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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,269 - 2022 පෙබරවාරි මස 25 වැනි සිකුරාදා - 2022.02.25
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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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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 18th March, 2022 should reach Government Press on or before 12.00 noon on 04th March, 2022.

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, 2022.

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

PARLIAMENT OF SRI LANKA

Vacancy

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following posts on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before **March 11, 2022** indicating the post applied for, on the top left-hand corner of the envelope. (This information is found on the website: www.parliament.lk)

Note: The post applied for must be mentioned at the top of the application.

01. Parliamentary Interpreter (Sinhala/English/Sinhala)
Parliamentary Interpreter (Sinhala/Tamil/Sinhala)
Parliamentary Interpreter (English /Tamil/ English)

1.1 *Salary Scale :*

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 47, 340 – 3 x 755/ 13 x 1,030 – 62,995/- (On this salary scale, the minimum initial monthly remuneration together with all the allowances will be approximately Rs.95, 000.00)

1.2 *Age Limit :*

Not less than 22 years and not more than 40 years of age as at the closing date for applications. (The upper age limit shall not apply to those who are already confirmed in Public/ Provincial Public Service).

1.3 *Educational Qualifications and Experience :*

Candidates who possess any of the educational qualifications and experience mentioned under (a) and (b) below can apply for the above posts.

- (a) A degree offered by a University recognized by the University Grant Commission (UGC).

(Candidates applying for the post of Parliamentary Interpreter (Sinhala/ English/ Sinhala) should have studied English or Sinhala, Candidates applying for the post of Parliamentary Interpreter

(Sinhala/Tamil/Sinhala) should have studied Sinhala or Tamil and Candidates applying for the post of Parliamentary Interpreter (English/Tamil/English) should have studied English or Tamil for the degree.)

and

Having passed the G.C.E.(O/L) examination in six subjects in not more than in two sittings, including credit passes for Mathematics and for the language which is not offered for the degree.

and

Not less than two years of post-qualifying experience in a language related field such as Teaching, Interpretation, Translation and Mass Media in a government or a recognized institution.

and

Ability to interpret from one language to the other language with equal ease is required.

- (b) Having passed G.C.E (Advanced Level) Examination in 04 subjects (Old Syllabus) or in 03 subjects (New Syllabus) in one sitting.

and

Having passed G.C.E (Ordinary Level) examination in six subjects including credit passes for Mathematics and relevant languages in not more than two sittings.

(Candidates applying for the post of Parliamentary Interpreter (Sinhala/ English/ Sinhala) should have credit passes for English and Sinhala, Candidates applying for the post of Parliamentary Interpreter (Sinhala/ Tamil/Sinhala) should have credit passes for Sinhala and Tamil and Candidates applying for the post of Parliamentary Interpreter (English/Tamil/English) should have credit passes for English and Tamil)

and

Not less than five years of post-qualifying experience in a language related field such

as Teaching, Interpretation, Translation or Mass Media in a government or recognized institution.

and

Ability to interpret from one language to the other language with equal ease is required.

1.4 *Method of Recruitment*

Recruitment will be made on the results of the tests conducted on simultaneous interpretation and translation and an interview.

Note: Candidates possessing qualifications under 1.3 (a) or (b) above should have the ability to interpret simultaneously between the languages in the relevant stream he/she applies for and service experience in simultaneous interpretation is not compulsory.

02. Computer Programmer

2.1 *Salary Scale*

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 43,565 – 9 x755/6x930-55,940 (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 89,000.00)

2.2 *Age Limit*

Should be not less than 22 years and not more than 35 years of age by the closing date for applications. (Upper age limit will not be applicable for internal candidates.)

2.3 *Educational Qualifications*

A degree in Computer Science / Information Technology / Information Systems offered by a University recognized by the University Grants Commission (UGC).

and

Having passed the G.C.E. (O/L) examination in six subjects including credit passes in Sinhala/Tamil, Mathematic and English not more than in two sittings

2.4 *Experience*

Minimum three years of post-qualifying experience as a computer programmer in web based application development in “PHP, Java, JavaScript” and “RDBMS in MSSQL, MySQL.”

2.5 *Method of Recruitment*

On the merit of the written/trade test and a structured interview.

03. Technical Officer (Electrical)

3.1 *Salary Scale*

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 34,605 - 9x660/3x755 - 42,810/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs.63,000.00)

3.2 *Age Limit*

Should be not less than 25 years and not more than 35 years of age by the closing date for applications. (The upper age limit shall not apply to those who are already confirmed in Public/ Provincial Public Service)

3.3 *Educational Qualifications*

Having passed the G.C.E.(A/L) examination in Mathematics stream four subjects (old syllabus) / three subjects (new syllabus) in one sitting.

and

Having passed the G.C.E.(O/L) examination in six subjects including credit passes for Sinhala/Tamil, English/English Literature and Mathematics not more than in two sittings.

3.4 *Professional Qualifications*

(i) National Diploma in Technology (NDT) (Electrical/ Electronics/ Telecommunications);

or

(ii) Higher National Diploma in Engineering (HNDE) (Electrical/ Electronics/ Telecommunications);

or

(iii) National Diploma in Engineering ((NDES) (Electrical/ Electronics/ Telecommunications);

or

(iv) Diploma in Technology (Open University) (Electrical/ Electronics/ Telecommunications);

or

(v) NVQ level VI in Electrical/ Electronics/ Telecommunication fields.

