

- N. B.*— (i) Part IV(A) of the Gazette No. 1981 of 19.08.2016 was not published.
(ii) The List of Jurors in Kurunegala and Kuliyaipitiya Jurisdiction area in year 2016, have been published in Part VI of this Gazette in all three languages.

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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,982 – 2016 අගෝස්තු මස 26 වැනි සිකුරාදා – 2016.08.26
No. 1,982 – FRIDAY, AUGUST 26, 2016

(Published by Authority)

PART I: SECTION (IIA) – GENERAL

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

	PAGE		PAGE
Post - Vacant 	1886	Examinations, Results of Examinations &c. ...	1894

Note.— Registration of Deaths (Temporary Provisions) (Amendment) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of June 10, 2016.

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 15th September, 2016 should reach Government Press on or before 12.00 noon on 02nd September, 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.”

B. K. S. RAVINDRA,
Government Printer (*Acting*)

Department of Govt. Printing,
Colombo 08,
21st June, 2016.



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

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone’s identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner’s use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations,
 Department of Examinations,
 Pelawatta, Battaramulla.

Posts – Vacant**REGISTRAR GENERAL'S DEPARTMENT****Posts of Registrars Marriages, Births and Deaths****KANDY DISTRICT**

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 26th September, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
09th August, 2016.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Kadawath Sathara and Gangawata Koralaya	Post of Additional Registrar of Marriages (Kandyan/General) of Polwatta Ampitiya Area	District Secretary/Additional Registrar General, District Secretariat, Kandy.

08–700

REGISTRAR GENERAL'S DEPARTMENT**Posts of Registrars Marriages, Births and Deaths****KURUNEGALA DISTRICT**

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

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

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

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

04. Applicants should be married.

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

06. Application forms are obtainable from the Offices of District Secretaries (Government Agents) and Land and District Registries. Completed applications should be sent by registered post to the address given in the Schedule on or before 27th September, 2016.

E. M. GUNASEKERA,
Registrar General.

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

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Panduwasnuwara West	Post of Birth and Death Registrar of Girithalana Koralaya Division and Post of Marriage Registrar of Devamedi Hathpaththuwa Division (Kandyan/General)	District Secretary/Additional Registrar General, District Secretariat, Kurunegala.

08-681

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrar of Muslim Marriages

KANDY DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Muslim Marriages in the Divisions set out in the Schedule hereto.

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

02. Muslim males only 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.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 26th September, 2016.

E. M. GUNASEKERA,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
08th August, 2016.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Udunuwara	Post of Registrar of Muslim Marriages of Rammalaka, Kandupalatha Area	District Secretary/Additional Registrar General, District Secretariat, Kandy.

08–680

REGISTRAR GENERAL'S DEPARTMENT

Posts of Registrar of Muslim Marriages

KANDY DISTRICT

APPLICATIONS are invited for the Posts of Registrars of Muslim Marriages in the Divisions set out in the Schedule hereto.

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

02. Muslim males only 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.

07. Completed applications should be sent by registered post to the address given in the Schedule on or before 26th September, 2016.

E. M. GUNASEKERA,
 Registrar General.

Registrar General's Department,
 No. 234/A3, Denzil Kobbekaduwa Mawatha,
 Battaramulla,
 08th August, 2016.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kandy	Doluwa	Post of Registrar of Muslim Marriages of Udapalatha Division Andiyakadawatha Area	District Secretary/Additional Registrar General, District Secretariat, Kandy.

08-679

PUBLIC SERVICE COMMISSION

Ministry of Finance

DEPARTMENT OF VALUATION

RECRUITMENT TO THE POST OF LEGAL OFFICER (GRADE III OF THE EXECUTIVE OFFICER CATEGORY) ON OPEN BASIS - 2016

APPLICATIONS are invited from the citizens of Sri Lanka possessing following qualifications for the post of Legal Officer in the Department of Valuation.

No. of Posts - 01

01. *Method of Recruitment.*- The candidate obtaining the highest marks based on the results of a structured interview conducted by a Board of interview appointed by the Public Service Commission from among the applicants who have completed the qualifications set out in the notice will be recruited for the vacancy. The structured interview will be conducted in conformity with the marking scheme approved by the Public Service Commission (as set out under No. 06).

02. *Qualifications required :*

- (i) *Educational/Professional Qualifications.*- Should have obtained a Degree in Law from a university recognized by the University Grants Commission or should have sworn in as an Attorney at Law of the Supreme Court.

- (ii) *Experience.*- Should have gained an active professional experience of not less than three (03) years subsequent to swearing in as an Attorney at Law of the Supreme Court.

- (iii) *Physical Attributes.*- Every candidate shall be adequately sound in physical and mental health to serve in any part of Sri Lanka and to perform duties in the post.

(iv) *Other :*

- * Should be a citizen of Sri Lanka.
- * Applicants should be of excellent moral character.
- * Should have in every respect completed the qualifications required for recruitment to the post as at 26.09.2016.

03. *Terms of engagement and conditions of service :*

- (i) This post is permanent. You are required to be subject to the policy decisions made by the Government in future on the scheme of pension entitled to you.
- (ii) This appointment is subject to a period of probation for 03 years. Should pass the First Efficiency Bar Examination within 03 years from the recruitment to the post as set out in the Scheme of Recruitment.

- (iii) You should prove that you have duly acquired the proficiency of the official language before the expiry of five years from the date of acceptance of this appointment, in terms of the provisions of Public Administration Circular No. 01/2014 of 21.01.2014 and the provisions of circulars incidental thereto.
- (iv) This appointment is subject to the Procedural Rules of the Public Service Commission and the Scheme of Recruitment pertaining to the post of Legal Officer of the Department of Valuation and also to the amendments and provisions that have already been made and those that may be made in the future thereto.

