

- N. B.— (i) Part IV (A) of the *Gazette* No. 2,334 of 26.05.2023 was not published.
(ii) The list of Jurors in the year 2023 of the Jurisdiction Areas of Kegalle District has been published in Part VI of this *Gazette* in Sinhala, Tamil and English languages.



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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,335 – 2023 ජූනි මස 02 වැනි සිකුරාදා – 2023.06.02
No. 2,335 – FRIDAY, JUNE 02, 2023

(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

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

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Note.— Value Added Tax (Amendment) Bill was published as a supplement to the *Part II of the Gazette of the Democratic Socialist Republic of Sri Lanka* of May 26, 2023.

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 23rd June, 2023 should reach Government Press on or before 12.00 noon on 9th June, 2023.

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, 2023.



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

VACANCIES FOR SAILORS IN THE ARTIFICER BRANCH OF SRI LANKA REGULAR NAVAL FORCE

1. Vacancies exist in the Artificer Branch of the Sri Lanka Regular Naval Force for recruit sailors.
2. Applications are called from male candidates possessing the following qualifications. Candidates should essentially fulfill the following general conditions to get recruited to the Sri Lanka Regular Naval Force.
 - a. Nationality – Must be a citizen of Sri Lanka.
 - b. Age – Not less than 18 years and not more than 24 years as at 24th June, 2023.
 - c. Height – Must not be less than 5 feet and 5 inches
 - d. Weight – Must not be less than 47 kg (105 pounds)
 - e. Chest – Must not be less than 32 inches
 - f. Colour Vision – STD II
 - g. Visual Acuity – Left eye 6/6 and right eye 6/6 (without spectacles and lenses)
 - h. Civil Status – Candidates must be unmarried. No recruit will be permitted to get married whilst under training.
3. Vacancies (Branches) :
 - a. Qualified persons will be recruited to the following branches for the National Diploma in Technology three year Full-time Course. (Offered by General Sir John Kotelawala Defence University & Sri Lanka Naval Institute of Technology.
 - (1) National Diploma in Technology (Naval Engineering)
 - (2) National Diploma in Technology (Electrical Engineering)
 - (3) National Diploma in Technology (Hull Engineering and Ship Construction)
4. Educational Qualifications :
 - a. Should have passed the G.C.E. (O/L) Examination in not more than two attempts with 06 subjects including English, Science and Mother Tongue with a credit pass for Mathematics.
 - b. Should have passed the G.C.E. (A/L) Examination in not more than one attempt,

<ol style="list-style-type: none"> (1) Mathematics Stream (2) Biology Stream (3) Mathematics Stream (4) Technology Stream 	- Combined Maths and Physics - Physics - Combined Maths or Physics - Engineering Technology and Science for Technology	- "S" Pass - "S" Pass - "S" Pass - "S" Pass - "S" Pass	} }	National Diploma in Technology offered by KDU National Diploma in Technology offered by Naval Institute of Technology
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5. Applications of candidates who have not fulfilled the requirements of Para 2 and 4 will be rejected. On arrival for the first interview the height, vision and weight will be measured. Candidates whose height, vision and weight are below the standard specified in the *Gazette* Notification will not be interviewed. Any candidate who may have a special skill value to the service may at the discretion of the Commander of the Sri Lanka Navy be considered even though he may not have the requisite height.

6. *Service Conditions :*

- a. Candidates will be initially enlisted as recruits and they are required to undergo basic training courses.
- b. During and after the period of training, the recruits shall be subjected to the Naval Law.
- c. All the recruits will be provided with uniforms and other equipment.
- d. During the period of training, the recruits will be provided with accommodation and food by the Sri Lankan Navy.
- e. During the training period, if a recruit desires to get his candidature dismissed, the recruit is required to pay back to the government of Sri Lanka all the expenses incurred so far by the government of Sri Lanka for his training.
- f. During the training period, due to a misconduct of the recruit or due to any other reason which the recruit is responsible for, the responsible authorities determine that he is not eligible for the Service of the Navy, the recruit, on that occasion itself, should enter into a Bond with the Navy Commander as the representative of the Socialist Democratic Republic of Sri Lanka agreeing that he will pay back all costs incurred for him to the Sri Lanka Navy.
- g. Either for duties or training, all Sailors are bound to be attached to any part of Sri Lanka or a foreign country.

