

N. B.— Part II of the Gazette No. 2284 of 10.06.2022 was not published.



ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,285 - 2022 ජූනි මස 17 වැනි සිකුරාදා - 2022.06.17
No. 2,285 - FRIDAY, 17 JUNE, 2022

(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)

	PAGE		PAGE
Post - Vacant	...	Examinations, Results of Examinations &c.	992

- Note.**— (i) Provincial Councils Elections (Amendment) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of 03rd June, 2022.
(ii) Parliamentary Elections (Amendment) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of 03rd June, 2022.

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 08th July, 2022 should reach Government Press on or before 12.00 noon on 24th June, 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.

Examinations, Results of Examinations & c.,

DEPARTMENT OF IMMIGRATION AND EMIGRATION

EFFICIENCY BAR EXAMINATION FOR GRADE I AUTHORIZED OFFICERS OF THE DEPARTMENT OF IMMIGRATION AND EMIGRATION - 2014 (2022)

01. It is hereby notified that the Efficiency Bar Examination for Grade I Authorized Officers will be held in Colombo in the month of August 2022 by the Department of Examinations of Sri Lanka in compliance with the provisions of the relevant Approved Scheme of Recruitment for the Authorized officers of the Department of Immigration and Emigration.
02. (i) The Candidates are subject to the rules and regulations stipulated by the Commissioner General of Examinations of the Department of Examinations of Sri Lanka regarding the holding of examination and the issuance of results. The decision of the Commissioner General of Examinations will be the final decision on conducting the examination and the issuance of results.
- (ii) The rules imposed on the candidates have separately been printed in the *Gazette* Notification. If these rules are violated, they will be subject to a penalty imposed by the Commissioner General of Examinations.
03. **Examination Fees:** Candidates may sit the subjects of the examination either in one sitting or separately. Charges will not be levied from the candidates who sit the entire examination or one subject for the first time. Subsequently an examination fee of Rs. 250 per subject and Rs. 500 for the entire examination in any sitting will be levied. Receipt obtained making payment of these examination fees to be credited to the Revenue Heads of the Commissioner General of Examinations 20-03-02-13 at any Post / Sub Post Office in the island shall be affixed in the appropriate place on the application. (It will be useful to keep a photocopy of the receipt.) The fee paid for the examination will not be refunded or transferred for any other examination on any reason.
04. **Applications**
- The application shall be in compliance with the specified format attached to this notice and shall be prepared as per the specimen application using both sides of a A4 size paper. Nos. 01 to 06 shall be on the first page and the rest on the second page. In preparing the application, the name of

the examination mentioned in the title shall be indicated in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications. Even though the application may be prepared by typing, it shall be completed accurately and clearly in the applicant's own handwritings. Applications prepared accordingly shall be sent by registered post on or before **14.07.2022** through the Head of the Department to reach “the Commissioner General of Examinations, Institutional Examination Organizing Branch, Department of Examinations of Sri Lanka, P.O. Box. 1503, Colombo”. In sending applications, the name of the examination shall be indicated on the top left hand corner of the envelope. Applications with incomplete information and applications received after the closing date will be rejected. Further, the applicant shall scrutinize as to whether the completed application is in compliance with the specimen application in the notice of examination and otherwise the application will be rejected. (It will be useful to keep a photocopy of the completed application with you.)

Candidates shall prove their identity to the satisfaction of the Supervisor for each subject they sit in the examination hall. Any of the following documents will be accepted for this purpose.

- (i) National Identity Card
- (ii) Valid Passport
- (iii) Valid Sri Lankan Driving License

Furthermore, candidates shall enter the examination hall without covering their face and ears so as to verify their identity. Candidates who refuse to prove their identity so will not be permitted to enter into the examination hall. Further, from the moment of entering the examination hall till leaving after the examination, candidate shall not cover the face and both ears enabling the Examination Authorities to identify the candidate.

05. The Commissioner General of Examinations will issue an admission card along with a copy of the time table of the examination to the candidates assuming that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. Immediately after issuing the admissions to candidates, the Department of Examinations of Sri Lanka will publish a newspaper advertisement mentioning the same. If there is any applicant who has not received admission card even after 02 or 03 days from the date of publishing the advertisement shall inform the Department of Examinations of Sri Lanka using the telephone numbers mentioned in the notice. The applicant's full name, address, National Identity Card Number and name of the examination shall be mentioned then and at the event of such inquiry, it

is important to have the copy of the application kept by the applicant, the copy of the receipt of payment and the receipt received at the time of registering the application. If you are an applicant from outside of Colombo, it may be helpful to send a letter of request to the Department of Examinations by fax stating a fax number and the above information in order to obtain a copy of the admission card through fax.

06. The signature of the applicant on the application and the admission card for the examination shall be certified by the Head of the Institution or an officer authorized by him. Candidates are required to sit the examination at the examination hall assigned to them under the prescribed Index number. The Admission card certified by an officer specifically mentioned in his / her admission card shall be handed over to the Supervisor of the Examination Hall on the day he /she sits the examination. A candidate who does not furnish his / her admission card will not be permitted to sit for the examination.

07. The post and place of work of an applicant at the event of applying the examination is applicable to all the activities related to the examination and any relevant change after sending the application will not be considered.