04. *Age limit.*- Age should not be less than 21 years and not more than 45 years as at the closing date of the applications.

05. *Salary Scale.*- Monthly salary scale applicable to this post in accordance with Schedule I of the Public Administration Circular No. 03/2016 of 25.02.2016 will be Rs. 47,615 -10x1,335 -8x1,630 - 17x2,170 - Rs. 110,895 (SL-01-2016). Salary will be paid to you in terms of the provisions of such circular as set out in Schedule II thereof. (E.g. A basic salary of Rs. 27,871 and an adjustment allowance of Rs. 9,651 will be applicable for the period from 01.01.2016 to 31.12.2016).

06. The marking scheme given below will be the basis for the structured interview :

	<i>Subject</i>		<i>Maximum Marks</i>
01	<p>Additional Educational Qualifications LLB Degree from a recognized university</p> <ul style="list-style-type: none"> - For a First Class pass - For a Second Class Upper pass - For a Second Class Lower pass <p>For a First Class pass in the final year of the Law College</p> <p>For a Second Class pass in the final year of the Law College (Marks will be allocated only for the highest eligibility - For either Degree or Law College qualification only)</p>	<p>20</p> <p>15</p> <p>10</p> <p>15</p> <p>10</p>	20
02	<p>Additional Professional Qualifications For a Post Graduate Diploma of not less than one year in the relevant discipline or a Post Graduate Diploma in Law awarded by a recognized university (05 marks for each Diploma)</p> <p>For a Diploma Course of not less than 06 months in the relevant discipline awarded by a recognized institute (03 marks for each Diploma)</p> <p>For a Certificate Course of not less than 03 months in the relevant discipline awarded by a recognized institute (02 marks for each Course)</p>		15
03	<p>Additional Experience Experience as an Attorney at Law in the public service or private sector More than 06 months and less than 01 year - 02 marks Maximum 30 marks at the rate of 05 marks per year (Other than the prescribed 03 year period in service in as an Attorney at Law for obtaining the required basic eligibility)</p> <p>(Additional experience should be supported by a certificate obtained from an Attorney at Law who counts not less than 20 years of experience or from a President's Counsel or a Judge)</p>		30

	<i>Subject</i>		<i>Maximum Marks</i>
04	<p>Proficiency in the English Language For a Degree/Post Graduate Degree/LLB/Post Graduate LLB followed in English medium (Should have answered all related question papers of the examinations in the medium of English)</p> <p>For a Diploma Course in English Language from a university recognized by the University Grants Commission or from an institute recognized by the Government (01 year or 1500 hours)</p> <p>For a Certificate Course in English Language from a university recognized by the University Grants Commission or from an institute recognized by the Government</p> <ul style="list-style-type: none"> - 06 months/720 hours - 03 months/360 hours 	<p>15</p> <p>10</p> <p>07</p> <p>05</p>	15
05	<p>Knowledge in Information Technology For following Information Technology as a main subject for a Degree recognized by the University Grants Commission</p> <p>For a Diploma Course in Information Technology not less than 01 year or over a duration of 1500 hours from an institute recognized by the Government</p> <p>For a Certificate Course in Information Technology from an institute recognized by the Government</p> <ul style="list-style-type: none"> - 06 months/720 hours - 03 months/360 hours 	<p>15</p> <p>10</p> <p>07</p> <p>05</p>	15
06	For the skill shown at the interview		05
	Full Total		100

07. *Identity of the candidates.*- Only the applicants whose forms of application are complete in every respect will be called for the structured interview.

Originals and duly certified copies of all testimonials should be produced at the interview.

Following documents of identity will be entertained for the establishment of identity of the candidates at the interview :

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

08. *Method of forwarding Forms of Application :*

- (i) Applications should be forwarded by registered post to reach the address given below on or before 26.09.2016. Applications received after the due date will be rejected.

Secretary,
 Ministry of Finance.
 The Secretariat,
 Colombo 01.

- (ii) A specimen form of application that should be forwarded is appended at the end of this notice. Applicants should prepare and complete their forms of application on the A4 size papers in their own hand writing in such a manner as to appear items No. 01 to 08 in the first page, items No. 09 to 11 in the second page and items 12(I) -12(II) in the third page.
- (iii) The top left hand corner of the envelope containing the form of application should be marked with the words "Application for recruitment to the post of Legal Officer in the Department of Valuation".
- (iv) The signature of the candidate in the form of application should be attested by a Principal of a Government School/Justice of Peace/Commissioner for Oaths/Attorney at Law/Notary Public/Commissioned Officer in the Tri Forces/an Officer holding a *Gazetted* post in the Police Service or an Officer holding a permanent post in the Public Service drawing a consolidated monthly salary of Rs. 22,935 or more.
- (v) The candidates who are already in the Public Service or Provincial Public Service should forward their forms of application through the Head of Department of the Department they serve in.
- (vi) Applications that do not comply with the specimen form of application appended hereto will be rejected. No complaint whatsoever with regard to loss of or delay in applications will be entertained.

09. *Furnishing inaccurate information.*- If any of the particulars furnished by you is found to be incorrect or erroneous prior to the recruitment, your candidature will be revoked.

If such incorrect or erroneous particulars are revealed after the recruitment, action will be taken to dismiss you from service subject to the procedures related thereto.

By order of the Public Service Commission,

Secretary,
 Ministry of Finance.

The Secretariat,
 Colombo 01.