7. *Official Languages Requirements :* The selected candidates are required to obey all commands and legislation that have already been and likely to be enacted for implementation of the Official Languages Policy that comes under the Official Languages Act, No. 33 of 1956.

8. *Salaries and Allowances*

The payments from the date 01.01.2020 will be made according to the Management Services Circular No. 03/2016. Accordingly,

- | | | | |
|----|---|---|---|
| a. | Basic salary | - | Rs. 30,140.00 |
| b. | Cost of living allowance | - | Rs. 7,800.00 |
| c. | Uniform cleaning allowance | - | Rs. 350.00 |
| d. | Hard line allowance (for operational areas) | - | Entitled after basic training |
| e. | Hard line allowance (for Non-operational areas) | - | Entitled after basic training |
| f. | Other allowances | - | Special allowance Rs. 1000.00 |
| | | - | Special additional allowance Rs. 2,400.00 |
| g. | Adjustment allowance | - | Rs. 480.00 |
| | Minimum Total salary | - | Rs. 41,690.00 |
- h. Three sets of railway warrants per year will be granted (as applicable to the sailor, spouse, children and dependents)
 - i. An additional set of railway warrants or the reimbursement of bus fare for the sailors living in the camp to travel from the billet to their home will be granted once a Month.
 - j. Free medical facilities will be provided (as applicable to the sailor, spouse, children and dependents)
 - k. Married sailors who are not residing in government quarters, will be entitled to a house rent allowance from Rs. 2,400.00 to Rs. 6,600.00
 - l. Quarters will be provided to the married sailors based on the availability of vacancies in the quarters reserved for married sailors. Rent will be charged according to the public servants.

9. *Instructions to Applicants :*

- a. Duly filled application by the candidate himself with clear handwritings should be submitted as per the specimen application to Senior Staff Officer (Recruiting), Navy Headquarters, P.O. Box. 593, Colombo by registered post before **12.00 noon of 24th June, 2023**. Applications that are not sent by registered post will be rejected. "Recruitment of Artificer Sailors" should be indicated on the top left corner of the envelope. Late applications and unqualified applications will not be entertained. For further information, please contact 011-7195162, 011-7195155 or visit www.navy.lk.

- b. Candidates who are in Government Service/ Corporations/ Boards/ Civil Establishment should forward their applications through their Heads of Department/Corporations/Boards/Civil Establishments and should bear a certificate to the effect that the candidate will be released if selected.
- c. Candidates will be required to produce the originals of the following documents when summoned for interviews or when called upon to do so :-
- (1) Certificate of registration of birth ;
 - (2) Certificates in support of the educational qualifications required for the branch applied for;
 - (3) School leaving certificate;
 - (4) Grama Niladari certificate (Taken within six month to closing date);
 - (5) Certificates of professional/technical training and/or experience (if any) obtained from a recognized institution;
 - (6) Three recent certificates of character. One of these should be from the Principal of the last school attended and the other from a responsible person who has known the applicant for more than two years, or from the present employer (if employed);
 - (7) Certificates in sports and other activities.
- d. Applications of candidates who fail to produce documents when requested to do so will not be considered.
- e. No documents or original copies of documents should be attached to the application form.
- f. The Sri Lanka Navy will not be responsible for loss of any originals of certificates if enclosed with the application form.
10. Any statement in the application which is found to be incorrect will render the applicant liable for disqualification if the inaccuracy is discovered before the selection and for dismissal if discovered after selection.

11. *Selection Interviews etc.:*

- a. Candidates who fulfil the above conditions are required to undergo the preliminary medical test prescribed by the Sri Lanka Navy. Only the candidates who pass the medical test should undergo the following Physical Endurance test. The candidates who pass the said Physical Endurance Test shall have to be appeared at an interview before a Selection Board.
- b. Requirements to be fulfilled at the Physical Endurance Test

<i>Exercise</i>	<i>Time (Minutes/Seconds)</i>	<i>Rounds</i>
1600 m run	07 minutes and 30 seconds	-
Push up	02 minutes	20 or more
Sit up	02 minutes	15 or more
Arm bending	02 minutes	07 or more

- c. Candidates who were selected for the interviews will be informed of the date, time and place of such interviews through Whatsapp /e-mail and no information will be sent in writing by post. Travelling or other expenses will not be paid in this respect.
- d. On every occasion an applicant is summoned for an interview, he is to produce his National Identity Card issued by the Department of Registration of Persons.
- e. Candidates likely to be suitable for their final interviews will be required to present themselves before a Sri Lanka Navy Medical Board.

