

N.B.– The list of Jurors in Galle - Balapitiya District Jurisdiction Areas in Year 2019, has been published in Part VI of this Gazette in Sinhala, Tamil and English Languages.



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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,121 – 2019 අප්‍රේල් මස 26 වැනි සිකුරාදා – 2019.04.26

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PART I: SECTION (IIA) – ADVERTISING

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

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Note.– Mahapola Higher Education Scholarship Trust Fund (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of April 18, 2019.

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 17th May, 2019 should reach Government Press on or before 12.00 noon on 03rd May, 2019.

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

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

GANGANI LIYANAGE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2019.

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

DISTRICT OF NUWARA ELIYA

APPLICATIONS are invited for the posts of Registrar of Births, Deaths and Registrar/Additional Registrar Marriages/ Additional Registrar of Marriages in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriage 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 40 years and not more than 62 years of age.

04. Applicant should be married and marriage should be aged more than 5 years and should not be a Divorced person or Widow/Widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related Division of Birth, Death and Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in Public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Samurधि Development Societies and Post Offices as given in the following Schedule.

06. Related applications and "Attachment 1" including village list and list of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agents) or Land and District Registries or Divisional Secretariats of the District.

07. Completed applications should be sent by Registered Post to the address given in the Schedule on or before 27.05.2019.

N. C. VITHANAGE,
Registrar General.

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

On this 14th day of March, 2019.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Application are called</i>	<i>Address to which Applications should be sent</i>
Nuwara Eliya	Hanguranketha	Post of Birth and Death Registrar of Diyatilake Division and Post of Marriages Registrar (General/ Kandyan) of Udahehaheta Division	District Secretary/The Additional Registrar General, District Secretariat, Nuwara Eliya.

REGISTRAR GENERAL'S DEPARTMENT

**Post of Registrars of Births, Deaths and (General) Marriages/Additional Registrar of (General),
Marriages - Tamil Medium**

MULLAITIVU DISTRICT

APPLICATIONS are invited for the posts of Registrars of Births, Deaths and Marriages/Additional Registrar of, in the Divisions set out in the Schedule hereto.

01. Applicants should be permanent residents of the said Births, Deaths and Marriage 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 40 years and not more than 62 years of age.

04. Applicant should be married and marriage should be aged more than 5 years and should not be a Divorced person or Widow/Widower.

05. Additional details of Village list/Grama Niladhari Divisions within the related Division of Birth, Death and Marriage and Education and other qualifications related to the subjected Division of the application could be obtained from the notices exhibited in public places in the Division such as District Secretariats, Divisional Secretariats, Land and District Registries, Grama Niladhari's Office, Rural Development Societies and Co-operative Societies as given in the following Schedule.

06. Related applications and "Attachment 1" including Village List and List of Grama Niladhari Divisions can be obtained by relevant District Secretariat (Government Agent's Office) or Land and District Registry or Divisional Secretariats of the District.

07. Duly filled applications shall be posted to the address mention in the Schedule on or before 20th May, 2019 by Register Post.

N. C. VITHANAGE,
Registrar General.

At Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla.
On the day of 05th April, 2019.

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>
Mullaitivu	Maritime Pattu	Post of Registrar of Births and Deaths of Karikkaddumoolai South Division and Marriages (General) of Maritime Pattu Division (Tamil)	The District Secretary/The Additional Registrar General, District Secretariat, Mullaitivu

Examinations, Results of Examinations & c.

MINISTRY OF PUBLIC ADMINISTRATION AND DISASTER MANAGEMENT

1st Efficiency Bar Examination of the Development Officers' Service - 2015(II)2019

1.0 IT is hereby notified that an Efficiency Bar Examination for the officers in Grade III of Development Officers' Service shall be held by the Commissioner-General of Examinations in the month of August, 2019 as per provisions of Para 10 of the approved service minute of Development Officers' Service published in the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka* bearing No. 1745/11 dated 14.02.2012 revised by the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka* bearing No. 1774/31 dated 07.09.2012.

2.0 This examination for officers in Grade III of the Development Officers' Service shall be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner- General of Examinations reserves the right to cancel any center due to insufficiency of applicants or any other reason and direct the applicants to an examination center located at the town of the applicant's second preference of towns or a nearby town. Further, if a sufficient number of applicants have not applied to locate examination centers in all the proposed towns or most of the towns, action shall be taken by the Commissioner General of Examinations to conduct the examination strictly in Colombo. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. The town/towns applied for shall not be allowed to change subsequently.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

3.0 (i) This examination shall be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

(ii) The rules and regulations for applicants have been separately printed in the *Gazette* Notification. Candidates shall be subjected to any punishment imposed by the Commissioner - General of Examinations for violation of these rules and regulations.