SPECIMEN FORM OF APPLICATION

(Application should be prepared as given below)

APPLICATION FOR RECRUITMENT TO THE POST OF LEGAL OFFICER IN THE DEPARTMENT OF VALUATION

- 01. Name of the candidate :
 - 1.1 Name with initials : _____.
 - 1.2 Name in full : _____.
(in block letters)
 - 1.3 Name in full : _____.
(In Sinhala/Tamil)
- 02. Private Address : _____.
(In Sinhala/Tamil) : _____.
(Any change of address should be notified forthwith)
- 03. Address to which the letter calling for interview should be sent :
 In block letters : _____.
 In Sinhala/Tamil : _____.
- 04. Whether male or female :

Male	
Female	

(Male 01, Female 02)
- 05. Medium of language you present yourself for the interview :
 Sinhala and English - 1
 Tamil and English - 2
- 06. Whether you are a citizen of Sri Lanka : _____.
- 07. National Identity Card No. :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- 08. Date of Birth :
 Year Month Date
- 8.1 Age as at the closing date of applications :
 Years Months Days
- 09. (i) Professional and other qualifications :
 (ii) Highest qualification acquired in the second language :
 (iii) Highest qualification acquired in the first language:.....
 (Year and the Grade (Credit/Distinction) you obtained should be indicated if it is G. C. E. (O/L) G. C. E. (A/L) Examination)

(iv) (i) Degree Qualifications :

Degree	Subjects	Pass (Class)	Year	University

(ii) Post Graduate Qualifications :

Title of the Post Graduate Degree	Year in which the Degree was awarded	University

(v) Experience in the profession as Attorney-at-Law :_____.

10. Have you been convicted for any offence in a Court of Law ? Yes/No :
 If yes, furnish details :_____.

11. Certification by the Candidate :

- (a) I do respectfully and solemnly declare that the particulars furnished by me in this application are true and correct to the best of my knowledge.
- (b) I am aware that I will be liable to be disqualified for recruitment to service if this declaration made by me is found to be false and dismissed from service if it is so proven subsequent to the appointment.

_____,
 Signature of the Candidate.

Date :_____.

12. (i) Attestation of the signature of the candidate :

I, do hereby certify that Mr./Mrs./Ms. who is forwarding this application is known to me personally and that he/she signed before me on the of 2016.

_____,
 Signature of the Attesting Officer.

Full name of the Attestor :_____.
 Designation :_____.
 Address :_____.
 Date :_____.

(ii) Certificate of the Head of Department :

I certify that the particulars referred to above furnished by the candidate were examined by me and that they were found to be correct and that his/her work, attendance and conduct are satisfactory. He/She could not be released from service if selected to this post through this structured interview.

_____,
 Signature of the Head of Department.

Designation :_____.

Date :_____.

08-793

 Notice

PUBLIC SERVICE COMMISSION

Ministry of Rural Economic Affairs

RECRUITMENT TO THE POST OF VETERINARY SURGEON GRADE III OF THE SRI LANKA ANIMAL PRODUCTION AND HEALTH SERVICE - 2016

THIS is with regard to the notice of calling applications for Bachelors of Veterinary Medicine to select qualified persons to be appointed to 207 posts of Veterinary Surgeon of Grade III of the Sri Lanka Animal Production and Health Service, which appeared in the *Gazette* Notification of No. 1968 and dated 20.05.2016. Accordingly the regulations of (A) of chapter 01 is amended as follows :

(A) The last date for calling applications will be 31st of August 2016.

By order of the Public Service Commission,

D. K. R. EKANAYAKE,
 Secretary,
 Ministry of Rural Economic Affairs.

12th August, 2016.

08-693

Examinations, Results of Examinations & c.

Amendment

PUBLIC SERVICES COMMISSION

Ministry of Public Administration and Management

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE VACANT POSTS IN GRADE III OF SRI LANKA SCIENTIFIC SERVICE - 2015

SECTION 5 of the notification of examination published on the *Gazette of Democratic Socialist Republic of Sri Lanka* No. 1972 dated 17.06.2016 under Examinations, Examination Results etc. in Part I : para II(A), is revised as follows. Accordingly, the closing date of application mentioned at the end of first para of the notification is 26.09.2016.

Age limit.- Age shall be not less than 22 years not more than 36 years as at the closing date of application.

02. Further, Section 3 is revised as follows and the matters and conditions other than those mentioned herein shall remain unchanged.

Salary Scale.- As per Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016, the Salary Scale entitled to this post is Rs. 47,615 -10x1,335 - 8x1,630 -17x 2,170 - Rs. 110,895 (SL-1-2016). Your Salary will be paid as mentioned in Schedule II of the circular in line with the provisions of the said circular.

On the order of the Public Service Commission,

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

10th August, 2016.

08-717

MINISTRY OF HOME AFFAIRS

Limited Competitive Examination for Promotion to the Post of Administrative Grama Niladhari of the Management Assistant Supra Grade under the Ministry of Home Affairs - 2016

AS per the directive of the Public Services Commission, the *Gazette* Notification dated 06.12.2011 for the Limited

Competitive Examination to be promoted to Supra Grade of the Grama Niladhari Service, Scheduled to be held, relevant to the Year 2011 is hereby cancelled. With reference to the Year 2016, applications are hereby invited from Grama Niladharies of the Grama Niladhari Service who have fulfilled the qualifications prescribed in Clause 04 of this *Gazette* Notification, for promotion to Supra Grade of the Service on limited basis. The list containing the examination centers and the numbers is attached herewith as the Schedule No. 1 whilst the list of district numbers is attached as the Schedule No. 2 at the end of this notification.

01. Method of Promotion :

(i) There are 104 vacancies to be filled on limited basis and the applicants who fulfill the qualifications prescribed in Clause 04 below should sit for written examination conducted by the Commissioner General of Examinations. Qualifications will be examined by an interview board/boards consisting of three officers appointed by the Public Service Commission. When calling applications for the general interview, number of candidates equivalent to the aggregate of the number of vacancies to be filled through the limited competitive examination and 25% of the aforesaid number of vacancies, shall be called for the interview, based on the priority list prepared in the order of merit shown by the applicants who have obtained the amount of pass marks or above at the written examination.