3.5 *Experience :*

After completing the Educational and Professional Qualifications in above (3.3) and (3.4), experience in not less than three years' as

a Technical Officer (Electronic/ Audio Visual/ Telecommunications/ Broadcasting) or similar capacity in a recognized institution.

Preference will be given to those working in audio visual broadcasting industry with hands-on experience in nonlinear editing, camera controlling, vision mixing, broadcasting systems installations and configurations, extensive knowledge in commonly available video formats and competence in computer software and hardware.

3.6 *Method of Recruitment* - On the merit of a written test and an interview.

04. **Terms and Conditions of Service**

- (i). These posts are permanent. Pension entitlement pertaining to these posts will be determined according to policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public Service is selected, he / she will be appointed subject to an acting period of one year.
- (ii). The selected candidate will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- (iii). The selected candidate should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- (iv). The Selected candidate will be subject to a medical examination.

(v). A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

05. Applicants should attach to their application, copies (NOT ORIGINALS) of following certificates. Originals of the certificates should be produced when called upon to do so.

- (a) Birth Certificate
- (b) Certificates of Educational Qualifications
- (c) Certificates of Professional Qualifications
- (d) Certificates of Experience

06. Applicants serving in the Public/ Provincial Public Service/Public Cooperation/ Statutory Boards should send their applications through relevant Heads of Departments / Institutions.

07. Canvassing in any form will be a disqualification.

08. Any information in the application found to be incorrect disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.

09. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments/Institutions will be rejected. Applications sent through Heads of Departments/Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

KUSHANI ROHANADEERA,
Secretary - General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
25th February, 2022.

PARLIAMENT OF SRI LANKA

Specimen Application Form

Post of

01. (a) Name with initials (in English) :
.....
(b) Names denoted by initials (in English) :
.....
(c) Full Name (in block Capitals): (Mr./Mrs./Miss) :
.....

02. National Identity Card Number

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

03. (a) Private Address:
.....
.....

Telephone No. :

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

(b) Official Address:
.....
.....

Telephone No. :

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

(c) Please indicate the address to which the admission should be posted.

Private : Office :

04. (a) Date of birth:
(A copy of the birth Certificate should be attached)

(b) Age as at closing date for applications: Years: Months: Days:

05. Civil Status: (Married/Unmarried)

06. Gender: (Male/Female)

07. State whether a citizen of Sri Lanka: (Yes/No)

08. Educational and Higher Educational Qualifications: (Copies of the certificates should be attached)
.....
.....
.....

09. Professional Qualifications (Copies of the certificates should be attached):
.....
.....
.....

10. Other Qualifications :

.....

.....

11. Experience (Copies of the Certificates should be attached)

<i>Institution</i>	<i>Post</i>	<i>Service Period</i>

12. Details of Present Employment :

- (a) Name and Address of the Institution :
- (b) Date of First Appointment :
- (c) Present Post :
- (d) Monthly basic salary :
- (e) Allowances :
- (f) Gross Salary :

13. Have you been convicted for a criminal offence by a Court of Law? (Yes / No)

If yes, give details:

.....

14. Have you served under the Government before? (Yes / No)

If yes, give details:

.....

I, do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

Date:

.....
 Signature of the Applicant

Certification of Head of Department/Institution
 (Only for applicants serving in the Public Service/Provincial Public Service)

Secretary - General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss holding the post of
 in this Institution. I certify that he/she has been confirmed in this post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

Date:

.....
 Signature of Head of Department/Institution.
 (Official Stamp)

Examinations, Results of Examinations & c.

MINISTRY OF PUBLIC SERVICES, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Efficiency Bar Examination for Officers in Grade II of Management Service Officers' Service - 2014(I)2022

1.0. IT is hereby notified that an Efficiency Bar Examination for the officers in Grade II of Management Service Officers' Service will be held by the Commissioner - General of Examinations in the month of June 2022 as per provisions of Para 8, Para 15, interim provisions and Provisions in Annex 05 of the Minute of Management Service Officers' Service published in the Government *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013. The relevant application is published on the website of the Department of Examinations of Sri Lanka www.doenets.lk and the applications can only be submitted online. Once the application is submitted online, it should be downloaded and the printed copy of the same should be sent along with the attestation of the Head of the institution after attesting the signature of the applicant, by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before the closing date of applications. The top left corner of the envelope containing the application should clearly bear the words "Efficiency Bar Examination for officers in Grade II of Management Service Officers' Service - 2014(I)2022". The closing date of applications is **28th of March 2022**.

Note.- It is compulsory to send the printed copy of the application by post and the complaints made on the loss or delay of application in the post will not be considered. The candidate shall bear the losses which may occur due to their delay in sending applications until the closing date.

2.0. (i) Officers who have not completed the Efficiency Bar Examination for the officers in Grade II, mentioned in the previous service minute, but have passed or been exempted from either both or one of the subjects of this examination namely (1) Office Systems and Procedures (2) Accounting Systems used in the Government Offices shall be exempted from the relevant subjects of the Efficiency Bar Examination for officers in Grade II mentioned in this Service Minute, on subject to subject basis.

(ii) Officers who have been promoted to Grade II before the date of implementation of this Service

Minute, should pass the Efficiency Bar Examination relevant to Grade II before the lapse of six (06) years from the date of promotion.

3.0. This examination for officers in Grade II of the Management Service Officers' Service will 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 candidates or any other reason and decide an alternative as per the candidate's second preference of towns. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated.