- f. Anyone who desires to recommend a candidate should do so by giving his testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.
- g. Candidates who are found unsuitable for enlistment will not be notified.

Note.- This Gazette notification will be published in the three languages Sinhala, Tamil and English. In case of any inconsistency among the Sinhala, Tamil and English texts, the Sinhala text shall prevail.

UVMP PERERA, RSP**, USP, ndu, psc,
Vice Admiral,
Commander of the Navy.

Sri Lanka Navy Headquarters,
P.O. Box. 593,
Colombo 01.

**APPLICATION FOR THE POST OF RECRUIT ARTIFICER IN
THE SRI LANKA REGULAR NAVAL FORCE**

01. Nationality :
(State whether citizen of Sri Lanka by descent or by registration and if registration quote number and date of certificate)
02. Stream applied (in priority order) :
03. Full Name (As per the National Identity Card) :
04. National Identity Card Number :
05. Permanent Address :
06. Postal Address :
07. Date of Birth :
08. Age Years :, Months :, Days : (As at 24th June, 2023) :
09. Height :, (Feet & Inches) Chest : (Inches) Weight :, (Kg)
10. Nearest Police Station to permanent address :
11. District :
12. Electorate :
13. GS Division :
14. Telephone Number :
15. Whatsapp Number :
16. Civil Status :
17. Gender :
18. Schools Attended (in order) :
19. Particulars of School/Schools or university attended :

<i>Name of School/ University</i>	<i>Type of Examination passed</i>	<i>Year of Examination</i>	<i>Subject passed (Including grading)</i>
	Ordinary Level : Advanced Level : Other		

20. Particulars of employment since leaving School/University : - (if applicable)

<i>Name and address of employer</i>	<i>Nature of employment</i>	<i>Period of Service</i>	
		<i>From</i>	<i>To</i>

21. Particulars of parents :-

<i>Full Name</i>	<i>Place of Birth</i>	<i>Occupation</i>	<i>Present Address</i>
Father			
Mother			

22. Any special qualification for the post :

23. Details of current achievements in sports (Give details of terms and competitions participated in with dates/years etc. and standards/levels achieved) :

24. Other achievements of note at School/University or at outside organizations (Give details with dates/years etc.) :

25. Any previous service in the Armed Force or Volunteer Force, Cadet Corps or Boy Scout Organization.

26. Have you applied earlier to join the Sri Lanka Navy or any of the Armed Services or Police, if so give details and the outcome of such applications:

27. Have you being convicted or bound over by a civil or military court, if so give details :

28. If employed earlier in a Government Department or in the Public Sector / Board / Corporation (including the Central Bank, National Banks, Universities, Joint Stock Companies controlled by the Government etc.) reasons for termination of such employment :

29. Particulars of testimonials :

<i>Name</i>	<i>Designation</i>	<i>Postal Address</i>

30. Declaration to be signed by the applicant :

I declare on my honor that answers given to the above questions are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the rules which will apply in respect of those candidates who are selected for the Artificer branch in the Sri Lanka Navy published in the *Gazette* of the Government of Sri Lanka.

Date :

.....
Signature of applicant.

Examinations, Results of Examinations &c.,

MINISTRY OF EDUCATION

Third Efficiency Bar Examination for Grade I Officers of Segment II Management Assistant – Non-Technical Services in the Ministry of Education – 2023

Service Categories

- | | |
|---|---|
| 1. Document Assistant | 2. Laboratory Assistant |
| 3. School Data Recorder | 4. Hostel Superintendent (Male / Female) |
| 5. Assistant Hostel Superintendent (Male / Female) | |
| 6. Project Assistant (Athletics) | |
| 7. Stereotype Machine Operator | |

01. It is hereby notified that the Department of Examinations Sri Lanka will conduct an Efficiency Bar Examination in **September 2023** for officers belonging to above service categories in terms of provisions of respective Schemes of Recruitment.

02. I. This examination will be conducted by the Commissioner General of Examinations of the Department of Examinations Sri Lanka and all candidates will be subjected to rules and regulations imposed by him in relation to conducting the examination and issuing results.