(ii) In attaching the Officers who are appointed to the Supra Grade, initially the opportunity will be given for the officers already in service to get transfers to the existing vacancies and for 40% of the remainder of vacancies after above transfers being made, depending on the seniority secured at the examination, officers shall be attached to a divisional secretariat other than the divisional secretariat the officer is presently attached, within the district and at a time when the number of applicants who have fulfilled qualifications exceed the number of vacancies available within the district, such applicants shall be attached to the available vacancies outside the district. If the candidates who are attached to such service stations do not accept the appointments, the appointments of such

candidates shall be cancelled and further they shall not be entitled to make any request for an appointment, based on the results of this examination at a later occasion.

02. *Scheme of Examination.*- Candidates shall sit for the following examination and the examination shall be conducted only in Sinhala and Tamil mediums. Once such language medium is selected, candidates are not allowed to change the selected medium of language at a later occasion :

	<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Time</i>
(i)	Office Management and Office Methods	1	100 mark	1 1/2 hours
(ii)	Establishment activities, Procedural rules of Public Service Commission and Public Finance Management	2	100 mark	1 1/2 hours
(iii)	Case Study and Professional Knowledge	3	100 marks	1 1/2 hours
(iv)	General Paper	4	100 marks	1 1/2 hours

Candidates should secure a minimum of 40% of marks for each paper in order to obtain minimum qualifications at the examination.

03. *Syllabus :*

(i) Office Management and Office Methods (Subject Number 01)

Under Office Management, Candidates are required to answer a question paper consisting questions on organization structure, principles of organizations, task analysis and task evaluation, leadership supervision and decision making ability, communication, public relations, coordination and problem solving.

Under Office Methods, candidates are required to answer a question paper covering the subject areas such as principles on office methods, office procedures, documents and filing, planning and handling of forms, office correspondents , control over the utilization of office equipment, office layout and environment, job description, work and systems study, measurement of work and preparation of work steps.

(ii) Establishment activities, procedural rules of Public Service Commission and Public Finance Management (Subject No. 02)

Under establishment activities and procedural rules of Public Service Commission, the candidates are expected to answer the questions on general knowledge on procedures to be followed when making recruitments to Public Service, establishment activities of public officers, vesting of powers for the tasks such as appointments, transfers, promotions and termination of service of public servants, disciplinary and welfare of public servants, privileges entitled to by public officers and the general knowledge on regulations, procedures and circulars which have been already issued and are to be issued in future by Government and Public Service Commission on establishment activities.

Under Public Finance Management, it is expected to test the general knowledge of the candidate on the responsibilities of an accounting officer and annual estimates, cash control, vesting/delegation of responsibilities on financial matters, receiving, accounting, acceptance of money, payments, custody of public money, imprest and bank account, supplies and services, tender activities, board of surveys, audit queries, ledgers and summaries of income and expenditure of Government offices, bank reconciliations and books on financial control, knowledge on regulations and circulars issued so far by the Government. Candidates are required to answer all questions.

(iii) **Case studies and professional knowledge (Subject No. 03)**

It is expected to test the knowledge of the candidate on the subjects entrusted to Grama Niladharies by various Acts and Ordinances, Ministries, Departments, Provincial Councils and other Government statutory institutions. Further, a case study relevant to the said subjects entrusted to Grama Niladharies, is also included.

(iv) **General paper (Subject No. 04)**

It is expected to test the general knowledge of the candidate on the nature of public administration, structure of public administration, public policies and new public reforms, fundamental rights, human rights, Human Rights Commission, Ombudsman, Public Petition Committee of the

Parliament, office culture, ethics and morals, proper arrangement of office environment, welfare activities of the staff, sociological recognition of civil and official status and the duties of public officers towards recipients.

04. *Qualifications*- Candidates should have fulfilled the following qualifications as at the closing date of application.

Professional Qualifications and Experience :

- (i) Shall be an officer in the Grade I of the Grama Niladhari Service ;
or
- (ii) Shall be an officer in Grade II of Grama Niladhari Service who has completed at least an active and satisfactory service of not less than eight (08) in Grade II to the stipulated date ;
or
- (iii) Shall be a graduate who has completed at least an active and satisfactory service period of not less than five (05) years in the Grade II of the Grama Niladhari Service.

Other :

- (i) Shall have passed all the due Efficiency Bar Examinations.
- (ii) Shall have completed an active and satisfactory service period within immediate preceding five (05) years to the due date.
- (iii) Should have completed the necessary qualifications for recruitment to the post in every manner, to the date specified in notice of calling applications/*Gazette* Notification.

Note : (i) The previous service period of the officers in Grade II who have been absorbed into the Grade III under the Clause II, 14.1 of the Grama Niladhari Recruitment Procedure approved by the Public Service Commission with effect from 29.09.2010 and promoted to Grade II as per the provisions available under Clause 10.1.1 of the said recruitment procedure, shall be considered as a relevant service period.

05. *Salary Scheme :*

- (i) Salary Code No. : MN 7-2016 (Rs. 41,580 -11x755 -18x1,030 - Rs. 68,425)

(In preparing salaries under this salary scale, the provisions of the Public Administration Circular 03/2016 dated 25.02.2016 shall be applicable.)

- (ii) The officers promoted shall be placed on the salary step of this salary scale in consistent to the revisions made to Section 5, Chapter VII of the Establishment Code by Public Administration Circular No. 11/94 and the Public Administration Circular No. 7/2000.

06. *Method of Application :*

* A specimen application for this examination is published at the end of this notification. The candidates shall prepare their applications strictly in accordance with the specimen application. The application shall be prepared in A4 size papers using both sides, including number 01 to 05 in the first page and the remaining numbers in the rest of the pages. Applications can be type written, but they shall be filled by the candidate him/herself clearly and correctly in his/her own handwriting, following the instructions given in this notification.