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

4.0. (i) This examination will 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 candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

5.0. **Eligibility** : Officers who have been appointed to posts in Grade II of Management Service Officers' Service

are eligible to appear for this examination. This examination should be passed within three years from the date of promotion to Grade II.

Note.- In order to identify the applications of the officers in the provincial public service and other institutions who apply for this examination conveniently, a code number should be entered on the top of the application to indicate the relevant service or institution. Accordingly, for the **officers in combined service code number is 10.** (the responsibility is not taken for the issues caused by the non-submission of the correct number.)

6.0. A Candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted.

- (i). National Identity Card ;
- (ii). A valid passport ;
- (iii). Valid driving license in Sri Lanka.

Candidates should enter the examination hall without covering face and ears enabling to verify the identity. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain with their face and ears uncovered until they leave the examination hall enabling the examination supervisors to confirm their identity.

7.0. (i) Applications - Online Examination Application should strictly be filled in English. Once the Department of Examination receives both the soft copy of the application submitted online and the printed copy of the application sent *via* registered post, the soft copy and the printed copy will be verified and the candidates will be notified *via* SMS to the mobile phone number used to access the system or *via* email whether the application was accepted/ not accepted by the Department as a valid application. Before completing the online application you should download the common instructions sheet, and the instruction should be strictly followed. Any alteration done after taking the printout of the application will not be considered as a valid modification. Incomplete applications will be rejected without any notice.

(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 who apply for this examination for the first time need not pay any examination fee. However, for subsequent sittings, Rs. 250/- per subject

should be paid. Payments should be made only *via* following methods of payments provided by the online system.

- (i). Any Bank Credit Cards
- (ii). Any Bank Debit Cards
- (iii). Bank of Ceylon Online Banking Method
- (iv). Bank of Ceylon Teller Slip Payment
- (v). Postal Department Payment at any Post Office

Note.- Instructions on making payment through above methods are published under technical instructions relevant to the examination on the web site. Receipt of payment will be notified *via* an SMS or email. The total of the examination fees should be paid and the applications with payment of lesser or higher amounts shall be rejected. Department of Examination shall not be responsible for any error occurs during the payment of examination fees *via* above methods of payments. Under no circumstances the examination fee will be refunded or transferred to pay any other examination fee.

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, which are perfected accurately along with the receipt obtained by paying the examination fee on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department of Examinations. 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, Institutional Examinations Organization Branch 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 : i.e. A copy of the application form kept at your possession, copy of the receipt obtained at payment of Examination fee, name, address, national identity card number and the name of the examination. In case of the applicants outside Colombo, letter of the request furnishing the above particulars and a fax number to which a copy of the admission card should be sent to the Department of Examination through fax. Officers who sit for the examination 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 a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

9.0. 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.

- 10.0. 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 will be paid.
- 11.0. 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.
- 12.0. This examination shall be held in Sinhala, Tamil and English media. Candidates should answer both question papers in the language medium in which they seat 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, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.
- 13.0. Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least **40% of the total marks** allocated for each subject for a pass. (For further details, refer to Annex 5 of the Management Service Officers' Service minute)
- 14.0. Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services and the results will be published in the website of Ministry of Public Services, Provincial Council and Local Government.
- 15.0. Examination Procedure : Candidates should sit for a written examination, which will consist of the following subjects.

Subject	Marks	Duration	Subject No.
1. Office systems and Procedure	100	02 Hrs	01
2. Accounting Systems adopted in the Government Offices	100	02 Hrs	02
Total	200		

15.1. Office Systems and Procedure

This paper is intended to test the candidate's knowledge of office systems adopted in government offices and his/her ability of practical application of the knowledge. This paper consists of two parts.

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured essay type questions, 03 out of 04 questions should

be answered, duration is 90 minutes, 75 marks.

15.2. Accounting Systems adopted in government offices.

Candidate's knowledge in Accounting Systems adopted in government offices, books and records controlling Accounts and orders and instructions of the Treasury issued in relation to that and his/her ability of practical application of the knowledge will be tested. This paper consists of two parts.

Part I - A paper of multiple-choice questions, duration is 30 minutes, 25 marks.

Part II - A paper of semi-structured essay type questions, 03 out of 04 questions should be answered, duration is 90 minutes, 75 marks.

16.0. The decision of the Director General of Combined Services will be final, in respect of any matter not provided for in this notification.

17.0. In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala text shall prevail.

S. ALOKABANDARA,
Director General of Combined Services,

Ministry of Public Services,
Provincial Councils and Local Government,
Independence Square,
Colombo 07.
09th February, 2022

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

**Efficiency Bar Examination for Officers in Grade
III of Management Service Officers' Service -
2013(II)2022**

- 1.0. It is hereby notified that an Efficiency Bar Examination for officers in Grade III of Management Service Officers' Service will be held by the Commissioner General of Examinations, as per the relevant provisions of approved Service Minutes, in the month of June 2022. The relevant application is published on the website of the Department of Examinations of Sri Lanka www.doenets.lk and the applications can only be submitted online. Once the application is submitted online, it should be downloaded and the printed copy of the same should be sent along with the attestation of the Head of the institution if relevant after attesting

the signature of the applicant, by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before the closing date of applications. The top left corner of the envelope containing the application should clearly bear the words "Efficiency Bar Examination for officers in Grade III of Management Service Officers' Service - 2013(II)2022". The closing date of applications is **28th of March 2022**.