4.0 *Qualifications.*— Officers who are appointed to Grade III of Development Service, Officers already absorbed in to the Development Officers' Service and the officers who are not absorbed into Development Officers' Service but have expressed their consent to be absorbed are eligible to appear for this examination.

Note:- Provisions in respect of the applicants in Provincial Development Officers' Service shall be issued by relevant Provincial Public Service Commission in line with this *Gazette* notification. For the convenience of separating the applications of the officers in public officers in each provincial public service and officers in other institutions who apply for this examination, the code number should be entered when indicating the relevant service or institution in the title of the application. **Accordingly, the Code number of the officers in the Combined Services is 10.** This number should be indicated at top right corner of the application where the words "service station you belong" are indicated. **(the responsibility is not taken for the issues caused by the Non submission of the correct number)**

5.0 The application should be in accordance with the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by registered post through the respective Head of Department to reach the **Commissioner - General of Examinations, Organizations (Institution and Foreign Examination) Branch, Department of Examinations, P.O. 1503, Colombo** on or before **27th of May 2019**. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date and incomplete applications shall be rejected.

6.0 *Identity of the applicants.*– Applicants shall be required to 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 identity cards should be submitted to the supervisor.

- (i) The National Identity Card,
- (ii) A valid Passport,
- (iii) A valid Driving license.

The candidature of those who fail to produce any of the above-mentioned identity cards may be cancelled at the discretion of the Commissioner - General of Examinations. All applicants are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to conducting of this examination. Further, applicants shall be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations,

7.0 I. *Applications.*– Applications should be prepared in a paper of A4 size in such a manner that Para nos. 1.0 to 6.0 appear on the first page and the other paragraphs on the other pages. The application could be typewritten, but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised to send one application and not to send photocopies of the application. Applications that do not comply with the specimen and that have not been perfected properly shall be rejected without notice. Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the applicant to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and the application is perfected including all the particulars and further it would be advisable to keep a photocopy of the completed application form.

II. *Penalty for furnishing false information.*– Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/ her candidature is liable to be cancelled at any state prior to, during or after the examination.

III. Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 500/= for the whole examination or for more than one subject and Rs. 250/= for one subject should be paid at any post office/ sub post office island-wide

or any Divisional or District Secretariat office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained thus to the name of candidate should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. Under no circumstances the examination fee shall be refunded. It shall not be allowed to transfer the fee paid for this examination in favor of another. Further, stamps or money orders are not accepted for examination fees.

8.0 The Commissioner General of Examinations shall issue copies of the time table and admission cards to the officers who have sent the applications on or before the closing date, on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in newspapers and website of the Department as soon as the admission cards are issued to the 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. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating your full name, address, National Identity card number and name of the examination along with the copy of the application form. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through fax. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

Note:- Issuance of an admission card to an applicant does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

9.0 The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

10.0 The admission card in which the signature has been attested should be produced to the supervisor of the examination center on the first day of the examination.

11.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No traveling expenses shall be paid.

12.0 The examination shall be held in Sinhala, Tamil and English languages. Candidates can sit for the examination in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination can sit for the examination in the language medium of their education or in an official language. The language medium of examination applied for shall not be allowed to change subsequently.

13.0 Officers may appear separately for each subject at different occasions at their discretion. However, they should score at least forty percent (40%) of the total marks allocated for each subject for a pass. (For further details, refer para - 10 of Development Officers' Service minute.)

14.0 For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

15.0 The Commissioner General of Examinations shall issue the results of all the applicants, who sit for the examination, to the Director General of Combined Services, Ministry of Public Administration and Disaster Management. The names of the applicants, who have passed the examination, shall be published in the web site of the Ministry of Public Administration and Disaster Management.

16.0 *Examination Procedure.* – Applicants should sit for a written examination, which shall consist of the following subjects.

Subject	Marks	Duration	Subject No.
1. Office Systems	100	01 Hrs	01
2. Accounting Systems	100	01 Hr	02
3. Computer Test	100	02 Hrs	03

16.1 *Office Systems.* – This paper is designed to test the candidate's knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/ observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer.

(This paper consists of structured, semi structured and essay type questions. All the questions should be answered).

16.2 *Accounting Systems.* – It is expected to test candidate's knowledge in basic accounts adopted in government office, functions of cash control books.

