

- N.B.**— (i). Part IV(A) of the *Gazette* No. 2251 of 22.10.2021 was not published.  
(ii). The List of Jurors' in Kurunegala District Jurisdiction Area in year 2021, 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 2,252- 2021 ඔක්තෝබර් මස 29 වැනි සිකුරාදා - 2021.10.29  
No. 2,252- FRIDAY, 29 OCTOBER, 2021

(Published by Authority)

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

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

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- Note.*— (i) Code of Criminal Procedure (Amendment) Bill was published as a supplement to the part II of the *Gazette* of the Democratic Socialist Republic of Sri Lanka of 08th October, 2021.  
(ii) Termination of Employment of workmen (Special Provisions) (Amendment) Bill was published as a supplement to the part II of the *Gazette* of the Democratic Socialist Republic of Sri Lanka of 08th October, 2021.  
(iii) Minimum Retirement Age of workers Bill was published as a supplement to the part II of the *Gazette* of the Democratic Socialist Republic of Sri Lanka of 08th October, 2021.

#### 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 19th November, 2021 should reach Government Press on or before 12.00 noon on 05th November, 2021.

#### 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, 2021.

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



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### REGISTRAR GENERAL'S DEPARTMENT

#### Post of Registrar of Muslim Marriages (Sinhala)

#### Anuradhapura District

Applications are called for the Post of Registrar of Muslim Marriages in the divisions set out in the schedule hereof ;

01. Applicant should be a permanent resident of relevant Muslim Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Only Muslim Males can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the application. (Maximum age of retirement is 65 years).
04. Applicants for the Post of Registrar of Muslim Marriages should be married and should not be a widower or divorced.
05. Applicants should have passed minimum of 06 subjects including Sinhala/Tamil (relevant language for the post) with 02 Credit passes in not more than Two (02) sittings in G.C.E. (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the division or else should have passed in any other similar examination.  
  
*N.B.-* In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicabel only if the applicant passes both parts of the said subject. (Possession of Moulavi Certificate of Diploma in Arabic Language shall be considered as fulfillment of aforesaid basic qualification.)
06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as village name list / Garama Niladhari Divisions of the relevant division of Muslim Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, divisional secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.
08. Relevant application and the said "Annex - 01" inclusive of village name list /Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **2021.11.29** by registered post to the address given in the schedule.

W. M. M. B. WEERASEKARA,  
Registrar General.

Registrar General's Department,  
No. 234/A3, Denzil Kobbekaduwa Mawatha,  
Battaramulla.  
07th October, 2021

**Schedule**

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Anuradhapura	Ipalogama	Post of Muslim Marriage Registrar of Kalawewa Area Kalagam Palatha Division	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura.
Anuradhapura	Thalawa	Post of Muslim Marriage Registrar of Katiyawa Area Nuwaragam Palatha Division	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura.
Anuradhapura	Kahatagasdigiya	Post of Muslim Marriage Registrar of Nelugollakada Area Hurulu Palatha Division	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura.

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**REGISTRAR GENERAL'S DEPARTMENT**  
**Post of Registrar of Muslim Marriages (Sinhala/Tamil)**

**Puttalam District**

Applications are called for the Post of Registrar of Muslim Marriages in the divisions set out in the schedule hereof ;

01. Applicant should be a permanent resident of relevant Muslim Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Only Muslim Males can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the application. (Maximum age of retirement is 65 years).
04. Applicants for the Post of Registrar of Muslim Marriages should be married and should not be a widower or divorced.
05. Applicants should have passed minimum of 06 subjects including Sinhala/Tamil (relevant language for the post) with 02 Credit passes in not more than Two (02) sittings in G.C.E. (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populates within the division or else should have passed in any other similar examination.

**N.B.-** In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicabel only if the application passes both parts of the said subject. (Possession of Moulavi Certificate of Diploma in Arabic Language shall be considered as fulfillment of aforesaid basic qualification).

06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as village name list / Grama Niladhari Division of the relevant division of Muslim Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, divisional secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.
08. Relevant application and the said "Annex - 01" inclusive of village name list /Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **2021.11.29** by registered post to the address given in the schedule.