- 2.0. Information in the eligibility of the candidates are furnished in provisions of Para 8, 15 interim provisions and Annex 04 of the approved service minute of Management Service Officers' Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013.
- 3.0. Officers who have not completed the Efficiency Bar prescribed for the officers in Grade III, in the service minute, which was effective before the new service minute came into effect, but either have passed or been exempted from one or several subjects of the examinations - (1) Office Systems (2) Accounting Systems and (3) Computer Test shall be exempted from the subjects of the Efficiency Bar Examination on the basis of a subject by subject prescribed by this service minute for the officers in Grade III. Officers should pass this examination within three years from the date of appointment.
- 4.0. This examination for officers in Grade III of Management Service Officers' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The relevant towns and town numbers are given below. It will not be allowed to change the town applied for subsequently. On the occasions, where a sufficient number of applications have not been received in respect of a certain Centre mentioned above, the examination shall be held only in Colombo by the Commissioner General of Examinations.

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

A centre without sufficient number of candidates will be cancelled and the relevant candidates will be directed to the next nearest center available.

- 5.0. (i) This examination will be conducted by the Commissioner General of Examinations and the candidates will be bound by the rules and regulations imposed by him.
- (ii) The rules and regulations for candidates have been separately printed in the Gazette Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.
- 6.0. The post and service station of the candidate, at the time he/she applies for the examination will be applicable for all matters relating to the examination, and any changes which occur in the post and service station after sending the application will not be considered.
- Note.-** In order to identify the applications of the officers in the provincial public service and other institutions who apply for this examination conveniently, a code number should be entered on the top of the application to indicate the relevant service or institution. Accordingly, for the **officers in combined service code number is 10. (The responsibility is not taken for the issues caused by the non-submission of the correct number.)**
- 7.0. Identity of the Candidates - A Candidates will 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 documents should be submitted to the supervisor.

- (i). National Identity Card
- (ii). A valid passport
- (iii). Valid driving license in Sri Lanka

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. Candidates should enter the examination hall without covering face and ears enabling to verify the identity. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain with their face and ears uncovered until they leave the examination hall enabling the examination supervisors to confirm their identity.

- 8.0. (i) Application - Online Examination Application should strictly be filled in English. Once the Department of Examination receives both the soft copy of the application submitted online and the printed copy of the application sent via registered post, the soft copy and the printed copy will be verified and the candidates will be notified via SMS to the mobile phone number used to access the system or *via* email whether the application was accepted/ not accepted by the Department as a valid application. Before completing the online application you should download the common instructions sheet, and the instruction should be strictly followed. Any alteration done after taking the printout of the application will not be considered as a valid modification. Incomplete applications will be rejected without any notice.
- (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) The candidates appearing for the examination for the first time need not pay any examination fees. However, for subsequent sittings, Rs. 200/- per subject should be paid. Payments should be made only *via* following methods of payments provided by the online system.
- Any Bank Credit Cards
 - Any Bank Debit Cards
 - Bank of Ceylon Online Banking Method
 - Bank of Ceylon Teller Slip Payment
 - Postal Department Payment at any Post Office

Note.- Instructions on making payment through above methods are published under technical instructions relevant to the examination on the web site. Receipt of payment will be notified *via* an SMS or email. The total of the examination fees should be paid and the applications with payment of lesser or higher amounts shall be rejected. Department of Examination shall not be responsible for any error occurs during the payment of examination fees *via* above methods of payments. Under no circumstances the examination fee will be refunded or transferred to pay any other examination fee.

- 9.0. 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, which are perfected accurately along with the receipt obtained by paying the examination fee on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in newspapers

as soon as the admission cards are issued to the candidates by the Department of Examinations. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Institutional Examinations Organization Branch of the Department of Examination in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisabel for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the applicaiton, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of examinations.

- 10.0 Issuance of an admission card to an applicant does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination or for a post. The admission card in which the signature have been attested should be produced to the supervisor of the examination center on the first day of the examination. Candidates without admission cards will not be permitted to sit for the examination. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No traveling expenses will be paid.

10.1. 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.

- 11.0. This examinaiton will be held in Sinhala, Tamil and English media. The officers may sit for this examination either in the language medium in which they sat for the entry examination to the service or in one of the official languages. Candidates who entered the service without a competitive examination may sit for the examination in their medium of education or in one of the official languages. The language medium of examination, mentioned originally in the application, cannot be changed subsequently.

- 12.0. Officers may appear separately for each subject at different occasions at their discretion. However, they should score **at least 40%** of the total marks for each subject, for a pass.

- 13.0. Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services and the results will be published in the website of Ministry of Public Services, Provincial Council and Local Government.

14.0. Examination Procedure : Candidates should sit for a written examination, that will consist of the following subjects.

Subject	Subject No.	Marks	Duration
(i). Office systems	01	100	02 Hrs
(ii). Accounting Systems	02	100	02 Hrs
(iii). Computer Test	03	100	1 1/2 Hurs

14.1. Office Systems (Subject No. 01)

This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of officila 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 will consist of two parts.

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. All the questions should be answered. (25 marks).

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (75 marks).

14.2. Accounting Systems (Subject No : 02)

It is expected to test candidate's knowledge in Accounting Systems adopted in government offices, functions of books and records of controlling Accounts. *Paper will consist of two parts.*

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. All the questions should be answered. (25 marks).