(This paper consists of structured and semi structured questions. All the questions should be answered)

16.3 (i) Basic concepts of Information Technology

(ii) Windows Operating System

(iii) File Management

(iv) Word Processing

Basic skills, screen familiarization, editing texts, Aligning text, fonts and attributes, indenting paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, thesaurus, working with columns, page setup, printing documents, creating tables. Sorting texts, file management, mail merging, working with macros.

(v) Spreadsheets

Basic skills, formatting, editing, columns and ranges, insertion and deletion, Sorting data, creating charts, printing, @ function, working with macros, file management.

(vi) Database

Basic skills of introduction
Creating and using a database

Forms

Linked forms, popup forms
dialog and message boxes

Queries

Sorting

Obtaining reports

Working with macro

(vii) Presentation/ Illustration

Basic skills, editing, formatting

Applying designs, clip art and graphs, inserting images slide transition and effects, animations using presentation tools, preparing masters, printing slides and notes

(viii) Internet

Introduction to internet, World Wide Web, How to Navigate, practical Internet.

(ix) E-mail

Introduction, basic skills, receiving e-mails, sending e-mails, replying, using attachments, creating and using nick names, composing messages

(This paper consists of multiple choice questions, structured and semi structured type questions. All the questions should be answered)

17.0 This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein shall be determined by the Director General of Combined Services.

K. V. P. M. J. GAMAGE,
Director General of Combined Services.

Ministry of Public Administration and Disaster Management,
Independence Square,
Colombo 07,
09th of April 2019.

(For Office use Only)

SPECIMEN APPLICATION FORM

FIRST EFFICIENCY BAR EXAMINATION OF DEVELOPMENT OFFICERS' SERVICE- 2015 (II) 2019

(Only the officers in Class III of Development Officers' Service, who belong to Combined Services and officers who have exercised their option to be absorbed into Development Officers' Service are eligible to apply as per this examination notification)

Town	Town No.
1.	
2.	

(Indicate the town in which you intend to sit the examination according to your preference as per Section 2.0 of the *Gazette* notification) (This cannot be altered subsequently)

The service to which you belong
(Please refer the note of para 4.0 of the *Gazette* Notification carefully before filling this section)

Language medium of examination :

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the box)

1.0 1.1 Name in Full (In block capitals) : _____.

(Eg : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials at the end (In block capitals) : _____.

(Eg : GUNAWARDHANA, H.M.S.K)

1.3 Name in Full (In Sinhala/Tamil) : _____.

2.0 Place of work and address :

2.1 Name and Address of the Office/Department/Institution (In English block capitals) : _____.

2.2 Name and Address of the Office/Department/Institution (In Sinhala/Tamil) : _____.

2.3 Address to which the admission card should be sent (In English block capitals) : _____.

3.0 Gender : Female - 1
Male - 0

(Indicate the relevant number in the cage.)

4.0 N.I.C No. :

5.0 Subject/s to which you sit for:

Subject	Subject No.

conducting and decisions made with regard to issuing the results of the examination and all the provisions of the Examination Act.

_____,
Signature of applicant.

Date : _____.

6.0 Telephone No. :

Mobile :

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Fixed :

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Note:- Candidate should place his/her signature in the presence of his/her respective Head of Department or an officer assigned to sign on behalf of him.

Attestation of Signature

I certify that Mr./Mrs./Miss. who is an employee of my office and who is personally known to me placed his/her signature in my presence on Since he/she is sitting for the examination for the first time it is advisable to exempt him/ her from the examination fee/ has paid the examination fee and the receipt has been affixed.

_____,
Signature and official stamp
of the Person attesting.

7.0 Present Post :

7.1 Post : _____.

7.2 Number of the letter of appointment: CS/DOS/ : _____.

Note - The Appointment No. of the officers who have already absorbed in to the Development Officers' Service begins with code CS/DOS/A/ officers who have exercised their option to be absorbed into Development Officers' Service the code begins with code CS/DOS/Absorb.

7.3 Date of appointment to Class III of Development Officers' Service/ Date of exercising the option to be absorbed in to the Development Officers' Service : _____.

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

8.0 8.1 Are you sitting the examination for the first time? : _____.

8.2 If not, examination fees paid : _____.
8.3 Post office/ sub post office island-wide or any Divisional/ District Secretariat office : _____.
8.4 Receipt Number : _____.
8.5 Date : _____.