II. Rules and regulations relating to candidacy will be published separately in Gazette Notification. Any candidate violate these rules will be subjected to any punishment imposed by the Commissioner General of Examinations of the Department of Examinations Sri Lanka.

III. Only the officers appointed under the Ministry of Education can apply this examination.

03. Examination Fees:-

Examination fees will not be levied from applicants appearing for this examination for the first time. An examination fee of Rs. 500/- for the entire exam and Rs. 200/- per subject will be levied from the second time. The receipt obtained upon payment of this examination fee to the credit of Revenue Head 20-03-02-13 of the Commissioner General of Examinations from any Post / Sub-post Office should be affixed properly in the prescribed place in the application. Furthermore, it is notified that money orders or stamps will not be accepted as the examination fee and in addition, the examination fee paid will not be refunded or transferred to another examination at any cost. Keeping a copy of the receipt will be beneficial.

04. Applications

Application should be in accordance with the specimen attached to this notification. It should be prepared using both sides of an A4 so as the headings 01 to 06 in the first page while the rest come in second and third pages. When preparing applications, the title of the examination should be in English in addition to Sinhala or Tamil languages in Sinhala and Tamil applications respectively. Even though the application can be typewritten, it should be completed clearly and accurately with the applicant's own handwriting. Applications prepared accordingly should be sent via registered post to reach the "Commissioner General of Examinations", Institutional Examinations Organization Branch, Department of Examinations Sri Lanka, P. O. Box 1503, Colombo on or **before 04th July** through respective Zonal Director of Education / President / Head of the Department. Name of the examination should be mentioned on top left-hand corner of the envelope. Incomplete applications and late applications will be rejected. Keeping a photocopy of the application will be beneficial. Furthermore, the applicant should check whether the perfected application is in accordance with the specimen application in the Notification unless the application will be rejected.

05 All candidates should confirm their identity so as to satisfy the Supervisor of the examination hall at each subject they face. One of following documents will be accepted for the purpose.

- I. National Identity Card
- II. Valid Passport
- III. Valid Sri Lankan Driving License

Furthermore, the candidates should enter the examination hall without covering the face and the ears enabling the Supervisors to confirm their identity and any candidate, who rejects to confirm their identity will not be allowed to enter the examination hall. Furthermore, the candidates should remain the face and ears uncovered throughout the examination for the invigilators to recognize their identity.

06. On the presumption that only eligible persons will apply, the applicants, who have paid the prescribed examination fee and have properly submitted perfected applications along with the respective receipt on or before the closing date of applications, will be issued admissions by the Commissioner General of Examinations.

Candidates, who appear for the examination should produce their signature attested admissions to the Supervisor. Candidates will not be allowed to face the examination without such admission. Department of Examinations will publish a notice in newspapers and in the official website of the Department of Examinations Sri Lanka, when admissions have been issued. Any applicant, who will not receive admissions within 02 or 03 days of the notice, should inquire from the Department of Examinations Sri Lanka. When inquiring the applicant should accurately mention the title of the examination applied, full name of the applicant, NIC No and the address. If the applicant resides out of Colombo, should fax a letter of request to the fax no mentioned in the notice along with aforesaid details and a fax No. to immediately receive the admission. Keeping in hand a copy of the application, receipt of paying examination fee and the registered post receipt would be beneficial for the applicant in confirming such detail. Candidates will be allowed to download the admission from the official website of the Department of Examinations Sri Lanka a few days prior to the examination.

07. Heads of Department should approve duty leave for officers, who have been issued with an admission by the Commissioner General of Examinations so as to appear for the examination. Travelling allowances will not be paid.

08. Examination will be conducted in Sinhala and Tamil medium only. Candidates may appear for the examination in their medium of study or in the official language, and they should appear for all questions in the same medium. Language medium applied will not be allowed to change later. This examination will be conducted only in Colombo.

09. Signature of the applicant should be attested both in the application and in the admission. Each candidate should get their signature attested by the Head of the Department or by an authorized officer. Furthermore, the signature attested admission should be produced to the Supervisor on the first day of the examination.

10. Examination Procedure :- Examination for above posts will comprise of following subjects.

	<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Minimum Pass Mark</i>
01. Task-related Knowledge	01	100	1 ½ hrs.	40
02. Subject-related Knowledge	02	100	1 ½ hrs.	40

(01) Task-related Knowledge – Written Test

A test to measure whether the knowledge and skills of the officers relating to the matters included in the syllabus of the first and second Efficiency Bar Examinations have been improved within the period according to their seniority and their awareness on innovations in the aforesaid fields.