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (75 marks)

14.3. Test on Computer Skills (Subject No : 03)

Objective of this test is to verify the candidate's skills on the following.

- Basic concepts of Information Technology
- Windows Operating System
- Folder Management
- Word Processing
Basic skills, Screen Familiarization, Editing texts, Aligning Text, fronts and Attributes, Indenting Paragraphs, sub paragraphs, change of Line Spacing,

Tab settings, Finding and replacing text, Spelling and Grammar, Thesaurus, Working with columns, Page setup, Printing documents, Creating Tables, Sorting text, 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. Internet and E-mail

Introduction to internet, Basic skills receiving mail sending mail, responding to mails

Working with attachments creating and using nicknames composing messages

This paper consists of two parts.

Part I - Consists of 40 questions of MCQ type that require short answers. Duration 45 minutes (40 marks).

Part II - 05 semi structured questions. Duration 45 minutes. (60 marks)

15.0. All applicants are bound to comply with the rules and regulation imposed by the Commissioner General of Examination with regard to the conducting of this examination and issuing results. Further, candidates will be subjected to the punishment imposed by the Commissioner General of examinations for violation of those rules and regulations.

16.0. The decision of the Director General of Combined Services will be final in any matter not provided for in this notification.

17.0. In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sihhala text shall prevail.

S. ALOKABANDARA,
Director General of Combined Services,

Ministry of Public Services,
Provincial Councils and Local Government,
Independence Square,
Colombo 07.
09th February, 2022

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**FIRST EFFICIENCY BAR EXAMINATION
FOR WOMEN DEVELOPMENT OFFICERS
OF THE STATE MINISTRY OF WOMEN AND
CHILD DEVELOPMENT, PRE - SCHOOLS
& PRIMARY EDUCATION, SCHOOL
INFRASTRUCTURE & EDUCATION
SERVICES - 2022**

THE first Efficiency Bar Examination for Women Development Officers in the State Ministry of Women and Child Development, Pre - Schools and Primary Education School Infrastructure and Education Services will be held by the Commissioner - General of Examinations in June 2022 in Colombo. It is announced that the closing date for applications is **25.03.2022**.

02. Examination Procedure :-

This Efficiency Bar Examination consists of the following subjects. It is conducted in Sinhala and Tamil media only, and the requested medium will not be allowed to change later.

Subject No. 01 -	Financial Regulations/ - Office System	Duration 02 hours 100 Marks
Subject No. 02 -	Gender and Women's Rights	do.
Subject No. 03 -	Sociology and Psychological Counselling	do.

Note :

- An officer may sit for all subjects at one sitting or several separate sittings.
- An applicant shall score 40% or more marks in each question paper for passing over the Efficiency Bar.
- Each question paper consists of compulsory questions.

03. Subjects :- (Consists of three structured question papers)

- 03.01 Financial Regulations / Office System
Public Management Structure in Sri Lanka
Regulations of the Establishments Code and Financial Regulations
The following chapters of the Establishments Code will be covered.
Chapters I, II, IV, V, VII, IX, XII, XV, XXIII, XXVI, XXVII, XXX, XXXI, XXXII, XXXIII, Financial Regulations of the Government (Except Chapter X)
Office Management

- 03.02 Gender and Women's Rights
Discrimination against women
Gender in Sri Lankan society
Women's Charter (Sri Lanka) and Women's Rights
- 03.03 Sociology and Psychological Counselling
Rural Sociology
Urbanization in Sri Lanka
Rural Development
Fundamental characteristics and ethics of psychological counselling
Woman and Psychological Disorders
Counselling Scheme and Counselling Opportunities in Sri Lanka

04. A Specimen Application Form for applying for this examination appears at the end of this announcement. Candidates should prepare their applications according to it. Applications should be set on A4 size papers, and Headings from 01 to 07 should appear on the front page and the rest on other pages. The candidate should complete it in her handwriting.

When preparing the application form, the name of the examination in the title should be indicated in English Language too, along with the Sinhala or the Tamil title on respective application forms.

Position and workplace of Applicant at the time of applying will be applicable for all the activities related to the examination, and any changes taking place in that regard after applying will not be considered.

Applications that are incomplete and do not comply with the specimen application form published with the notice will be rejected without notice. Before forwarding the application form, the Applicant should ensure whether it is in accordance with the specimen application form appended to the notice of examination, whether the application has been completed correctly entering all the details, and whether the receipt has been affixed to the application after paying the prescribed examination fee and entering its details. It is advisable to keep a photocopy of the completed application form.

05. Applications should be sent through the Head of Department (in case of Divisional Secretariat, through Divisional Secretary) by registered post to reach the Commissioner General of Examinations, Organization Branch (Institutional and Foreign Examinations) Department of Examinations, Sri Lanka, PO Box. 1503, Colombo, on or before 25.03.2022. The name of the examination should be indicated on the top - left corner of the envelop enclosing the application. Incomplete applications and applications received after the closing date will be rejected.

Officers, who are new entrants for the activities of the Official Language Policy, may prepare and submit their applications in the official language or Tamil/English

depending on the language medium in which they were recruited.