10.0 *Certificate of the Head of the Department :*

- I certify that,
- (i) The information furnished above were verified and,
 - (ii) The officer belongs to the Combined Service/ have exercised their option to be absorbed in to Development Officers Service,
 - (iii) The officer *has/has not appeared for the examination previously,
 - (iv) The officer has appeared for the examination previously and *he/she has affixed the receipt of the fees for the relevant examination,
 - (v) * He/She is eligible to appear for this examination.
- * (Delete inapplicable words).

_____,
Signature and official stamp of the
Head of the Department.

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

One edge of the receipt should be affixed so as not to be detached (It is advisable to keep a photocopy of the receipt)

9.0 Certification of the Applicant :

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above and it is not necessary to pay the examination fee since I am sitting for the examination for the first time/ the receipt issued on payment of examination fee of Rs. to the Post office/ sub post office island-wide or any Divisional/ District Secretariat office on is affixed above. I hereby agree to abide by the rules and regulations imposed by the Commissioner General of Examination for the purpose of

**MINISTRY OF PUBLIC ADMINISTRATION
AND DISASTER MANAGEMENT**

**2nd Efficiency Bar Examination of the
Development Officers' Service - 2017 (11) 2019**

1.0 IT is hereby notified that an Efficiency Bar Examination for the officers in Grade II of Development Officers' Service shall be held by the Commissioner - General of Examinations in the month of August 2019 as per provisions of Para 10 of the approved service minute of Development Officers' Service published in the *Gazette* Extraordinary of the Democratic Socialists Republic of Sri Lanka bearing No 1745/11 dated 14.02.2012 revised by the *Gazette* Extraordinary of the Democratic Socialists Republic of Sri Lanka bearing No 1774/31 dated 07.09.2012.

2.0 This examination for officers in Grade II of the Development Officers' Service shall be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner - General of Examinations reserves the right to cancel any center due to insufficiency of applicants or, any other reason and direct the applicants to an examination center located at the town of the applicant's second preference of towns or a nearby town. Further, if a sufficient number of applicants have not applied to locate examination centers in all the proposed towns or most of the towns, action shall be taken by the Commissioner General of Examinations to conduct the examination strictly in Colombo. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. The town/towns applied for shall not be allowed to change subsequently.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

3.0 (i) This examination shall be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

(ii) The rules and regulations for applicants have been separately printed in the *Gazette* Notification. Candidates shall be subjected to any punishment imposed by the Commissioner - General of Examinations for violation of these rules and regulations.

4.0 *Qualifications.*– Following officers, who have been confirmed in the service after completing the first efficiency bar examination with 10 years of active and satisfactory service period are eligible to sit for this examination.

(i) Officers who have been absorbed to Development Officers' service of the Combined Service.

(ii) Officers who have still not been absorbed to the Development Officers' Service but exercised their option for absorption of the combined service.

Note:- Provisions in respect of the applicants in Provincial Development Officers' Service shall be issued by relevant Provincial Public Service Commission in line with this *Gazette* notification. For the convenience of separating the applications of the officers in public officers in each provincial public service and officers in other institutions who apply for this examination, the code number should be entered when indicating the relevant service or institution in the title of the application. **Accordingly, the Code number of the officers in the Combined Services is 10.** This number should be indicated at top right corner of the application where the words “service station you belong” are indicated **(the responsibility is not taken for the issues caused by the Non submission of the correct number).**

5.0 The application should be in accordance with the specimen appended to this notification and should be prepared by the candidate him/her self. Applications should be sent by registered post through the respective Head of Department to reach the **Commissioner - General of Examinations, Organizations (Institution and Foreign Examination) Branch, Department of Examinations, P.O. 1503, Colombo** on or before 27th of May, 2019. The

name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date and incomplete applications shall be rejected.

6.0 *Identity of the applicants.*– Applicants shall be required to 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 identity cards should be submitted to the supervisor.

- (i) The National Identity Card
- (ii) A valid Passport
- (iii) A valid Driving license.

The candidature of those who fail to produce any of the above-mentioned identity cards may be cancelled at the discretion of the Commissioner - General of Examinations. All applicants are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to conducting of this examination. Further, applicants shall be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations,

7.0 I. *Applications.*– Applications should be prepared in a paper of A4 size in such a manner that Para nos. 1.0 to 6.0 appear on the First page and the other paragraphs on the other pages. The application could be typewritten, but it should be Filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised to send one application and not to send photocopies of the application. Applications that do not comply with the specimen and that have not been perfected properly shall be rejected without notice. Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the applicant to make sure that the application form perfected by him/her complies with the specimen given in the examination notice and the application is perfected including all the particulars and further it would be advisable to keep a photocopy of the completed application form.