I. **Hostel Superintendent (Male / Female), Assistant Hostel Superintendent (Male / Female)**

Knowledge in relation to rules and regulations to be followed by resident students within a hostel, registers to be maintained in relation to students, inventories to be maintained for purchasing goods for the kitchen, knowledge relating to registers of issuing and accepting, measures to be taken for the safety of property within the hostel, knowledge on water and electricity systems and their maintenance, thrifting measures to be taken within the hostel, knowledge relating to communicable diseases and the measures to be taken to prevent them, steps to be taken in an emergency situation and the registers of departure and arrival.

II. School Data Recorder

Knowledge on Input Devices, Output Devices, Storage Devices, knowledge regarding the difference between RAM and ROM, introduction of components of a Desktop Computer and the Operating Systems and Word Processing Software to be used in computers. Introduction of parts of a keyboard, measures to be taken for the health and safety of computer users, advantages of the computer compared to human labour and regular typewriter, knowledge on computer storage devices, mechanisms used in MS-Word in preparing a letter (Eg:- Bold, Underline, Font size...), knowledge on formulas used in MS Excel (Spread sheets) (Eg:- Total, Median), Introduction of data types, using MS Power Point to prepare presentations, knowledge on Shortcut Keys of the keyboard and the terms for abbreviations, restoring a file in the Recycle Bin, knowledge on using internet and e-mails, use of open and free software, basic knowledge on Generation Languages, classification of monitors according to technology and the advantages of a UPS.

III. Laboratory Assistant

Measuring the ability to identify equipment in a laboratory; the name of the equipment, their uses and the value, order of using specific equipment and measures to be taken when storing Eg:- Spectrometer, Microscope etc., knowledge of re-assembling after experiments, types of burners, supplying power to the laboratory, knowledge on gas pipe and water supply systems, knowledge relating to maximum temperature levels to be used in experiments.

- Ability to identify chemical elements in a laboratory.

Ability to identify elements in physical form.

Elements in the form of solid, liquid and air – Their crystal form, colour, smell and the ability to store under room temperature, identification of reactions of elements Eg:- acid base titration etc.

Ability to identify unknown chemicals, identification of harmful chemicals and the knowledge of storing in preventing aforesaid harms.

- Knowledge of Preparing Liquid Mixtures

How to preserve and store parts of plants and animals to be used in laboratory experiments

Measures to be taken for the safety of students in conducting experiments.

Registers and inventories to be maintained in the laboratory.

IV. Document Assistant

Forwarding a letter to an external institution / to a government institution in obtaining a service to the school, systematic use of unorganized data, accurate maintenance of a leave register, preparation of the school directory, Asset Register of the school, maintenance of statistics records, accurate cadre information, student records and other data, implementation of 5S concept in the school office, understanding of the school organization structure / School Development Society, Security of documents, organization of official commemorations of the school, organization of the distribution of school text books and uniform cloth, maintenance of records required for various activities of the school and the maintenance of school accounts.

V. Stereotype Machine Operator / Technical Assistant

Operating stereotype machines and producing Braille writing, proof reading of Braille, operating the thermoform machine, understanding of operating the Braille printer, writing and reading Braille through computer, methodologies of book binding.

VI. Project Assistant (Athletics)

Knowledge related to formulation and implementation of plans to develop physical fitness of Secondary and Primary students in schools, formulation of plans to develop sports talents of students, implementation of plans to popularize athletics among students, knowledge related to formulation of a project for the Annual Action Plan of the Sports Division and complying it with the Action Plan and implementation of training programmes within sports schools.

(02) Subject-related Knowledge

Should answer a paper designed to examine the measures to be taken in relation to an administrative issue.

(Officers should score 40% or above in each subject in order to pass the subject.)

11. Issuance of an admission to a student should not be considered as he or she has fulfilled all qualification to appear for the examination.
12. The decision of the Secretary to the Ministry of Education will be final and conclusive in relation to any matter not provided from this examination notice.
13. In the event of any inconsistency between the Sinhala, Tamil and English texts, the Sinhala text shall prevail

M. N. RANASINGHE,
Secretary,
Ministry of Education.

On 05th April, 2023,
Ministry of Education,
“Isurupaya”,
Battaramulla.