W. M. M. B. WEERASEKARA,  
Registrar General.

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

07th October, 2021

### Schedule

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Puttalam	Naththandiya	Post of Muslim Marriage Registrar of Pitigal Koralya South Division	District Secretary/ Additional Registrar General, District Secretariat, Puttalam.
Puttalam	Chilaw	Post of Muslim Marriage Registrar of Chilaw Town Area Pitigal Koralya North Division	District Secretary/ Additional Registrar General, District Secretariat, Puttalam.

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**REGISTRAR GENERAL'S DEPARTMENT**  
**Post of Registrar of Muslim Marriages (Sinhala/Tamil)**  
**Kurunegala District**

Applications are called for the Post of Registrar of Muslim Marriages in the divisions set out in the schedule hereof ;

01. Applicant should be a permanent resident of relevant Muslim Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.

02. Only Muslim Males can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the application. (Maximum age of retirement is 65 years).
04. Applicants for the Post of Registrar of Muslim Marriages should be married and should not be a widower or divorced.
05. Applicants should have passed minimum of 06 subjects including Sinhala/Tamil (relevant language for the post) with 02 Credit passes in not more than Two (02) sittings in G.C.E. (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populates within the division or else should have passed in any other similar examination.

**N.B.-** In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicabel only of the applicant passes both parts of the said subject. (Possession of Moulavi Certificate of Diploma in Arabic Language shall be considered as fulfillment of aforesaid basic qualification).

06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as village name list / Garama Niladhari Division of the relevant division of Muslim Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, divisional secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.
08. Relevant application and the said "Annex - 01" inclusive of village name list /Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **2021.11.29** by registered post to the address given in the schedule.

W. M. M. B. WEERASEKARA,  
Registrar General.

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

05th October, 2021

### Schedule

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Mahawa	Post of Muslim Marriage Registrar of Randenigama Area Wannu Hathpattu Division	District Secretary/ Additional Registrar General, District Secretariat, Kurunegala.
Kurunegala	Mawathagama	Post of Muslim Marriage Registrar of Paragahadeniya Area Weudavilli Hathpattu Division	District Secretary/ Additional Registrar General, District Secretariat, Kurunegala.

## REGISTRAR GENERAL'S DEPARTMENT

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

#### Puttalam District

Applications are called for the Post of Registrar of Births, Deaths and Marriages / Additional Marriages for the divisions set out in the schedule hereof ;

01. Applicant should be a permanent resident of relevant Births, Deaths and Marriages / Additional Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Both Male and Female candidates can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the application. (Maximum age of retirement is 65 years).
04. Applicants for the Post of Registrar of Marriages should be married and should not be a widow/widower or divorced.
05. Applicants should have passed minimum of 06 subjects including Sinhala language with 02 Credit passes in not more than Two (02) sittings in G.C.E. (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populates within the division or else should have passed in any other similar examination.  
  
*N.B.-* In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicabel only of the applicant passes both parts of the said subject.
06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as village name list / Garama Niladhari Division of the relevant division of Birth / Death and Marriages / Additional Marriages, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.
08. Relevant application and the said "Annex - 01" inclusive of village name list /Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before 2021.11.29 by registered post to the address given in the schedule.

W. M. M. B. WEERASEKARA,  
Registrar General.

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

07th October, 2021



**Schedule**

<b><i>District</i></b>	<b><i>Divisional Secretariat Division</i></b>	<b><i>Post &amp; Division for which Applications are called</i></b>	<b><i>Address to which Applications should be sent</i></b>
Puttalam	Mundel	Post of Additional Marriages Registrar of Puttalam Pattu Division	District Secretary/ Additional Registrar General, District Secretariat, Puttalam
Puttalam	Naththandiya	Post of Births and Deaths Registrar of Naththandiya Division and Post of Marriages (General) Registrar of Pitigal Koralya South Division	District Secretary/ Additional Registrar General, District Secretariat, Puttalam.

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**REGISTRAR GENERAL'S DEPARTMENT**

**Post of Registrar of Births and Deaths  
Sinhala Medium**

**Puttalam District**

Applications are called for the Post of Registrar of Births and Deaths for the divisions set out in the schedule hereof ;

01. Applicant should be a permanent resident of relevant Registrar of Births and Deaths Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Both Male and Female candidates can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 65 years).
04. Applicant should have passed minimum of 06 subjects including Sinhala language with 02 Credit passes in not more than Two (02) sittings in G.C.E. (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the division or else should have passed in any other similar examination.