06. (i) Immediately after the admission cards are issued to the candidates, a press release will be issued by the Department of Examinations, Sri Lanka. If the admission card is not received even after 02 or 03 days of such notice, the matter should be informed to the Department of Examinations, Sri Lanka, as stated therein. It is advisable to inform the Department of Examinations, Sri Lanka, of the matter and state your full name, address, National Identity Card number and the name of the examination keeping the photocopy of the Application and the receipt obtained by paying the examination fee, if applicable, in your hand. In case of an applicant outside Colombo, it would be more effective to fax a request letter furnishing a fax number to the Department of Examinations, Sri Lanka, enabling it to reply to you with the above details and a copy of the admission card.
- (ii) The signature of the applicant placed on the admission card of the examination should have been attested, and the admission card which bears the candidate's attested signature should be presented to the Supervisor on the date of the commencement of the examination.
- (iii) The issuance of an Admission Card to a candidate shall not be treated as an acceptance that he or she has qualified to sit for the examination.
07. **Identity** :- Candidates shall prove their identity to the satisfaction of the Supervisor at the Examination Hall for each subject they appear for. Any of the following documents will be accepted for this purpose.
- National Identity Card ;
 - Valid Passport ;
 - Valid Sri Lankan driving license .

Further, candidates shall enter the examination hall without covering their face and ears as their identity may be verified. Any candidate who refuses to let his/her identity in the said manner will not be allowed to enter the examination hall. Moreover, the candidates shall remain in the examination hall without covering their faces and ears from the moment they enter the examination hall till they leave upon completion of the examination so that the invigilators could identify them.

Examination Fees *Rs. Cents*

- | | |
|------------------------------------------------------|--------|
| (a) First sitting (A fee will not be charged) | |
| (b) For the full examination after the first sitting | 500.00 |
| (c) Per Subject | 250.00 |

The receipt obtained by paying Examination Fee to any Post / Sub Post Office in the island under the Revenue Head 20-03-02-13 of the Commissioner General of Examinations to be credited to the government revenue should be affixed in the prescribed place of the application form so that it does not detach. Money orders or cash will not be accepted for the examination fee. The fee paid for the examination will not be refunded under any circumstance or will not be transferred in respect of any other examination. It is advisable to keep a photocopy of the receipt obtained by paying the examination fee.

09. (i) This examination is conducted by the Commissioner General of Examinations, and the candidates shall be bound by the rules and regulations imposed by him on conducting the examination. Candidates are liable to any punishment imposed by the Commissioner General of Examinations in case of violation of those rules and conditions.
- (ii) The result sheet containing the results of all the candidates who sat for the examination will be submitted to the Secretary of the State Ministry of Women and Child Development, Pre-Schools and Primary Education, School Infrastructure and Education Services.
10. The Head of Departments / Offices should grant duty leave to the officers of their Departments / Offices who are eligible to appear for this Examination and who have Admission Cards issued by the Commissioner - General of Examinations.
11. Any matter not included in these regulations will be dealt with at the discretion of the Secretary to the State Ministry of Women and Child Development, Pre-Schools and Primary Education, School Infrastructure and Education Services.
12. In the event of any inconsistency or discrepancy between the texts published in this announcement in Sinhala, Tamil and English mediums, the Sinhala text shall prevail.

K. M. S. D. JAYASEKARA,
State Secretary,
State Ministry of Women and Child
Development,
Pre-School and Primary Education,
School Infrastructure and Education Services.

State Ministry of Women and Child Development,
Pre-Schools and Primary Education,
School Infrastructure and Education Services,
05th Floor, Sethsiripaya (Stage 2),
Battaramulla.
10th February, 2022

Specimen Application

First Efficiency Bar Examination for Women Development Officers of State Ministry of Women and Child Development, Pre - School & Primary Education School Infrastructure & Education Services - 2022

01. Medium under which you appear for the Examination

Sinhala - 2
Tamil - 3

(Write the relevant number in the cage)

2.0

2.1 Name in Full (In block capitals) :

Ex : (HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

2.2 Name indicating surname at the beginning and initials at the end (In block capitals) :

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

2.3 Name in Full (In Sinhala/Tamil) :

3.0

3.1 Office Address (In block capitals) :

3.2 Office Address (In Sinhala / Tamil) :

3.3 Address to which Admission Card to be posted (In block capitals) :

3.4 Telephone Number :

4.0

4.1 Sex : Male - 0 Female - 1

(Write the relevant Number in the Cage)

4.2 Date of Birth :

Year : Month : Date :

4.3 Age as at Closing Date for Applications (25.03.2022) : Years: Months: Dates:

5.0 National Identity Card No.:

6.0 Mobile Number :

7.0 Subjects and Subject Numbers you appear for under paragraph 02 of the *Gazette* Notification :

<i>Subject</i>	<i>Subject Number</i>
1.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
3.	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

8.0 Date of Appointment to the post of Women Development Officer in the State Ministry of Women and Child Development, Pre - school and Primary Education, School Infrastructure and Education Service :

.....
 (Date of assuming duties permanently)

9.0 Are you an old entrant to the objectives of the Official Language Policy ?
 If not, are you a new entrant ?

10.0 Name of Department (In case of a Divisional Secretariat, its name) :

11.0 Is this your first attempt at this examination ?

12.0 Particulars of the receipt obtained by paying examination fee :

- i. Post office to which you paid examination fee :
- ii. Number and date of the receipt :
- iii. Date of payment :

Affix the receipt firmly
 (Keep a photocopy with you)

13.0 I hereby declare that the particulars furnished herein are true and accurate, and I have the right to sit for the examination in the medium specified above. I further declare that I am subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of examination and issuance of results.