Specimen Application

**The First Efficiency Bar Examination for the Grade I Officers of the Segment II
Management Assistant – Non-Technical Services in the Ministry of Education – 2023**

අධ්‍යාපන අමාත්‍යාංශයේ කළමනාකරණ සහකාර තාක්ෂණික නොවන (බණ්ඩ - 2)

I වන ශ්‍රේණියේ නිලධාරීන් සඳහා වන
3 වන කාර්යක්ෂමතා කඩඉම් විභාගය - 2023

Your Service Category	<input type="text"/>	<input type="text"/>
Document Assistant	- 1	(For Office Use Only)
Laboratory Assistant	- 2	Medium of Language appearing for the Examination : <input type="text"/>
School Data Recorder	- 3	
Hostel Superintendent (Male/ Female)	- 4	Write the relevant number within the cage
Assistant Hostel Superintendent (Male/ Female)	- 5	
Project Assistant (Athletics)	- 6	Sinhala - 2
Stereotype Machine Operator	- 7	Tamil - 3

(Write the number of your service category in the cage)

01. 1.1 Name in Full (English Capital Letters) :
(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Last name first with the initials of other names (English Capital Letters) :
(Eg: GUNAWARDHANA H.M.S.K.)
- 1.3 Name in Full (Sinhala /Tamil) :

02. Work Place and Address :

- 2.1 Name of the Workplace :
- 2.2 Official Address :
(English Capital Letters) (Admissions will be posted to the above address)

03. Gender :
Male - 0
Female - 1
(Write the number in the relevant cage)

04. Mobile No :

05. N. I. C. No :

06. Current Post (As per the Appointment Letter) :
- 6.1 Appointment Letter No :
- 6.2 Date of Appointment :

07. Subject / Subjects related to the Efficiency Bar Examination you are appearing
(Refer to Para 10 of the *Gazette* Notification)

Serial No	Subject	Subject No.
01		
02		

08. Examination Fee (Only if applicable)

- I. Fees paid : Rs.
II. Post Office Paid :
III. Receipt No. :

Affix the receipt here from one end. (Only if applicable)
(Keeping the photo copy of the receipt will be beneficial)

09. Declaration of the Applicant :

I hereby declare that the particulars furnished above are true and accurate and I am entitled to appear for the exam in the language medium stated above and I adhere to the rules and regulations imposed by the Commissioner General of Examinations in relation to conducting the examination and releasing of results. I further state that the prescribed examination fee has been paid and the receipt has been affixed.

.....,
Signature of the Applicant.

Date :.....

Note. – Applicant should sign before the Head of the respective Department or an authorized officer.

10. Attestation of the Signature :

I hereby certify that Mr./ Mrs./ Miss., who is personally known to me and an officer of my office / school / College of Education / Teachers’ Training College / Teacher Centre has signed before me on and that the examination fee has been exempted / prescribed fee has been paid and the respective receipt has been affixed.

.....,
Signature of the Attester and the official stamp
(Immediate Staff Officer / Principal).

Name :
Designation :
Address :
Date :

11. Recommendation of the Head of the Department :

- 1. I hereby certify that the particulars furnished above have been checked, and
- 2. the officer has fulfilled qualifications required to appear for this examination,
- 3. that the officer appears for this examination for the time and the examination fee is exempted / the prescribed examination fee has been paid and the receipt has been affixed.

.....,
Signature of the Head of the Department / Zonal Director of Education /
President of the College of Education and the official stamp.

Name :
Designation :
Address :
Date :

(Strike off irrelevant words)

MINISTRY OF EDUCATION

**Second Efficiency Bar Examination for Grade II Officers of Segment II
Management Assistant – Non-Technical Services in the
Ministry of Education – 2023**

Service Categories

- | | |
|---|---|
| 1. Document Assistant | 2. Laboratory Assistant |
| 3. School Data Recorder | 4. Hostel Superintendent (Male / Female) |
| 5. Assistant Hostel Superintendent (Male / Female) | 6. Project Assistant (Athletics) |
| 7. Stereotype Machine Operator | |

01 It is hereby notified that the Department of Examinations Sri Lanka will conduct an Efficiency Bar Examination in September 2023 for officers belonging to above service categories in terms of provisions of respective Schemes of Recruitment.