* When preparing the application, the name of the examination in the heading shall be mentioned in English language as well in applications prepared in both Sinhala and Tamil mediums.

* Application shall be perfected in duplicate. The copy of the application shall be sent to the Divisional Secretary to be filed in the personal file whilst the original shall be sent to the Commissioner General of Examinations.

* All candidates shall send their applications by registered post to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, P. O. Box, 1503, Colombo, through the Divisional Secretary of the respective division, on or before **26th September, 2016**.

* The top left hand corner of the envelope containing the application should be marked, "Limited Competitive Examination for Promotion to Supra Grade of Grama Niladhari Service - 2016". The applications received after the closing date of application shall be rejected.

* No any document or a copy of such document shall be attached to the application. However, the candidate shall keep the documents mentioned

and the documents required to prove his/her qualifications ready in hand, to be provided whenever requested.

General of Examinations enabling them to sit for the examination.

07. *Examination fee.*- The examination fee is Rs. 500. Examination fee should be paid at any post office island-wide to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form with its margin and the receipt number, date and the post office should be mentioned on the application. It is advisable to keep a photocopy of the receipt with the candidate. The fee is non-refundable. No money orders or stamps shall be accepted as examination fee and such applications shall be rejected without any notice.

* *Identity Cards.*- Candidates are required to prove their identity to the satisfaction of the supervisor of the examination hall for all the subjects they appear at the examination. For this purpose any of the following will be accepted.

* Identity card issued by the Department of Registration of Persons,

* A valid passport.

* If the candidates who paid the relevant examination fee and applied for the Limited Competitive Examination to be promoted to the Supra Grade of the Grama Niladhari Service which was scheduled to be held in 2011, expect to sit for the examination this time, that examination fee shall remain valid for the examination in 2016. Such candidates should affix a photocopy of the receipt in the relevant cage of the application.

(ii) *Examination Results.*- As specified in Para. 02 of this notification, a list of two times the number of existing vacancies of the applicants who secure not less than 40% of marks for each subject at the written examination shall be provided to the Secretary, Ministry of Home Affairs. Results of the examination shall be either sent personally to each applicant who sat for the examination or shall be posted on the website www.results.exams.gov.lk.

08. (i) *Admission to the examination :*

09. (i) A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If there is an applicant whose admission card is not received at least five (05) days of such advertisement, it should be referred to the Organization and Foreign Examination Division of Sri Lanka Examinations Department in the manner specified in the advertisement. In making such inquiry, the name of the examination the candidate has applied for, full name of the candidate, National Identity Card Number and the address should be clearly mentioned. If the applicant is a resident outside Colombo, it would be more effective to send a letter of request along with said information *via* the fax number mentioned in the notification, also indicating a fax number of the applicant in order to receive a copy of the admission card without delay. In making such inquiry, in order to prove any information requested by Department of Examinations, it would be useful to keep the photocopies of the application form, the receipt kept at your possession after paying the Examination Fee and the receipt of postal registration in hand.

* Commissioner General of Examinations shall issue admission cards in respect of each candidate who has submitted applications correctly, informing the date of the examination to be held. Candidates appearing for the examination should render their admission card to the supervisor of the examination hall. Without such admission card, no candidate shall be allowed either to enter the examination hall or to sit for the examination.

* The admission card with the signature duly certified, should be submitted to the supervisor of the examination hall on the first day of the examination.

* All the candidates should have knowledge of the rules and regulations of the examination published in the *Government Gazette* Notification and they shall be bound to follow such rules and regulations.

* The Head of the Department shall grant duty leave for the candidates who possess the admission cards issued by the Commissioner

(ii) Issuance of an admission card to a candidate does not necessarily mean the fact that he/she

has fulfilled the qualifications required to sit for the examination, has been accepted.

the notification in Sinhala medium shall be treated as the correct one and thus, action will be taken accordingly.

10. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination. This notification is issued as per the order of the Public Service Commission.

NEIL DE ALWIS,
Secretary,
Ministry of Home Affairs.

11. If it appears that there is any inconsistency or discordance between language texts in this notification, which is published in Sinhala, Tamil and English medium,

Ministry of Home Affairs,
Independence Square,
Colombo 07,
08th August, 2016.

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(For office use only)

SPECIMEN FORM OF APPLICATION

LIMITED COMPETITIVE EXAMINATION FOR PROMOTION TO SUPRA GRADE OF GRAMA NILADHARI SERVICE - 2016

(No. 1-5 shall be on the first page and from No. 6 onwards shall be on the rest of pages)

Medium of Examination :

Sinhala - 2
Tamil - 3

(Indicate the relevant number in the cage)

--

District where the candidate serves
(Indicate the district and the district number as per the Schedule No. 02)

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District number

Town in which you wish to sit for the examination

(Indicate the town and the town number as per the Schedule No. 01)

Town No.

PART I

(**N.B.**- The application shall be filled clearly by the candidate in his/her handwriting)

01. (i) (a) Name in full (In English Block Capitals) : _____.
(Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- (b) Name with initials (In English block capitals) : _____.
(With initials at the end, Eg. : GUNAWARDHANA, H. M. S. K.)
- (c) Name in full (In Sinhala/Tamil) : _____.
02. (i) Office Address : _____.
(ii) Address to which the admission shall be sent : _____.
(In English Block Capitals)
03. (i) Divisional Secretariat : _____.
(ii) Grama Niladhari Division and Number : _____.

04. (i) Sex : Male - 0
 Female - 1
 (Indicate the relevant number in the cage)

(ii) Date of Birth :
 Year : _____. Month : _____. Date : _____.

(iii) National Identity Card No. :

05. (i) Date of appointment/absorption to the post holding at present and reference number and date of the letter : _____.