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

05. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.

Under circumstances where there is no adequate office facilities provided within the hospital premises, recruited candidate for post of the Registrar of Birth and Deaths, should be able to establish his/her office at a suitable building located in the close proximity within 01 km from the Hospital.

06. Additional details such as village name list / Garama Niladhari Division of the relevant division of Births and Deaths, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule here under.
07. Relevant application and the said "Annex - 01" inclusive of village name list /Grama Niladhari Divisions could be collected from District Secretariat (AG Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
08. Duly filled applications should be forwarded on or before 29.11.2021 by registered post to the address given in the schedule.

W. M. M. B. WEERASEKARA,  
Registrar General.

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

05th October, 2021

### Schedule

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Puttalam	Puttalam	Post of Births and Deaths Registrar of Puttalam Town Division	District Secretary/ Additional Registrar General, District Secretariat, Puttalam.

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### REGISTRAR GENERAL'S DEPARTMENT

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

**Kurunegala District**

Applications are called for the Post of Registrar of Births and Deaths and Marriages/ Additional Marriages for the divisions set out in the schedule hereof ;

01. Applicant should be a permanent resident of relevant Births, Deaths and Marriages / Additional Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.

02. Both Male and Female candidates can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 65 years).
04. Applicants for the Post of Registrar of Marriages should be married and should not be a widow/widower or divorced.
05. Applicants should have passed minimum of 06 subjects including Sinhala language with 02 Credit passes in not more than Two (02) sittings in G.C.E. (O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the division or else should have passed in any other similar examination.  
  
*N.B.-* In case a subject contains 02 parts at GCE (O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.
06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as village name list / Garama Niladhari Divisions of the relevant division of Births, Deaths and Marriages/Additional Marriages Marriage, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.
08. Relevant application and the said "Annex - 01" inclusive of village name list /Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website ([www.rgd.gov.lk](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before 29. 11. 2021 by registered post to the address given in the schedule.

W. M. M. B. WEERASEKARA,  
Registrar General.

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

06th October, 2021

**Schedule**

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post &amp; Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kurunegala	Alawwa	Post of Births and Deaths Registrar of Dambadeni Udukaha South Boyawalana Division and Post of Marriages (Kandyan/General) Registrar of Dambadeni Hathpattu Division	District Secretary/ Additional Registrar General, District Secretariat, Kurunegala.
Kurunegala	Wariyapola	Post of Births and Deaths Registrar of Dewamadda Korale South Division and Post of Marriages (Kandyan/General) Registrar of Dewamadi Hathpattuwa Division	District Secretary/ Additional Registrar General, District Secretariat, Kurunegala.
Kurunegala	Bingiriya	Post of Births and Deaths Registrar of Kinyama Koralya Division and Post of Marriages (Kandyan/General) Registrar of Katugampala Hathpattuwa Division	District Secretary/ Additional Registrar General, District Secretariat, Kurunegala.
Kurunegala	Rasnayakapura	Post of Birth and Deaths Registrar of Magul Madagandahaya Koralya West Division and Post of Marriages (Kandyan/General) Registrar of Wannu Hathpattuwa Division	District Secretary/ Additional Registrar General, District Secretariat, Kurunegala.

## Examinations, Results of Examinations & c.

### MINISTRY OF PUBLIC SERVICES, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

#### 1st Efficiency Bar Examination of the Development Officers' Service - 2016(I) 2021

01. 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 **February 2022** as per provisions of Para 10 of the Minute of Development Officers' Service published in the Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1745/11 dated 14.02.2012 revised by the Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1774/31 dated 07.09.2012. The application form has been published on the website of the Department of Examinations of Sri Lanka at **www.doenets.lk** through the Online Application (E.B. Exams) interface under "Our Services" and applications can be submitted only online. There are two separate online applications posted on the website for officers appearing for the examination for the first time and for the officers appearing for subsequent terms. Officers should select the relevant online application according to the sitting they appear. Once the application has been submitted online, download it and complete the other parts of the printed copy, Certificate of Applicant, Certificate of Signature and Certificate of Head of Department registered post to reach Commissioner General of Examinations, Institutional Examinations Organization Division Department of Examinations, P.O. Box. 1503, Colombo on or before the closing date of applications. The words "First Efficiency Bar Examination for Development Officers - 2016(I)2021" shall be clearly indicated on the top left-hand corner of the envelop. The closing date of applications is **29th of November 2021**.

