competitive examination for recruitment to the Special Grade shall strictly be applicable to fill the vacancies existing from 03.07.2013 to 31.12.2013 and from 01.01.2014 to 31.12.2014.
- (iii) At the instances where the approved number of posts is 04 or above, the percentage of recruitment under limited competitive examination shall be 25% and the percentage of recruitment under service experience and merit shall be 75%. At the instances where the approved number of posts is 3, the percentage of recruitment under the above limited competitive examination shall be 33.33% and the percentage of recruitment under service experience and merit shall be 66.66%.
- (iv) Filling of vacancies shall be made strictly on the results of the limited competitive examination at the instances where the approved number of posts in Special Grade is over 03.
- (v) Promotion to Special Grade shall be made by the Public Service Commission to be effective from the date of examination on the order of merit of the examination and the number of vacancies, after verifying by an interview board appointed by Public Service Commission that the other relevant qualifications have also been fulfilled by those who have passed on the results of the limited competitive examination for promotion to Special Grade conducted by the Commissioner General of Examinations on behalf of the Secretary, Ministry of Public Administration and Management.
- (vi) Officers, out of the applicants who have satisfied the basic qualifications as at the date on which each post has fallen vacant, shall be considered for the relevant promotion as per order of merit at the time of filling the vacancies.

04. (i) This examination shall be conducted by the Commissioner General of Examinations and candidates will be bound by the rules and regulations prescribed by him in respect of conducting the examination and issuance of results.

- (ii) The candidates shall be subjected to the punishment imposed by the Commissioner General of Examinations. if such rules are violated by them. Rules prescribed for candidates are printed separately at the beginning of this *Gazette* notification.

05. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their applications in accordance with the specimen form and officers in the public service should forward their applications through the respective head of department and officers in the provincial public service should forward their applications through the Secretary of PSC in the Provincial Council where they serve, by registered post or reach the Commissioner General of Examinations, Organizations and Foreign Examination Branch, Department of Examinations, P. O. Box 1503, Colombo before 15th of February 2016. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of applications will be rejected.

06. *Identity Cards*.– Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be surrendered to the supervisor of the examination hall :

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

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

07. *Application* :

- (i) Applications should be prepared in a paper A4 in size using both sides. No. 01 to 05 should appear on the first page. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting and in the language medium in which the candidate sit this examination.

When preparing the application, the title of the examination should be written in English in addition to Sinhala on Sinhala applications and Tamil on Tamil applications.

Applications that do not comply with the specimen and have not been duly perfected shall be rejected without notice. Therefore, the candidates themselves should make sure that the perfected applications are in conformity with the specimen form. It is advisable to keep a photo copy of the application form with the candidate.

(ii) Candidates are not allowed to change the language medium selected by them in their applications. If applications are received in all three language mediums, *i. e.* Sinhala, Tamil and English, the examination will be held in those three language mediums. However, candidates should answer all the question papers in one and the same language selected by them.

(iii) Candidates who appear for this examination for the first time are not required to pay any examination fee. However, if a subsequent sitting, an examination fee of Rs. 500 should be paid at any Post Office/Sub Post Office to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus from the District/Divisional Secretariat should be affixed in the relevant cage of the application form.

It will not be allowed to transfer such fee for any other examination.

08. The Commissioner General of Examinations will issue admission cards to the candidates who have forwarded duly perfected applications along with the receipt if payment of examination fee on or before the closing date of examination mentioned in the notification is applicable, medium of examination, public service to which the applicant belongs, signature of the applicant and the attestation of the signature, recommendation and certification of the Head of the Department, on the presumption that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. Officers sitting for the examination must get his signature on the admission card attested in advance and produce to the supervisor of the examination center. It will not be allowed to sit for the examination without such admission card. Further, issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit for the examination.

As soon as the admission cards are issued to candidates, Department of Examinations will publish a paper notice announcing the same. If the admission card is not received at least five days before the date of examination mentioned in the notification, it should be inquired from the Organizations and Foreign Examinations Branch, Department of Examinations. The applicant should correctly mention the name of the examination applied for, full name of the applicant, national identity card number and address when making such inquiry. In case of applicants outside Colombo, it would be advisable to make the request sending a letter of request stating the same to the fax number mentioned in the notification along with the fax number to which a copy of the admission card can be sent promptly. It would be useful to have the following documents in hand at the time of calling the Department of Examinations, *i. e.* a photocopy of the application form, receipt of payment of examination fees (if applicable) and receipt of registration.

09. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in Para (08) above will not be considered.

10. *Issue of the results of the examination.* – Actions shall be taken to issue the results of this examination to the Secretary of the Public Service Commission.

11. *Scheme of Examination :*

(i) Examination for promotion of officers in Class I to Special Class will consist of 2 question papers.

- (1) Aptitude Test - Duration 1 hours - 100 marks
- (2) Management - Duration 3 hours - 100 marks

Candidates shall be required to obtain a minimum of 40% of the marks for each question paper to be qualified.

Syllabus of the first question paper shall be as follows :  
All the questions should be answered.

Aptitude Test - Subject No. (1)

A test designed to assess as to whether the officer has acquired knowledge, skills and attitudes required for the fulfillment of tasks entrusted to him/her in an efficiency beyond the performance at average level and whether the officer displays competency in the application of the above.

All the questions in this question paper shall be answered.

Syllabus of the second question paper will be as follows :

Management - Subject No. (2)

- (i) Principles of Management
- (ii) Management functions
  - Planning
  - Decision making
  - Process of decision making
  - Organization
  - Staffing
  - Directing
  - Motivation process
  - Leadership
  - Control
  - Process of controlling
- (iii) Participatory Management
- (iv) Management Environment
- (v) Case study

This is a structured essay type question paper. All the questions should be answered.

12. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examination in conducting this examination and issuing the results. Candidates are liable to be subjected to a punishment imposed by the Commissioner General of Examination for breach of these rules.

13. The decision of Public Service Commission will be the final in respect of any matter not provided for in this notification.

14. In case of an inconsistency among Sinhala, Tamil and English texts. The Sinhala text shall prevail.

On the order of the Public Service Commission,

J. DADALLAGE,  
Secretary,  
Ministry of Public Administration and Management.

Ministry of Public Administration and Management,  
Independence Square,  
Colombo 07,  
30th December, 2015.

### Specimen Form of Application

(For office use only)

#### LIMITED COMPETITIVE EXAMINATION FOR PROMOTION OF THE OFFICERS IN GRADE I OF SRI LANKA TECHNOLOGICAL SERVICE TO SPECIAL GRADE - YEAR 2014

01. (a) Medium in which the officer appears for the examination:  
(Sinhala - 2/Tamil - 3/English - 4)   
(Write in the relevant cage)  
Indicate whether you belong to Provincial Public Service or which Public Service

(Indicate the number relevant to the public service to which you belong)

(Western Provincial Public Service - 01/Central Provincial Public Service - 02/Southern Provincial Public Service - 03/Northern Provincial Public Service - 04/Eastern Provincial Public Service - 05/North Western Provincial Public Service - 06/North Central Provincial Public Service - 07/Uva Provincial Public Service - 08/Sabaragamuwa Provincial Public Service - 09/Central Government Service - 10)

(b) Name in full (in English block capital letters) : \_\_\_\_\_  
(Eg. : HERATH MUDIYANSEALGE SAMAN KUMARA GUNAWARDHANA)

(c) Name with initials at the end : \_\_\_\_\_  
(in English block capital letters)  
(Eg. : GUNAWARDHANA H. M. S. K.)

(d) Name in full (in Sinhala/Tamil) : \_\_\_\_\_.

(e) Official address (Admissions will be posted to this address) :  
(In English) : \_\_\_\_\_.  
(In Sinhala/Tamil) : \_\_\_\_\_.

(f) Sex :   
(Male - 0 Female - 1)  
(Indicate the relevant number in the cage)

(g) National Identity Card No. :

(h) Telephone No. :

02. Department which you belong to : \_\_\_\_\_.

03. Designation : \_\_\_\_\_.

04. Period of service as at 31.12.2014 :

Years :  Months :  Days :

05. (i) Date of Birth :

Year :  Month :  Date :

(ii) Age as at 31.12.2014 :

Years :  Months :  Days :

Paste the receipt of the examination fee of Rs. 500 firmly,  
if not the first sitting.  
(It is advisable to keep a photocopy)

Receipt number of the examination fee : \_\_\_\_\_.

Office paid : \_\_\_\_\_.

Amount paid : \_\_\_\_\_.

I, declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Furthermore, I, hereby agree to be abided by the rules and regulations imposed by the Commissioner General of Examinations in conducting the examination and issuing the results.