.....
 Date

.....
 Applicant's Signature.

Note : The Applicant should place her signature in the presence of the Head of Department or any officer who has been authorized to sign on behalf of the Head of Department.

Attestation of Applicant's Signature

I hereby certify that Ms. who is an employee of this office is personally known to me, has paid the due examination fee, and has affixed the receipt. She placed her signature in my presence.

Name :
 Designation :
 Address :

.....
 Attestor's Signature.

Certification of the Head of Department

I do hereby certify that I checked the particulars furnished herein and found them accurate, that the Applicant has paid the prescribed examination fee and has affixed the receipt on the application, and that the applicant is a first - time candidate and eligible to sit for the examination.

.....
 Signature of the Head of the Department.
 (Place the Official Frank)

Name :
 Designation :
 Address :
 Date :

(Strike off words inapplicable)

JUDICIAL SERVICE COMMISSION

Open Competitive Examination for the Recruitment of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2022

01. IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in Extraordinary *Gazette* bearing No. 2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for recruitment of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service – 2022.

It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

02. Conditions of Service

2.1 A selected applicant is appointed to Court Stenographer (English) Grade III of the Court Management Assistants' Service subject to general conditions governing the appointments in Public Service, terms and conditions set out in the Scheduled Public Officers' Service Minute published by the Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No. 2088/26 dated 11.09.2018, amendments already made and will be made in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations.

2.2 This appointment is subject to a probation period of three years. The Efficiency Bar Examination should be passed before 05 years from the recruitment to Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service as prescribed in the Service Minute.

2.3 The Secretary, Judicial Service Commission is vested with the power to cancel the appointments of the applicants who fail to assume duties in the post to which they are appointed on the due

date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, on the direction of the Judicial Service Commission.

2.4 The other official language proficiency applicable to the Post of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service should be acquired in accordance with circulars issued and/or circulars to be issued in due course in relation to implementation of the Official Language Policy in terms of Sec.12.18 of the Scheduled Public Officers' Service Minute published by the Extraordinary *Gazette* of the Democratic Socialist Republic of Sri Lanka bearing No.2088/26 dated 11.09.2018.

03. **Salary** : As per Judicial Service Commission Circular No. 386 dated 24/06/2016 issued by Judicial Service Commission subsequent to Public Administrative Circular No. 03/2016, the monthly salary scale prescribed to Court Stenographer (English) Grade III of the Court Management Assistants' Service of the Scheduled Public Officers' Service is (MN 2 – 2016) Rs.28,940 – 10 x 300 – 11 x 350 – 10 x 560 – 10 x 660 – Rs.47,990/- (Initial Salary – Rs.28,940/). Salary will be paid from the effective date of the appointment.

04. This post is permanent and pensionable. Though it has been stated above that the posts in the Scheduled Public Officer' Service are pensionable, the Officers that are to be recruited to Grade III of the Court Management Assistants' Service in future will be subjected to decisions taken by the Government and/or Judicial Service Commission in relation to the pension Scheme applicable to them.

05. Qualifications :

Following qualifications shall have been completed to be recruited to Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service.

- Be a citizen of Sri Lanka.
- Should be not less than 18 years and not more than 35 years of age.
- Be a person of excellent moral character.

- (d) All the applicants recruited to the Scheduled Public Officers’ Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.
- (e) Should have fulfilled following educational qualifications :-
 - (I) Shall have passed six (06) subjects including Mathematics with credit passes for four (04) subjects including English Language at the G.C.E. (Ordinary Level) Examination at one sitting.

in the medium he/she has applied to sit for the Examination.

These papers will consist of multiple choice questions, short questions, questions on structured essays and essays.

Applicant should answer the question paper “Stenography and Typing” only in English medium. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.

and

- (II) Should have successfully followed and passed a Stenography and Typing Course at the National Youth Services Council, National Apprentice and Industrial Training Authority, Technical College or at a Government Registered Training Institution.

N.B. – It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 25th February 2022 or prior to said date.

06. Scheme of examination :-

- (a) The examination consists of three (03) question papers

Question Paper	Total Marks	Minimum marks required to pass
01. Language Proficiency	100	40
02. Aptitude	100	40
03. Stenography and Typing (English)	100	*

(* Judicial Service Commission may determine the minimum marks required to pass the subject ‘Stenography and Typing’ taking the number of vacancies into consideration.)

This Examination will be held in Sinhala and Tamil medium. **An applicant may sit for the examination only in one medium as he/she desires.**

Applicant should answer the question papers, “Language Proficiency” and “Aptitude” only

Syllabus of the Examination

	Name of the Question Paper	Syllabus
01	Language Proficiency	The question paper may consist of subject related questions designed to test the candidate’s ability of expression, comprehension, spellings, language and essay, drafting letters, making graphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
02	Aptitude	This paper may consist of subject related questions designed to test the candidate’s skill at numbers, power of critical reasoning and general intelligence.
03	Stenography and Typing (English)	Stenography (English) Taking down a passage dictated within 05 minutes at a minimum speed of 80 words per minute, and transcribing the notes at a speed of 08 words per minute. Typing (English) Typing a passage of 600 words at a speed of 30 words per minute.

Note : Illegible handwriting may be penalized.

- 07. A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order, beginning from the highest scorer of marks amongst the applicants who have passed all the subjects of the examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

Results of the Examination - Results will be issued to the applicants by post by the Secretary, Judicial Service Commission.