*Note.*- It is compulsory to send the printed copy of the application by post and no complaint that an application has been lost or delayed in post shall be considered. The applicants shall bear losses, which may occur due to their delay in sending applications until the closing date. (it is advisable to keep a copy of the downloaded application)

02. This examination for officers in Grade III of the Development Officers' Service shall be held in Colombo, Kandy, Galle, Jaffna, Trincomalee, Kurunegala, Anuradhapura, Badulla and Ratnapura. 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.

<i>Town</i>	<i>Town No.</i>
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Trincomalee	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

03.

- (i) This examination shall be conducted by the Commissioner -General of Examinations and the candidates shall 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.

04. *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.-** For the convenience of separating the applications of the officers in 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. The responsibility shall not be taken in respect of the issues caused when issuing the results due to not indicating the correct number.**

05. Applicants 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 accepted for this purpose.

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

Candidates should enter the examination hall without covering their face and ears in order to prove their identity. Further, any candidate who refuses to assist for proving his/ her identity shall not be allowed to enter the examination hall. The candidates should remain in the examination hall from the time of entering up to leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. He/She shall be subjected to any punishment imposed by the Commissioner General of Examinations, if such rules and regulations are violated.

06. I. *Applications*. - Online applications shall be perfected in English medium only. Once both the soft copy submitted online and the printout sent through registered post are received by the Department of Examinations, the soft copy and the printout are verified. It shall be informed through SMS to the mobile number used to access the system or through e-mail as to whether the Department accepts/ does not accept the same as a valid application. Download the common instructions sheet prepared for applying for the examination before perfecting the online application. Strictly follow these instructions when perfecting the application. Any change made in the application once a printout is taken shall not be considered as a valid change.
- 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 examinations 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. 250/- for one subject should be paid. Payment of examination fees should be made strictly using the following methods provided by the online system.
- i. Bank Credit Card
  - ii. Bank Debit Card with internet Payment facility
  - iii. Bank of Ceylon Online Banking Method
  - iv. Bank of Ceylon Slip Payment
  - v. Through Post Office

**Note.-** The instructions on payment through the above methods are published under the technical instructions related to the examination in the website.

The receipt of payment shall be acknowledged through SMS or e-mail. The total examination fee should be paid and applications of the candidates, who have made payments more or less than the prescribed examination fee, shall be rejected. Department of Examinations shall not bear responsibility on the errors that occur when paying the examination fees through the above methods. Under no circumstances the examination fee shall be refunded/ allowed to be transferred in favour of another.

07. 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 news papers 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.

**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.

08. 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.
09. 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.
10. The Heads of Departments should approve duty leave for officers, who are sitting for the examination for the first time and 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.
11. 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.
12. 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.)
13. The result sheet of the applicants, who belong to the Combined Service, shall be sent to the Director General of Combined Services, Ministry of Public Services, Provincial Councils and Local Government by the Department of Examinations, Sri Lanka. Action shall be taken to public the names of the applicants, who have passed the examination, in the website of the Ministry of Public Services, Provincial Council and Local Government.
14. *Examination Procedure* : Applicants should sit for a written examination, which shall consist of the following subjects.

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

14.1 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)

14.2 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)

- 14.3 (i) Basic concepts of Information Technology  
(ii) Windows Operating System  
(iii) File Management  
(iv) Word Processing

Basic skills, screen familiarization, editing texts, aligning texts, fonts and attributes, indenting paragraphs, change of line spacing, Tab setting, finding and replacing text, spelling and grammar, the saurus, 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, inseting 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)

15. 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.

S. ALOKABANDARA ,  
Director General of Combined Services.

Ministry of Public Services, Provincial Councils  
and Local Government,  
Independence Square,  
Colombo 07.  
13th of October, 2021.