\_\_\_\_\_  
Signature of the candidate.

Date : \_\_\_\_\_.

**Note.** - Candidate should place his/her signature in the presence of the Head of the Department or an officer duly authorized to sign on his behalf or Head of the Regional Office.

*Attestation of Candidate's Signature*

I, hereby certify that Mr./Mrs./Miss \_\_\_\_\_ is presently employed in my office and is personally known to me and he/she placed his/her signature in my presence on \_\_\_\_\_ and he/she is exempted from payment of examination fee/has paid the examination fee and affixed the relevant receipt.

\_\_\_\_\_  
Signature of the attester.  
Official Seal.

Date : \_\_\_\_\_.

*Recommendation and Certification of the Head of the Department*

- (i) Recommendation of the Head of the department on the disciplinary inquiries that were carried on or are being carried on against the applicant :\_\_\_\_\_.
- (ii) I hereby certify that the particulars given in paragraphs 01-05 above are correct that this candidate is eligible to sit for the examination, that he/she is eligible to sit for the examination in the language medium mentioned above and he/she is exempted from payment of examination fee/has paid the examination fee and affixed the relevant receipt.

\_\_\_\_\_,  
Signature and designation of Head of Department.  
Official Stamp.

Date :\_\_\_\_\_.

**Note.**– A certified copy should be sent to the personal file of the candidate and the other copy should be sent to reach department of examinations of Sri Lanka promptly.

01–582

**MINISTRY OF SOCIAL EMPOWERMENT AND WELFARE**

**Department of Divinaguma Development**

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT OF DIVINAGUMA DEVELOPMENT OFFICERS GRADE III OF MANAGEMENT ASSISTANTS NON-TECHNICAL SEGMENT - 2 SERVICE CODE (MN-01-2006A) - 2016

APPLICATIONS are invited from the Sri Lankan citizens who are in possession of the minimum qualifications spelled out in this notice by the Director General of Department of Divinaguma Development to fill the above mentioned vacancies.

2. Applications perfected using both sides of an A4 paper according to the specimen form appended to this notification should be sent by the registered post addressed to - Registrar, University of Sri Jayawardhanapura, Gangodawila, Nugegoda on or before 29th January, 2016. This application should be prepared so that number 1 to 8 should be included in to the 1st page and the balance clearly in the next page. The top left hand corner of the envelope enclosing the application should be marked as "Open Competitive Examination for the recruitment of Divinaguma Development Officers" and self-addressed. Stamped envelope should be sent along with the application. The applications which are late, unclear and incomplete will be rejected without notice.

3. *Terms of Engagement :*

- 3.1 This post is permanent and pensionable. Officers must contribute to the "Widows and Orphans" pension Scheme from their salary.
- 3.2 Regulations from Chapter 2 of the Establishment Code 10-12 which are relevant to the appointment to the Government Services are applicable.
- 3.3 The selected candidates should subject to the rules and regulations of the Establishment Code, Financial Regulations and the directions of the department and other regulations and orders that may be issued by the government from time to time.

4. *General Qualifications :*

- 4.1 Applicant must be a citizen of Sri Lanka,  
4.2 Should bear a good character,  
4.3 Applicant must agree to serve in any part of Sri Lanka and must have suitable physical and mental fitness to perform the duties assigned.  
4.4 The age must be not less than 18 years and not more than 30 years on the closing date of calling of applications.

5. *Educational Qualifications*.- Open recruitment :

- (a) Should have passed G. C. E. (Ordinary Level) examination with six (06) subjects in one setting with credit passes to Sinhala/Tamil/English language and Mathematics and two other subjects.  
(b) Should have passed at least one subject except General Knowledge in G. C. E. (Advanced Level) examination.

6. *Professional qualifications/work experience*.- Not applicable.

7. *Method of selection* :

7.1 *Written Competitive Examination* :

7.1.1 *Conditions of Written Competitive Examination* :

While the written examination will be conducted by the Vice Chancellor/Registrar of the University of Sri Jayawardhanapura, on behalf of the Department of Divinaguma Development it will be held on a date informed by him. Candidates must obey the rules and regulations imposed by him.

Admission papers will be issued to candidates those who are deemed to have fulfilled the qualifications in every aspect by the Registrar of University of Sri Jayawardhanapura.

- 7.1.2 While qualified applicants will be directed to a written competitive examination they will have to obtain minimum of 40% marks for each paper to be qualified to face the interview.