02. I. This examination will be conducted by the Commissioner General of Examinations of the Department of Examinations Sri Lanka and all candidates will be subjected to rules and regulations imposed by him in relation to conducting the examination and issuing results.

II. Rules and regulations relating to candidacy will be published separately in *Gazette* Notification. Any candidate violate these rules will be subjected to any punishment imposed by the Commissioner General of Examinations of the Department of Examinations Sri Lanka.

III. Only the officers appointed under the Ministry of Education can apply this examination.

03. Examination Fees:-

Examination fees will not be levied from applicants appearing for this examination for the first time. An examination fee of Rs. 500/- for the entire exam and Rs. 200/- per subject will be levied from the second time. The receipt obtained upon payment of this examination fee to the credit of Revenue Head 20-03-02-13 of the Commissioner General of Examinations from any Post / Sub-post Office should be affixed properly in the prescribed place in the application. Furthermore, it is notified that money orders or stamps will not be accepted as the examination fee and in addition, the examination fee paid will not be refunded or transferred to another examination at any cost. Keeping a copy of the receipt will be beneficial.

04. Applications

Application should be in accordance with the specimen attached to this notification. It should be prepared using both sides of an A4 so as the headings 01 to 06 in the first page while the rest come in second and third pages. When preparing applications, the title of the examination should be in English in addition to Sinhala or Tamil languages in Sinhala and Tamil applications respectively. Even though the application can be typewritten, it should be completed clearly and accurately with the applicant's own handwriting. Applications prepared accordingly should be sent *via* registered post to reach the "Commissioner General of Examinations", Institutional Examinations Organization Branch, Department of Examinations Sri Lanka, P. O. Box1503, Colombo on or before **04th July** through respective Zonal Director of Education / President / Head of the Department. Name of the examination should be mentioned on top left-hand corner of the envelope. Incomplete applications and late applications will be rejected. Keeping a photocopy of the application will be beneficial. Furthermore, the applicant should check whether the perfected application is in accordance with the specimen application in the Notification unless the application will be rejected.

05 All candidates should confirm their identity so as to satisfy the Supervisor of the examination hall at each subject they face. One of following documents will be accepted for the purpose.

- I. National Identity Card,
- II. Valid Passport,
- III. Valid Sri Lankan Driving License.

Furthermore, the candidates should enter the examination hall without covering the face and the ears enabling the Supervisors to confirm their identity and any candidate, who rejects to confirm their identity will not be allowed to enter the examination hall. Furthermore, the candidates should remain the face and ears uncovered throughout the examination for the invigilators to recognize their identity.

06. On the presumption that only eligible persons will apply, the applicants, who have paid the prescribed examination fee and have properly submitted perfected applications along with the respective receipt on or before the closing date of applications, will be issued admissions by the Commissioner General of Examinations. Candidates will not be allowed to face the examination without such admission. Department of Examinations will publish a notice in newspapers and in the official website of the Department of Examinations Sri Lanka, when admissions have been issued. Any applicant, who will not receive admissions within 02 or 03 days of the notice, should inquire from the Department of Examinations Sri Lanka. When inquiring the applicant should accurately mention the title of the examination applied, full name of the applicant, NIC No and the address. If the applicant resides out of Colombo, should fax a letter of request to the fax no mentioned in the notice along with aforesaid details and a fax No. to immediately receive the admission. Keeping in hand a copy of the application, receipt of paying examination fee and the registered post receipt would be beneficial for the applicant in confirming such detail. Candidates will be allowed to download the admission from the official website of the Department of Examinations Sri Lanka a few days prior to the examination.

07. Heads of Department should approve duty leave for officers, who have been issued with an admission by the Commissioner General of Examinations so as to appear for the examination. Travelling allowances will not be paid.

08. Examination will be conducted in Sinhala and Tamil medium only. Candidates may appear for the

examination in their medium of study or in the official language, and they should appear for all questions in the same medium. Language medium applied will not be allowed to change later. This examination will be conducted only in Colombo.

09. Signature of the applicant should be attested both in the application and in the admission. Each candidate should get their signature attested by the Head of the Department or by an authorized officer. Furthermore, the signature attested admission should be produced to the Supervisor on the first day of the examination.