II. *Penalty for furnishing false information.*– Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/ her candidature is liable to be cancelled at any state prior to, during or after the examination.

III. Officers appearing for the examination for the first time need not pay examination fees. However, for

subsequent sittings, Rs. 500/= for the whole examination or for more than one subject and Rs. 250/= for one subject should be paid at any post office/ sub post office island-wide should be paid at any post office/ sub post office island-wide or any Divisional or District Secretariat office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained thus to the name of candidate should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. Under no circumstances the examination fee shall be refunded. It shall not be allowed to transfer the fee paid for this examination in favor of another. Further, stamps or money orders are not accepted for examination fees.

8.0 The Commissioner General of Examinations shall issue copies of the time table and admission cards to the officers who have sent the applications on or before the closing date, on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in newspapers and website of the Department as soon as the admission cards are issued to the 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. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating your full name, address, national identity card number and name of the examination along with the copy of the application form. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through fax. Candidates should get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall.

Note.– Issuance of an admission card to an applicant does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

9.0 The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

10.0 The admission card in which the signature has been attested should be produced to the supervisor of the examination center on the first day of the examination.

11.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued

by the Commissioner General of Examinations, enabling them to appear for the examination. No travelling expenses shall be paid.

12.0 The examination shall be held in Sinhala, Tamil and English languages. Candidates can sit for the examination in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination can sit for the examination in the language medium of their education or in an official language. The language medium of examination applied for shall not be allowed to change subsequently.

13.0 Officers may appear separately for each subject at different occasions at their discretion. However, they should score at least forty percent (40%) of the total marks allocated for each subject for a pass. (For further details, refer para - 10 of Development Officers' Service minute.)

14.0 For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

15.0 The Commissioner General of Examinations shall issue the results of all the applicants who sit for the examination, to the Director General of Combined Services, Ministry of Public Administration and Disaster Management. The names of the applicants, who have passed the examination, shall be published in the web site of the Ministry of Public Administration and Disaster Management.

16.0 *Examination Procedure.* – Applicants should sit for a written examination, which shall consist of the following subjects :

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
1. Establishment Code and Procedural Rules	100	02 Hr	01
2. Financial Regulations and Procurement Procedure of Government	100	02 Hr	02

(Part I of the above question papers shall consist of structured questions. All the questions should be answered. Part II shall consist of 08 essay type questions. Only 04 questions should be answered)

16.1 Establishment Code and Procedural Rules

Chapter VI, VII, VIII, XII, XIII, XIV, XVII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXIII, XLVII, XLVIII and Procedural Rules of Public Service Commission.

16.2 Financial Regulations and Procurement Procedure of Government

Chapters I, II, III, IV, V and procurement procedure of the Government.

17.0 This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein shall be determined by the Director General of Combined Services.

K. V. P. M. J. GAMAGE,
Director General of Combined Services.

Ministry of Public Administration and Disaster Management,
Independence Square,
Colombo 07,
09th of April 2019.

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(For Office use Only)

SPECIMEN APPLICATION FORM

SECOND EFFICIENCY BAR EXAMINATION OF DEVELOPMENT OFFICERS' SERVICE- 2017 (II) 2019

Town	Town No.
1.	
2.	
(Indicate the town in which you intend to sit the examination according to your preference as per Section 2.0 of the <i>Gazette</i> notification) (This cannot be altered subsequently)	

The service to which you belong
(Please refer the note of para 4.0 of the *Gazette* Notification carefully before filling this section)

Language medium of examination :

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the box)

1.0 1.1 Name in Full (In block capitals) : _____.

(E.g : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials at the end (In block capitals) : _____.

(E.g : GUNAWARDHANA, H.M.S.K)

1.3 Name in Full (In Sinhala/Tamil) : _____.

2.0 Place of work and address :

2.1 Name and Address of the Office/Department/Institution (In English block capitals) : _____.

2.2 Name and Address of the Office/Department/Institution (In Sinhala/Tamil) : _____.

2.3 Address to which the admission card should be sent (In English block capitals) : _____.

3.0 Gender : Female - 1
Male - 0

(Indicate the relevant number in the cage.)

4.0 N.I.C No. :

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5.0 Subject/s to which you appear :

Subject	Subject No.