7.1.3 *Subjects and the other relevant details of the written examination are as follows* :

<i>Question Paper</i>	<i>Time allowed</i>	<i>Total Marks</i>	<i>Pass Marks</i>
1. Intelligence Test	01 hour	100	40%
2. General knowledge about social Development	01 hour	100	40%

<i>Question Paper</i>	<i>Syllabus</i>
Intelligence Test	It is expected to measure the applicant's ability to comprehend and intelligence through the checking of determinations and responses for the questions presented in the context of the words, numbers and figures.
General Knowledge about Social Development	It is expected to measure the applicant's awareness and knowledge on factors in different rural and national level environments and factors relating to social, cultural, economical and other social development.

7.2 *Structured Interview* :

- 7.2.1 A quantity equivalent to two folds of applicants of the total number of vacancies in the order of the highest marks gained at the examination will be called for the structured interview. Calling for hte structured interview should not be considered as a qualification to be recruited for the post.

7.2.2 *Method of giving marks* :

<i>Main areas for which marks are given</i>	<i>Maximum Marks</i>	<i>Minimum Marks required for consideration to be selected</i>
1. Additional Educational Qualifications		Not relevant
Examination	Marks	
G. C. E. (O/L)	12	
G. C. E. (A/L)	18	
2. Experience	50	
Experience obtained in a relevant field is considered		
1. Professional Qualifications :		
Vocational training received relevant to the field and courses followed at a government institution or an institution recognized by the government	15	
2. The skillfulness shown at the interview	05	
Total Marks	100	





02. Address and Telephone No. :

- (i) Private address : \_\_\_\_\_.  
(ii) Residence Telephone No. : \_\_\_\_\_.  
(iii) Mobile Telephone No. : \_\_\_\_\_.

03. Gender :

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>

(Mark ✓ inside the box)

04. National Identity Card Number :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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05. (i) Date of Birth :

Year :  Month :  Date :

(ii) Age at closing date of applications :

Years :  Months :  Days :

06. Civil Status :

Married	<input type="checkbox"/>
Unmarried	<input type="checkbox"/>

(Mark ✓ inside the relevant cage)

07. Details of G. C. E. (O/L) Examination (First attempt)

(Please attach a copy of the certificate)

- (i) Year and month the examination was passed : \_\_\_\_\_.  
(ii) Index Number of the candidate : \_\_\_\_\_.

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
(i) .....	.....	(vi) .....	.....
(ii) .....	.....	(vii) .....	.....
(iii) .....	.....	(viii) .....	.....
(iv) .....	.....	(xi) .....	.....
(v) .....	.....	(x) .....	.....

08. Details of G. C. E. (A/L) Examination :

(Please attach a copy of the certificate)

- (i) Year and Month the examination was passed : \_\_\_\_\_.  
(ii) Index Number of the candidate : \_\_\_\_\_.

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
(i) .....	.....	(iii) .....	.....
(ii) .....	.....	(iv) .....	.....

09. Examination fees :

Please paste the receipt properly.
------------------------------------

10. Statement of the applicant :

I, do hereby certify that the information furnished by me in this application are true and accurate. I am aware that if any information furnished by me in this application is found to be false or inaccurate before I am selected, I am liable to disqualify for selection and I will be subject to relevant disciplinary course of action if such revelation is made after the recruitment.

\_\_\_\_\_  
Signature of the applicant.

Date : \_\_\_\_\_.

11. Certifying the signature :

I, hereby inform that I personally know the applicant who named as ..... and I hereby certify that he/she placed his/her signature in front of me on .....

\_\_\_\_\_,  
Signature of certifying officer.

Date :\_\_\_\_\_.  
Full name of the officer :\_\_\_\_\_.  
Designation :\_\_\_\_\_.  
Address :\_\_\_\_\_.  
Official stamp :\_\_\_\_\_.

12. Only for applicants in public service :

I, hereby inform that Mr./Mrs./Miss (Name) ..... is currently appointed in this Ministry/Department permanently/temporarily/casually as (Post) ..... and can/cannot release him/her from duty if he/she is selected to the above post.

\_\_\_\_\_,  
Signature of the Head of the Department.

Date :\_\_\_\_\_.  
Full name of the officer :\_\_\_\_\_.  
Designation :\_\_\_\_\_.  
Address :\_\_\_\_\_.  
Official stamp :\_\_\_\_\_.

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