(ii) Total period of service :
 Years : _____. Months : _____. Days : _____.

(iii) Present Grade : _____.
 Period of service in that Grade :
 Years : _____. Months : _____. Days : _____.

06. If the candidate has been absorbed to Grama Niladhari Service, indicate following particulars : _____.
 (Fill the relevant paragraph only)

(i) Date of entry to the service of Special Service Officer : _____.
 (Period of service)

(ii) Date of entry to the Cultivation Officers' Service : _____.
 (Period of service)

(iii) Date of entry to the Agriculture Extension Service : _____.
 (Period of service)

(iv) Date of entry to any other similar service : _____.
 (Period of service)

07. Are you an old or new entrant for the purpose of official language policy : _____.

08. (i) Have you earned all the salary increments during the period of service : _____.

(ii) If not state the details : _____.

09. If you have been released at present for the service in a corporation or another service, state the particulars : _____.

10. If you have obtained no-pay leave for a foreign employment or for any other purpose, state the particulars : _____.

11. Have any disciplinary actions being taken against you ?
 If so state the details :

N. B.- As specified in the *Gazette* Notification, the receipt for the examination fee, obtained from the Post Office in favour of the applicant shall be affixed here firmly so as not to be detached.

Firmly affix the receipt by one margin so as not be detached

Receipt No. : _____.

Post Office : _____.

Date : _____.

Amount in Rupees : _____.

I, hereby certify that the above particulars are true and correct. I am also well aware that if any particular furnished herein is found to be false or incorrect, I am liable to be dispossessed of my rights for the promotion to Supra Grade of this service and further, I am liable to be subject to disciplinary action. Further, I declare that I have no objection for such action and I also agree to be bound by the orders of the Commissioner General of Examinations.

 Signature of the officer.

Date : _____.

PART II

To be filled by the Divisional Secretary

I hereby certify that,

(i) The particulars provided above by Mr./Mrs./Miss have been checked with his/her personal file and found to be true and correct.

(ii) The prescribe examination fee has been paid and the receipt is affixed.

(iii) There is no intension to take any disciplinary action against the officer.

(iv) His/her service has been satisfactory during the immediately preceding five years and he/she has been appointed to Grade of Grama

Niladhari service from and a copy of the application submitted herewith is filed in the officer's personal file.

_____,
Divisional Secretary.

Name : _____.
Designation : _____.
Official Stamp : _____.
Date : _____.
(Delete inapplicable words)

SCHEDULE NO. 01

Examination Centers

This examination shall be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mulathivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Rathnapura and Kilinochchi. The relevant towns and the town numbers are stated in the following table. The relevant section of the application shall be filled in accordance with the table containing the towns and town numbers. Applicants shall not be allowed to change the town/towns applied at later occasion.

<i>Town</i>	<i>Town Number</i>
Colombo	001
Kandy	002
Galle	003
Matara	004
Jaffna	005
Mannar	006
Mulathivu	007
Trincomalee	008
Batticaloa	009
Kurunegala	010
Anuradhapura	011
Badulla	012
Rathnapura	013
Kilinochchi.	014

If any center mentioned above does not have a sufficient number of candidates such center shall be cancelled and the relevant candidates shall be directed to one of the nearest centers.

SCHEDULE NO. 02

List of District Numbers

<i>Index No.</i>	<i>District</i>	<i>District Number</i>
1	Colombo	001
2	Gampaha	002
3	Kalutara	003
4	Kandy	004
5	Matale	005
6	Galle	006
7	Matara	007
8	Hambantota	008
9	Kurunegala	009
10	Puttalam	010
11	Nuwara Eliya	011
12	Rathnapura	012
13	Badulla	013
14	Monaragala	014
15	Kegalle	015
16	Anuradhapura	016
17	Polonnaruwa	017
18	Ampara	018
19	Batticaloa	019
20	Trincomalee	020
21	Jaffna	021
22	Vavuniya	022
23	Mannar	023
24	Kilinochchi	024
25	Mulathivu	025

08-665/1

MINISTRY OF HOME AFFAIRS

Competitive Examination on Merit Basis for Promotion to the Post of Administrative Grama Niladhari of the Management Assistant Supra Grade under the Ministry of Home Affairs - 2016

AS per the directive of the Public Service Commission, applications are hereby invited from Grama Niladhari Officers, belonging to Grama Niladhari Service who have

possessed qualifications prescribed in Section 5 below, for promotion to Supra Grade of the Service on merit basis. The list containing the examination centers and the numbers is attached herewith as the Schedule No. 1 whilst the list of district numbers is attached as the Schedule No. 2 at the end of this notification.

Conditions of Promotion.- In the order of aggregate of marks obtained at the written examination and the marks calculated at the structured interview, based on the seniority and merit, applicants shall be appointed to 71 vacancies in Administrative Grama Niladhari posts to be filled on merit basis.

02. *Method of Promotion :*

- (i) An examination shall be conducted by the Commissioner General of Examinations on behalf of the Public Service Commission for the candidates. Accordingly, priority shall be determined on the order of the aggregate of marks secured by candidates based on the results of the examination and the marks allocated by the interview board consisting of three members appointed by the Public Service Commission.
- (ii) From a priority list prepared in accordance with the marks secured at the written examination a number of candidates, two times the number of available vacancies, shall be qualified to be called for the interview.
- (iii) In attaching the officers who are appointed to the Supra Grade, initially the opportunity will be given for the officers already in service to get transfers to the existing vacancies and for 60% of the remainder of vacancies after above transfers being made, depending on the seniority secured at the examination, officers shall be attached to a divisional Secretariat other than the divisional secretariat where the officer is presently attached, within the district and at a time when the number of applicants who have fulfilled qualifications exceed the number of vacancies available within the district, such applicants shall be attached to the available vacancies outside the district. If the candidates who are attached to such service stations do not accept the appointments, the appointments of such

candidates shall be cancelled and further they shall not be entitled to make any request for an appointment, based on the results of this examination at a later occasion.