6.0 Telephone No. :

Mobile :

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Fixed :

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

7.0 Present Post :

7.1 Post : _____.

7.2 Number of the letter of appointment: CS/DOS/ _____.

Note - The Appointment No. of the officers who have already absorbed in to the Development Officers' Service begins with code, CS/DOS/A officers who have exercised their option to be absorbed into Development Officers' Service the code begins with code CS/DOS/Absorb.

7.3 Date of absorption in to Grade II/III of Development Officers' Service :_____.

7.4 Date of exercising the option to be absorbed in to the Development Officers' Service :_____.

8.0 8.1 Are you sitting for the examination for the first time? :_____.

8.2 If not, examination fees paid :_____.

8.3 Post office/ sub post office island-wide or any Divisional/ District Secretariat office :_____.

8.4 Receipt Number :_____.

8.5 Date :_____.

The receipt should be affixed so as not to be detached (It is advisable to keep a photocopy of the receipt)

9.0 Certification of the Applicant :

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above and it is not necessary to pay the examination fee since I am sitting for the examination for the first time/ the receipt issued on payment of examination fee of Rs. to the Post office/ sub post office island-wide or any Divisional/District Secretariat office on is affixed above. I hereby agree to abide by the rules and regulations imposed by the Commissioner General of Examination for the purpose of making the decisions on conducting the examination and issuing the results and all the provisions of the Examination Act.

_____,
Signature of applicant.

Date :_____.

Note:- Candidate should place his/her signature in the presence of his/her respective Head of Department or an officer assigned to sign on behalf of him.

Attestation of Signature

I certify that Mr./Mrs./Miss who is an employee of my office and who is personally known to me placed his/her signature in my presence on

_____,
Signature and official stamp
of the Person attesting.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

10.0 *Certificate of the Head of the Department :*

I certify that,

(i) The information furnished above were verified and,

(ii) The officer* belongs to the Combined Service/ has exercised his/her option to be absorbed in to Development Officers' Service,

(iii) The officer* is eligible to appear for this examination.

* (Delete inapplicable words)

_____,
Signature and official stamp of the
Head of the Department.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

04-922

**OPEN COMPETITIVE EXAMINATION
FOR RECRUITMENT OF MANAGEMENT
ASSISTANT NON-TECHNICAL SECTION
2 POST (COMPANY INSPECTOR) IN THE
DEPARTMENT OF THE REGISTRAR OF
COMPANIES - 2019**

APPLICATIONS are invited from the suitable Sri Lankan citizens under 2nd paragraph to fill eight vacancies existing in the post of Management Assistant Non Technical Section - 2 (Company Inspector) in the Department of the Registrar of Companies. The examination will be held in Colombo in August 2019.

1. *Mode of Recruitment.*– Candidates who fulfill the following qualifications laid down in the notification will be recruited depending on the total marks obtained from the written examination and a structural interview. Candidates with the highest marks will be selected to fill vacancies by the Registrar General of Companies in accordance with the merit of total marks.

2. Required Qualification :

2-1. Having obtained a degree from a university recognized by the University Grants Commission.

2-2. *Physical Requirements :*

Every applicant should be physically and mentally fit to perform duties of the post and to serve any part of the Island

2-3. *Other Qualifications:*

- (i) Must be a citizen of Sri Lanka.
- (ii) Must have an excellent character.
- (iii) Must have fulfilled the qualifications for the requirement to the post at the closing date due for applications.

3. *Terms and Conditions of Employment :*

- (i) This post is permanent and you will be subjected to the policy decision taken by the Government in the future regarding the pensions entitled to you.
- (ii) The appointment is subjected to a probationary period of 03 years and employees' category in the Department of the Registrar of Companies (Companies Inspector) should pass the first Efficiency Bar Examination within 03 years from the date of appointment.
- (iii) In terms of Public Administration Circular No. 01/2014 dated 21.01.2014 the successful candidates should obtain the relevant proficiency in the official language other than the official language through which they joined the public service within a period of 5 years from recruitment to the post and those who join the public service in the medium of language which is not an official language, should obtain the required official language proficiency within the probationary period.
- (iv) This appointment is subject to the Procedural Rules of the Public Service Commission, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Regulations.

4. *Age Limit.*– Not less than 21 years of age and not more than 35 years as at the closing date of calling applications.

5. *Salary Scale.*–Rs. 31,490/- 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - Rs. 54,250/- monthly salaries will be paid for the post (Public Administrative Circulars No. 06/2016 and Salary Code MN - 04-2016)

6. *Written Examination :*

- (i) This examination will be held in Colombo in August 2019 by the Commissioner General of Examinations on behalf of the Registrar General of Companies.
- (ii) This examination will be in three languages. (Sinhala, Tamil & English).
- (iii) Applicants can answer to the questions papers in one selected language. They are not allowed to change the medium after applying.
- (iv) Details of the written test are given here after.