**MINISTRY OF PUBLIC SERVICES, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT**

**2nd Efficiency Bar Examination of the Development Officers' Service - 2018(I) 2021**

01. 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 **February 2022** as per provisions of Para 10 of the approved service minute of Development Officers' Service published in the extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 1745/11 dated 14.02.2012 revised by the *extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 1774/31 dated 07.09.2012. The application form has been published on the website of the Department of Examinations of Sri Lanka at [www.doenets.lk](http://www.doenets.lk) through the Online Application (E.B. Exams) interface under " Our Services" and applications can be submitted only online. There are two separate online applications posted on the website for officers appearing for the examination for the first time and for the officers appearing for subsequent terms. Officers should select the relevant online application according to the sitting they appear. Once the application has been submitted online, download it and complete the other parts of the printed copy, Certificate of Applicant, Certificate of Signature and Certificate of Head of Department registered post to reach Commissioner General of Examinations, Institutional Examinations Organization Division, Department of Examinations, P.O. Box. 1503, Colombo on or before the closing date of applications. The words "Second Efficiency Bar Examination for Development Officers - 2018(I)2021" shall be clearly indicated on the top left-hand corner of the envelop. The closing date of applications is **29th of November 2021**.

*Note.-* It is compulsory to send the printed copy of the application by post and no complaint that an application has been lost or delayed in post shall be considered. The applicants shall bear losses, which may occur due to their delay in sending applications until the closing date. (it is advisable to keep a copy of the downloaded application)

02. This examination for officers in Grade II of the Development Officers' Service shall be held in Colombo, Kandy, Galle, Jaffna, Trincomalee, Kurunegala, Anuradhapura, Badulla and Ratnapura. 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.

<i>Town</i>	<i>Town No.</i>
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Trincomalee	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

03.

- (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.

04. *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.**

05. Applicants 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 accepted for this purpose.

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

Candidates should enter the examination hall without covering their face and ears in order to prove their identity. Further, any candidate who refuses to assist for proving his/ her identity shall not be allowed to enter the examination hall. The candidates should remain in the examination hall from the time of entering up to leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. He/She shall be subjected to any punishment imposed by the Commissioner General of Examinations, if such rules and regulations are violated.

06. I. Applications - Online applicaions shall be perfected in English medium only. Once both the soft copy submitted online and the printout sent through registered post are received by the Department of Examinations, the soft copy and the printout are verified. It shall be informed through SMS to the mobile number used to access the system or through e-mail as to whether the Department accepts/ does not accept the same as a valid application. Download the common instructions sheet prepared for applying for the examination before perfecting the online application. Strictly follow these instructions when perfecting the application. Any change made in the application once a printout is taken shall not be considered as a valid change.
- 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. 250/- for one subject should be paid. Payment of examination fees should be made strictly using the following methods provided by the online system.
  - i. Bank Credit Card
  - ii. Bank Debit Card with Internet Payment facility
  - iii. Bank of Ceylon Online Banking Method
  - iv. Bank of Ceylon Slip Payment
  - v. Through a Post Office

**Note.-** The instructions on payment through the above methods are published under the technical instructions related to the examination in the website.

The receipt of payment shall be acknowledged through SMS or e-mail. The total examination fee should be paid and applications of the candidates, who have made payments more or less than the prescribed examination fee, shall be rejected. Department of Examinations shall not bear responsibility on the errors that occur when paying the examination fees through the above methods. Under no circumstances the examination fee shall be refunded/ allowed to be transferred in favour of another.

07. 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.

*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.

08. 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.

09. 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.

10. 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.

11. 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.

12. 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.)

13. The result sheet of the applicants, who belong to the Combined Service, shall be sent to the Director General of Combined Services, Ministry of Public Services, Provincial Councils and Local Government by the Department of Examinations, Sri Lanka. Action shall be taken to public the names of the applicants, who have passed the examination, in the website of the Ministry of Public Services, Provincial Councils and Local Government.

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

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

14.1 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.

14.2 Financial Regulations and Procurement Procedure of Government

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

15. 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.

S. ALOKABANDARA,  
Director General of Combined Services.

Ministry of Public Services, Provincial Councils  
and Local Government,  
Independence Square,  
Colombo 07.  
13th of October, 2021.

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