- (iv) The examination shall be conducted only in Sinhala and Tamil mediums. Applicants shall not be allowed to change the selected language medium at a later occasion.

03. (i) *Scheme of Examination.*- Candidates shall sit for the subject "Aptitude and Subject Related Study". The time allocated for this question paper shall be 1 1/2 hours and candidates are required to secure at least 40 out of the 100 marks to be qualified at the examination.

- (ii) *Syllabus.*- The knowledge of the candidates on general knowledge, decision making ability, logical answering and office administration in performing duties with regard to the duty subjects assigned to office administration and Grama Niladhari Officers, will be expected.

04. **Fields for which marks shall be allocated in determining seniority and merit**

- (i) Seniority (Maximum marks, 60)
04 marks for each period of satisfactory service of one year beyond the 05 year service in Grade I (02 marks for a period between 6-12 months. However, no marks shall be allocated for a period less than 6 months)
- (ii) Merit (Maximum marks 35)
 - (ii-i) Commendations received after being appointed to Grade I (Maximum marks 15)
03 marks for each certificate of commendation made as per Form General 230B.
01 marks for each commendation made by a certificate other than Form General 230B.
 - (ii-ii) For achievements at the management competition among Grama Niladhari Offices.
(Maximum marks 20)
 - * All island first place - 15 marks
 - * All island second place - 12 marks
 - * All island third place - 10 marks

- * First place at district competition - 08 marks
- * Second place at district competition - 06 marks
- * Third place at district competition - 04 marks
- * First place at the competition within Divisional Secretary's Division - 03 marks
- * Second place at the competition within Divisional Secretary's Division - 02 marks
- * Third place at the competition within Divisional Secretary's Division - 01 marks

(Marks shall only be allocated for the highest achievement out of the achievements made at each level in a year)

(iii) Merit shown at the interview examination
(Maximum marks 05)

05. *Qualifications.*— Candidates shall have fulfilled the following qualifications as at the closing date of application.

- (i) Shall have completed an active and satisfactory service of five years in Grade I of Grama Niladhari Service and passed the prescribed efficiency bar examinations,
- (ii) Shall have earned the salary increments falling within the five years immediately proceeding the closing date of applications.

06. *Salary Scheme :*

- (i) Salary Code No. : MN 7-2016 (Rs. 41,580 -11x755 -18x1,030 - Rs. 68,425)
(Provisions of the Public Administration Circular 03/2016 dated 25.02.2016 are applicable in preparing salaries according to this salary scale.)
- (ii) The officers promoted shall be placed on the salary step of this salary scale in conformity with the revisions made to Clause 5, Chapter VII of the Establishment Code through by Public Administration Circular No. 11/94 and the Public Administration Circular No. 7/2000.

07. *Method of Application :*

(i) A specimen application for this examination is published at the end of this notification. When preparing the application, the name of the examination in the heading shall be mentioned in English language as well in applications prepared in both Sinhala and Tamil mediums. The candidates shall prepare their applications strictly in accordance with the specimen application. The application shall be prepared in A4 size papers using both sides of the paper. Number 01 to 05 of the application shall be included in first page while the remaining numbers in the rest of the pages. Applications can be type written, but they shall be filled by the candidate him/herself clearly in his/her own handwriting, following the instructions given in this notification.

(ii) Application shall be perfected in duplicate. The copy of the application shall be sent to the Divisional Secretary to be filed in the personal file whilst the original shall be sent to the Commissioner General of Examinations.

(iii) All candidates shall send their applications by Registered Post to reach the Commissioner General of Examinations, Organization and Foreign Examination Branch, P.O. Box, 1503, through the Divisional Secretary of the respective division on or before 26th September, 2016.

(iv) The top left hand corner of the envelope should be marked, "Examination for Promotion to Supra Grade of Grama Niladhari Service on Merit Basis - 2016". The applications received after the closing date of application shall be rejected.

(v) No any document or a copy of such document shall be attached to the application. However, the candidate shall keep the documents mentioned and the documents required to prove his/her qualifications ready in hand, to be provided whenever requested.

08. *Examination fee.*— The examination fee is Rs. 500. Examination fee should be paid at any post office islandwide to be credited to Revenue Head 2003-02-13 of

the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form with its margin and the Receipt Number, Date and the Post Office should be mentioned on the application. It is advisable to keep a photocopy of the receipt with the candidate. The fee is non-refundable. No money orders or stamps shall be accepted as examination fee and such applications shall be rejected without any notice.

09. *Admission to the examination :*

- (i) Commissioner General of Examinations shall issue admission cards in respect of each candidate who has submitted applications correctly, informing the date of the examination to be held. On first day of the examination, the Candidates appearing for the examination should render their signature certified admission card to the supervisor of the examination hall. Without such admission card, no candidate shall be allowed either to enter the examination hall or to sit for the examination.
- (ii) The issuance of an admission card to a candidate does not necessarily mean that he/she has the requisite qualifications to sit for the examination.
- (iii) All the candidates are bound to abide by the rules and regulations imposed by the Commissioner General of Examinations. If such rules and regulations were violated, he/she shall be subjected to a punishment imposed by the Commissioner General of Examinations.
- (iv) The Head of the Department shall grant duty leave for the candidates who possess the admission cards issued by the Commissioner General of Examinations enabling them to sit for the examination. No traveling charge shall be paid.
- (v) *Identity Cards.*- Candidates will be required to prove their identity to the satisfaction of the supervisor of the examination hall for all the subjects they appear at the examination. For this purpose any of the following will be accepted.

* Identity card issued by the Department of Registration of Persons,

* A valid passport.