<i>Subject No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01	Language Proficiency	2 hours	100	40%
02	Aptitude Test	1 hour	100	40%

01. *Language Proficiency :*

This paper will comprise with questions to measure candidate's ability of language expression of views, comprehension, spelling, composition & letter drafting. The language familiarity with chart, diagrams and graphic and also precis writing and simple grammar will be tested.

02. *Aptitude Test :*

Ability of to solve statistical and mathematical expressions, rational thinking with general knowledge. This paper will also include multiple choice questions and short answers are expected.

7. *Selection Criteria :*

- (i) Eligible candidates shall be directed for the written text and it is compulsory to obtain a maximum 40% for each question paper and interview called from the maximum marks in descending order considering vacancies to be filled.
- (ii) The interview panel which will be appointed by the Registrar General of Companies shall check and interview whatever required qualifications shall comply with the notification. No marks shall be given for the performance at the interview.

8. *Method of Application :*

- (i) Applications should be prepared in “8 1/2 x 12” (A4) papers and as items 01-05 in the first page and the rest items in the second and third pages respectively. The name of the examination specified under the heading of the specimen shall be entered in English Language in addition to the Sinhala Language in the application of Sinhala Medium and in English Language apart from Tamil in Tamil Medium. The applications which are not conformed to the prescribed specimen will be rejected. If any of the particulars furnished by you are found to be false or incorrect, your candidature will be cancelled without informing. Please keep a photocopy of the application for future reference.
- (ii) The application should be clearly filled by his / her own hand writing.
- (iii) Duly filled applications should be sent under the registered post to reach the Commissioner General Examinations, (Organization and Foreign Examinations Branch) P.O.Box 1503, Department of Examinations, Colombo on or before 24.05.2019. Applications received after the closing date will be rejected. On the top left hand corner of the envelope containing the application should mention the post applied such “Recruitment of Management Assistant Non-Technical-Section 2 post in the Department of the Registrar of Companies”.
- (iv) The officers in the Public Service and Provincial Public Service should have attested. Other candidates signature in the application form and should have been attested by a principal of a Government School, Grama Niladhari of the Division, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces and an Officer holding a staff grade post in the Public Service.
- (v) Applications which are delayed, incomplete and not prepared in accordance with the specimen will be rejected without notice.
- (vi) The Commissioner General Examinations will issue admission cards to the candidates who have sent their application which have been

duly perfected with the language medium of examination, with signature of the applicant and attestation of the signature certification of the Head of the Department.

- (vii) A notice shall be published in the newspapers in the official website of the Department of Examinations, Sri Lanka as soon as admission cards are issued to applicants, If the admission card is not received by an applicant even after 2 or 3 days of such an advertisement, steps shall be taken to inform the Department of Examinations, Sri Lanka in the manner specified in the advertisement. The candidate shall communicate with the Department of Examination mentioning the full name, address, national identity card number and name of the examination applied for. In case of the applicants outside Colombo, a letter of request containing the above details with a fax number shall be sent to the fax number mentioned in the notification in order to send a copy of the admission card. It would be advisable to keep a photocopy of the completed application form, a copy of the receipt obtained by payment of the examination fee (if applicable) and the receipt obtained when posting the application at your possession in order to prove any particulars requested by the Department of Examinations.

9. *Sitting for Examination :*

- (i) This examination is conducted by the Commissioner General Examinations and all candidates shall be required to abide by rules and regulations laid down by him with regard to the same. Rules and regulations for applicants published at the beginning of paragraph in part of this *Gazette* shall be submitted to the supervisor of the examination. A candidate who does not submit the admission card shall not be allowed to sit for the examination.
- (ii) A candidate must be sat for the examination in the hall allocated to him/her. Every candidate must handover his/her admission card to the examiners on the first day of the examination before the commencement. All candidates are bound to act in conformity with the provisions of the examinations Act.

Note.– Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

10. *Examination Fee.* - Examination fee is Rs.600/-. The fee can be paid at any post office / sub post office or District / Divisional Secretariat in the island. The examination fee to be credited to the revenue head 20-03-02 of the Commissioner General of Examinations before the closing date of applications. The receipt obtained shall be affixed in the relevant cage so as not to be detached. Keeping a photocopy of the receipt with the candidate will be useful.