08. **Penalty for furnishing false information -**

Any misstatement or suppression of a fact which is considered material will render the applicant liable to disqualification, if such statement or suppression is discovered before the selection and to dismissal or discontinuance if discovered after the selection.

09. **Examination fees –**

The examination fee is Rs.400/= . The receipt obtained by paying said amount to the credit of the account of ‘Secretary, Judicial Service Commission’ bearing No: 297100199025039 at People’s Bank, Dam Street Branch should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

10. **Method of applying -**

(a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 ½” x 12” (A 4) and it should be completed in applicant’s own handwriting. Computerized /Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed application form) It is the responsibility of the applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

(b) Duly completed applications should be sent by registered post to reach the address “Secretary, Judicial Service Commission Secretariat, Colombo 12” on or before 25th March 2022.

The words “**Open Competitive Examination for recruitment to Court Stenographer (English) Grade III of the Court Management Assistants’ Service in the Scheduled Public Officers’ Service - 2022**” should be clearly written on the top left hand corner of the

envelope in which the application is enclosed. Any application received after 25th March 2022 will be rejected.

(c) Applicant’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney at - Law , Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.

(d) Applicants who are already in Public service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.

(e) Applications which have not been duly completed in every respect will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.

11. **Admission to the examination -**

Receipt of applications will not be notified. Admission cards will be issued to the applicants by post. If the admission card is not received, it should be brought to the notice of the Judicial Service Commission Secretariat. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card Number should be mentioned. In case of an applicant outside Colombo, a letter of request consisting of above mentioned details and a fax number for sending a copy of the admission should be faxed to the fax number **011 2 421 206 or 011 2 446 111** of Judicial Service Commission Secretariat. Further to that it would be advisable for the candidate to keep a copy of application form, copy of the receipt relevant to payment of examination fee and the postal article of posting of the application to substantiate any information when requested by the Judicial Service Commission Secretariat.

12. **Identity of applicants -**

Applicants will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents will be accepted for this.

a) National Identity Card issued by the Department of Registration of Persons.

- b) A valid Passport
c) A valid Driving License

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

13. **Sitting for the examination.**

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card attested and present it to the head of the examination hall on the first day they sit for the examination. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

14. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.

15. In the event of any inconsistency or contradiction among the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

By order of the Judicial Service Commission

H.S.SOMARATNE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
18th February, 2022.

Specimen Application Form

Open Competitive Examination for the Recruitment of Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2022

(For office use only.)

01. Medium
Language medium of examination:
Sinhala - 1
Tamil - 2
(Indicate the correct number in the cage)

02. Personal details :

- 2.1 Name with initials : Mr. /Mrs. /Miss.
(In English block capitals) eg : A.P.K.SIRIWARDANA ,
- 2.2 Name in full :
(In English block capitals)
- 2.3 Name in full :
(In Sinhala / Tamil)
- 2.4 Personal Address (In Sinhala/Tamil) :
.....
- 2.5 Residing district :
- 2.6 Address to which the admission card should be sent (In English block capitals) :
.....

2.7 National Identity Card number

2.8 Date of birth : Date: Month: Year:

2.9 Age as at 25.02.2022: Years : Months : Days:

2.10 Gender : Male - 1 Female – 2
(Indicate relevant number in the cage)

2.11 Civil status : Married - 1 Unmarried – 2
(Indicate relevant number in the cage)

2.12 Contact number :
Permanent : Mobile : Fax:

03. **Educational qualifications:**

- 3.1 Particulars of G.C.E. (O/L) Examination:
 (1) Year and month of the examination :
 (2) Index number :
 (3) Results : :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

- 3.2 Particulars of G.C.E (A/L) Examination:
 (1) Year and month of the examination :
 (2) Index number:
 (3) Results:

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	
5.	

04. Stenography Course followed :
(Attach a certified photocopy of the certificate of the course passed)

05. Other qualifications :
.....

06. Have you ever been convicted for any offence by any Court?
(Indicate the mark (√) in the relevant box) (if yes, give particulars)

Yes No

.....

07. Particulars of the receipt obtained for the examination fee:
Branch to which the payment was made :
Number and date of the receipt :
Amount :

Affix the receipt firmly here
(It would be advisable to keep a photocopy with the applicant)

08. **Applicant's certificate :**

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge . I agree to bear any consequence that may cause as a result of incompleteness of sections and/ or provision of erroneous information. I also state that all sections herein have been correctly filled
(b) I am aware that if any particulars contained herein are found to be false, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
(c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.
(d) I shall not change any information mentioned herein subsequently.

.....
Date

.....
Signature of applicant

09. Attestation of applicants' signature :

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally and that he/she placed his /her signature in my presence on and further the applicant has paid the prescribed examination fee and pasted the receipt on the application.

.....
Date

.....
Signature of the Officer
attesting the signature

Name in full of the officer attesting the signature :
Designation :
Address :

(To be confirmed by official stamp)

Certification of the Head of Department

(Only for the applicants who are already in Public Service.)

I hereby recommend that Mr./Mrs./Miss serving in this has fulfilled educational qualifications required to apply for Court Stenographer (English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service that he/she could be released from the present post if selected for this post, that he/she is not more than 35 years of age by 25.02.2022, that he/she placed his/her signature in my presence on further the applicant has paid the prescribed examination fee and pasted the receipt on the application and that I submit his/her application herewith.

Date :-

Signature of the Head of Department :-
Official Stamp:-