08. Heads of Departments shall grant duty leave as to enable the candidates who have the Admission cards issued by the Commissioner General of Examinations of the Department of Examinations of Sri Lanka to sit the examination. No travelling charges will be paid for this respect.

09. This examination is held in Sinhala, Tamil and English media. If the candidate has joined the Public Service through a competitive examination, he / she shall select the medium of language he /she sat such competitive examination and for a person who has joined the Public Service without a competitive examination, the medium of language of the examination he / she was eligible to enter the Public Service shall be selected as the medium of examination to sit this examination. All subjects of the examination shall be answered in a same medium of language and the medium of language applied will not be permitted to change subsequently.

10. Examination Procedure :

1. Name of the Examination: The Efficiency Bar for Grade I Authorized Officer of the Department of Immigration and Emigration
2. Details of the examination

<i>Subject No.</i>	<i>Subject</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass marks</i>
01	Case study	02 hours	100	40%
02	Establishments Code and Financial Regulations	02 hours	100	40%

3. The Authority conducting the examination : Commissioner General of Examinations
4. How often the examination is held : At least twice a year
5. Syllabus for the Examination :

<i>Subject No.</i>	<i>Name of the question paper</i>	<i>Syllabus</i>
01	Case study	1.Border Control 2.Human Trafficking 3.Human Smuggling 4.Subject-related case study
02	Establishments Code, Procedural Rules and Financial Regulations	1. Chapters V, VIII, XII, XIV, XV, XVI, XLVII, XLVIII of the Establishments Code 2. Procedural Rules of the Public Service Commission as published in the Extraordinary Gazette No. 1589/30 of 20.02.2009 3. Principles and Provisions for Purchasing in the Financial Regulations (F.R. 124, 125, 127, 128 and 135, F.R. Chapters V, VI, XI and Part II of Chapter VII)

Note :—

- * The above subjects may be sat in one sitting or separately.
 - * Failure to pass the examination within the stipulated time will result the suspension of subsequent salary increment.
11. Issuance of an admission card for examination to a candidate shall not be constituted as the fulfillment of eligibility to sit the examination.
12. The decision of the Controller General of Immigration and Emigration on any matter not provided provisions for in this Gazette Notification shall be the final.
13. If there is any inconsistency or incompliance between the language phrases of this notification published in the Sinhala, Tamil and English media, facts in the Sinhala notification shall prevail.

M. K. B. HARISHCHANDRA,
Controller General (Acting),
Department of Immigration and Emigration.

Department of Immigration and Emigration,
Suhurupaya,
Battaramulla,
07th June, 2022.

SPECIMEN APPLICATION

Efficiency Bar Examination for Grade I Authorized Officers of the
Department of Immigration and Emigration 2014 (2022)

ආගමන හා විගමන දෙපාර්තමේන්තුවේ බලයලත් නිලධාරී 1 ශ්‍රේණියේ නිලධාරීන් සඳහා වන
කාර්යක්ෂමතා කඩඉම් විභාගය 2014 (2022)

(For office use)

Medium Language sitting the examination :

Sinhala - 2

Tamil - 3

English - 4

(Write the relevant number in the cage.)

01. 1.1 Name in Full (in capital letters) :
- (Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with last name first, followed by initials of other names (In capital letters) :
.....
- (Eg. : GUNAWARDHANA H.M.S.K)
- 1.3 Name in Full :.....
- (Sinhala / Tamil)
02. 2.1 Name and Address of Office / Department / Institution :.....
- (In Capital letters)
- (Admission cards will be posted to this address.)

2.2 Name and address of the office / Department /Institution :.....
(In Sinhala / Tamil)

2.3 Private Address :.....
(In Sinhala / Tamil)

03. Gender :

Male - 0
Female - 1

(Write the relevant number in the cage.)

04. National Identity Card Number :

05. Mobile phone number :

06. Subject / Subjects you sit the examination in this sitting:

<i>Serial number</i>	<i>Subject</i>	<i>Subject No.</i>

07. Date of birth :

Year : Month : Day :

08. Present Post:

8.1 Post :

8.2 Letter of appointment No.:

09. 9.1 Are you sitting the examination for the first time?

9.2 In case of not sitting the examination for the first time then the examination fee paid:

9.3 Receipt Number :

9.4 Date:

The receipt may be affixed here. (If applicable only)
(It will be useful to keep a photocopy of the Receipt)

10. I state that the above particulars furnished are correct, that I am entitled to sit the examination in the medium of language mentioned above and the receipt obtained after paying the examination fee of Rupees has been affixed. I further state that I agree with the rules and regulations stipulated by the Commissioner General of Examinations regarding the conducting of the examination and the issuance of results.

Date :

.....
Signature of the candidate

(The applicant shall place his /her signature in the presence of the Head of the Department or an officer authorized to sign on behalf of the Head of the Department.)

11. Attestation of Signature

I certify that Mr. / Mrs. / Miss personally known as an Authorized officer in my Department, placed his / her signature in my presence on and the receipt obtained after paying the due examination fee has been affixed.

.....
 Signature of the officer attesting the signature

Name :
 Designation :
 Address :
 Date :
 (Confirm with Official Seal)

12. Attestation of the Head of the Department :

I certify that
 1. the particulars furnished above have been checked, and
 2. this officer is eligible to sit this examination.

.....
 Signature and the official seal of the Head of the Department.