- (vi) *Examination Results.*- As specified in the Para 03 of this notification, a list of candidates who pass the written examination shall be provided to the Secretary, Ministry of Home Affairs. Following the receipt of the relevant merit marks, the final priority list of results prepared in the order of aggregate marks, both at the written examination and merit, shall be forwarded to the Secretary, Ministry of Home Affairs as ordered by the Secretary, Ministry of Home Affairs results of the examination shall be either sent personally to each applicant who sat for the examination or shall be posted on the website www.results.exams.gov.lk.

10. A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If there is an applicant whose admission card is not received at least five (05) days of such advertisement, it should be referred to the Organization and Foreign Examination Division of Sri Lanka Examinations Department in the manner specified in the advertisement. In making such inquiry, the name of the examination the candidate has applied for, full name of the candidate, National Identity Card Number and the address should be clearly mentioned. If the applicant is a resident outside Colombo, it would be more effective to send a letter of request along with said information *via* the fax number mentioned in the notification, also indicating a fax number of the applicant in order to receive a copy of the admission card without delay. In making such inquiry, in order to prove any information requested by Department of examination it would be useful to keep the photocopies of the application form, the receipt kept at your possession after paying the examination fee and the receipt of postal registration in hand.

11. If it appears that there is any inconsistency or discordance between language texts in this notification, which is published in Sinhala, Tamil and English mediums, the notification in Sinhala medium shall be treated as the correct one and thus, action will be taken accordingly.

NEIL DE ALWIS,
Secretary,
Ministry of Home Affairs.

Ministry of Home Affairs,
Independence Square,
Colombo 07,
08th August, 2016.

05. (i) Date of appointment/absorption to the post holding at present and reference number and date of the letter :_____.

Receipt No. :_____.

Post Office :_____.

Date :_____.

(ii) Total period of service :
 Years :_____. Months :_____. Days :_____.

Amount in Rupees :_____.

06. If the candidate has been absorbed to Grama Niladhari Service, indicate following particulars :_____.
 (Fill the relevant paragraph only)

I, hereby certify that the above particulars are true and correct. I am also well aware that if any particular furnished herein is found to be false or incorrect, I am liable to be dispossessed of my rights for the promotion to Supra Grade of this service and further, I am liable to be subjected to disciplinary action. Further, I declare that I have no objection for such action and I also agree to be bound by the orders of the Commissioner General of Examinations.

(i) Date of entry to the service of Special Service Officer :_____.
 (Period of service)

_____,
 Signature of the officer.

(ii) Date of entry to the Cultivation Officers' Service :_____.
 (Period of service)

Date :_____.

(iii) Date of entry to the Agriculture Extension Service :_____.
 (Period of service)

PART II

To be filled by the Divisional Secretary

(iv) Date of entry to any other similar service :_____.
 (Period of service)

I hereby certify that,

07. Are you an old or new entrant for the purpose of official language policy :_____.

(i) The particulars provided above by Mr./Mrs./ Miss have been checked with his/her personal file and found to be true and correct.

08. (i) Have you earned all the salary increments during the period of service :_____.

(ii) If not state the details :_____.

(ii) The prescribe examination fee has been paid and the receipt is affixed.

09. If you have been released at present for the service at a corporation or another service, state the particulars :_____.

(iii) There is no intension to take any disciplinary action against the officer.

10. If you have obtained no-pay leave for a foreign employment or for any other purpose, state the particulars :_____.

(iv) His/her service has been satisfactory during the immediately preceding five years and he/she has been appointed to Grade of Grama Niladhari service from and a copy of the application submitted herewith is filed in the officer's personal file.

11. Have any disciplinary actions being taken against you ?
 If so state the details :_____.

_____,
 Divisional Secretary.

N. B.- As specified in the *Gazette* Notification, the receipt for the examination fee, obtained from the Post Office in favour of the applicant shall be affixed here firmly so as not to be detached.

Name :_____.

Designation :_____.

Official Stamp :_____.

Date :_____.

(Delete inapplicable words)

Firmly affix the receipt by one margin so as not be detached

*SCHEDULE – No. 01**Examination Centers*

This examination shall be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mulathivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Rathnapura and Kilinochchi. The relevant towns and the town numbers are stated in the following tabel. The relevant section of the application shall be filled in accordance with the table containing the towns and town numbers. Applicants shall not be allowed to change the town/towns applied at later occasion.

<i>Town</i>	<i>Town Number</i>
Colombo	001
Kandy	002
Galle	003
Matara	004
Jaffna	005
Mannar	006
Mulathivu	007
Trincomalee	008
Batticaloa	009
Kurunegala	010
Anuradhapura	011
Badulla	012
Rathnapura	013
Kilinochchi.	014

If any center mentioned above does not have a sufficient number of candidates such center shall be cancelled and the relevant candidates shall be directed to one of the nearest centers.

Further, at a time when sufficient number applicants have not applied for all the proposed towns or a majority of towns in order for examination centers to be established, action will be taken by the Commissioner General of Examinations to hold the examination only in Colombo.

*SCHEDULE – No. 02**List of District Numbers*

<i>Index No.</i>	<i>District</i>	<i>District Number</i>
1	Colombo	001
2	Gampaha	002
3	Kalutara	003
4	Kandy	004
5	Matale	005
6	Galle	006
7	Matara	007
8	Hambantota	008
9	Kurunegala	009
10	Puttalam	010
11	Nuwara Eliya	011
12	Rathnapura	012
13	Badulla	013
14	Monaragala	014
15	Kegalle	015
16	Anuradhapura	016
17	Polonnaruwa	017
18	Ampara	018
19	Batticaloa	019
20	Trincomalee	020
21	Jaffna	021
22	Vauniya	022
23	Mannar	023
24	Kilinochchi	024
25	Mulathiwu	025

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