Note: Under no circumstances the fee will be full or part refunded. The fee paid for this examination shall not be allowed to transfer in respect of any other examination.

11. *Identity of the Candidate.* - Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents shall be permitted for this purpose.

- (i) National Identity Card issued by the Department of Registration of Persons,
- (ii) A valid Passport,
- (iii) A valid Driving License.

12. *Furnishing false Particulars.* - If any of the particulars furnished by you are found to be false or erroneous before the recruitment, your candidature will be cancelled. In case of such falsehood or error is detected after the recruitment, action will be taken to discontinue your service, subject to relevant disciplinary actions being taken.

13. The Public Service Commission shall receive rights and authority for any other aspect which is not mentioned herein.

14. In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala Text shall prevail.

By order of the Public Service Commission,

Registrar General of Companies,
The Department of the Registrar of Companies,
No 400,
D. R. Wijewardhana Mawatha,
Colombo 10.

Open Competitive Examination for Recruitment of Management Assistant Non- Technical Section 2 Post (Company Inspector) in the Department of the Registrar of Companies - 2019

Medium of Examination:

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

Medium of examination cannot be changed.

01. 1.1 Name in full (In English Block Letters): Mr./Mrs./ Miss :_____.
(Ex.: HERATH MUDIYANSELAGE BUDDHIKA SAMPATH KUMARA GUNAWARDHANA)
- 1.2 Name With last name at the beginning and initials of other names at the end (In Block Letters) :_____.
(Ex.: GUNAWARDHANA, H. M. B. S. K.)
- 1.3 Name in full :_____.
(Sinhala/Tamil)
02. 2.1 Permanent Address (In Block Letters) :_____.
- 2.2 Permanent Address (In Block Letters) :_____.
- 2.3 Mobile Phone No. :_____.
- 2.4 National Identity Card No. :

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03. 3.1 Sex:
Male - 0
Female - 1
- 3.2 Marital Status:
Unmarried - 1 Married - 2
(Indicate the relevant number in the cage)
04. 4.1 Date of Birth:
Year Month Date
- 4.2 Age as at 24.05.2019:
Years Months Days
05. 5.1 Are you a citizen of Sri Lanka :_____.
(By descent or by registration)
- 5.2 Ethnicity :_____.

06. 6.1 Particulars of G. C. E. (O/L) Examination :

- I. (i) State the year and month of examination passed : _____.
(ii) Index number of the applicant : _____.

Subject	Results

II. Particulars of G. C. E. (A/L) Examination only if relevant :

- (i) State the year and month of examination passed : _____.
(ii) Index number of the applicant : _____.

Subject	Results

III. Basic degree qualification :

- (i) Degree : _____.
(ii) Subjects : _____.
(iii) Date qualified for the degree : _____.
(iv) University : _____.

6.2 Other qualifications : _____.

(Ex. : Computer literacy/Tamil -English language proficiency)

6.3 Professional qualifications relevant to the field till 24.05.2019 :

Years : _____. Months : _____. Days : _____.

07. If the candidate had been terminated or vacated the post at a Government Department:

08. 8.1 If found guilty by a Court of Law for a criminal offence : _____.

8.2 The details of the offence and the punishment given : _____.

09. Details of the examination fee:

- 9.1 Name of the office : _____.
9.2 Receipt No. and date : _____.
9.3 Amount :

Please attach the receipt of examination fee so as not to be detached. It is advisable to retain a photocopy of the receipt.

10. Declaration by the Applicant:

I declare that the foregoing particulars for herein to and to and accurate to the best of my knowledge, the receipt number dated relating to the examination fee is pasted. I will hereby abide by any decision taken before, during or after the examination, if I am deemed not qualified to sit for the exam in accordance with rules and regulations relating to the conducting of the examination, further I will abide by all rules and regulations stipulated concerning the conducting of the examination.

_____,
Signature of the applicant.

Date : _____.

11. Certification of the signature:

This is to certify that Mr./Mrs./Miss Submitting the application on placed his/her signature before me and that he/she has pasted the receipt on the application after paying the examination fee.

_____,
Signature of the attester.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

(Place the official stamp)

12. Recommendation by the Head of Department/Institution :

I do here by certify that Mr./Mrs./Miss sumitting the application is employed in this institution as a (post) and that, necessary actions will be taken to release him/her from the service of this institution if he/she is selected for the above post.

_____,
Signature of the Head of the Institution.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

(Place the official stamp)

04-1112