10. Examination Procedure :- Examination for above posts will comprise of following subjects.

	<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Minimum Pass Mark</i>
01. Office Systems	01	100	1 ½ hrs.	40
02. Subject-related Knowledge	02	100	1 ½ hrs.	40
03. Common General Paper	03	100	1 ½ hrs.	40

(01) Office Systems – Knowledge of provisions in Establishments Code 1 and 2 will be expected.

General comprehension on Chapters VII, XI of Volume II of the Establishments Code

General comprehension on Chapters I, II, IV, VII, and XII of the Establishments Code

(02) Subject-related Knowledge

Examination of subject-related knowledge relating to duties of the post.

I. Hostel Superintendent (Male / Female), Assistant Hostel Superintendent (Male / Female)

Knowledge in relation to rules and regulations to be followed by resident students within a hostel, registers to be maintained in relation to students, inventories to be maintained for purchasing goods for the kitchen, knowledge relating to registers of issuing and accepting, measures to be taken for the safety of property within the hostel, knowledge on water and electricity systems and their maintenance, thrifting measures to be taken

within the hostel, knowledge relating to communicable diseases and the measures to be taken to prevent them, steps to be taken in an emergency situation and the registers of departure and arrival.

II. School Data Recorder

Knowledge on Input Devices, Output Devices, Storage Devices, knowledge regarding the difference between RAM and ROM, introduction of components of a Desktop Computer and the Operating Systems and Word Processing Software to be used in computers. Introduction of parts of a keyboard, measures to be taken for the health and safety of computer users, advantages of the computer compared to human labour and regular typewriter, knowledge on computer storage devices, mechanisms used in MS-Word in preparing a letter (Eg:- Bold, Underline, Font size...), knowledge on formulas used in MS Excel (Spread sheets) (Eg:- Total, Median), Introduction of data types, using MS Power Point to prepare presentations, knowledge on Shortcut Keys of the keyboard and the terms for abbreviations, restoring a file in the Recycle Bin, knowledge on using internet and e-mails, use of open and free software, basic knowledge on Generation Languages, classification of monitors according to technology and the advantages of a UPS.

III. Laboratory Assistant

Measuring the ability to identify equipment in a laboratory; the name of the equipment, their uses and the value, order of using specific equipment and measures to be taken when storing Eg:- Spectrometer, Microscope etc., knowledge of re-assembling after experiments, types of burners, supplying power to the laboratory, knowledge on gas pipe and water supply systems, knowledge relating to maximum temperature levels to be used in experiments.

- Ability to identify chemical elements in a laboratory.

Ability to identify elements in physical form.

Elements in the form of solid, liquid and air – Their crystal form, colour, smell and the ability to store under room temperature, identification of reactions of elements Eg:- acid base titration etc.

Ability to identify unknown chemicals, identification of harmful chemicals and the knowledge of storing in preventing aforesaid harms.

- Knowledge of Preparing Liquid Mixtures

How to preserve and store parts of plants and animals to be used in laboratory experiments

Measures to be taken for the safety of students in conducting experiments.

Registers and inventories to be maintained in the laboratory.

IV. Document Assistant

Forwarding a letter to an external institution / to a government institution in obtaining a service to the school, systematic use of unorganized data, accurate maintenance of a leave register, preparation of the school directory, Asset Register of the school, maintenance of statistics records, accurate cadre information, student records and other data, implementation of 5S concept in the school office, understanding of the school organization structure / School Development Society, Security of documents, organization of official commemorations of the school, organization of the distribution of school text books and uniform cloth , maintenance of records required for various activities of the school and the maintenance of school accounts.

V. Stereotype Machine Operator / Technical Assistant

Operating stereotype machines and producing Braille writing, proof reading of Braille, operating the thermoform machine, understanding of operating the Braille printer, writing and reading Braille through computer, methodologies of book binding.

VI. Project Assistant (Athletics)

Knowledge related to formulation and implementation of plans to develop physical fitness of Secondary and Primary students in schools, formulation of plans to develop sports talents of students, implementation of plans to popularize athletics among students, knowledge related to formulation of a project for the Annual Action Plan of the Sports Division and complying it with the Action Plan and implementation of training programmes within sports schools.

(Officers should score 40% or above in each subject in order to pass the subject.)

(03) Common General Paper

1. Preparation of a letter or a report by reading and comprehending a certain statement or a minute of a meeting.

2. Measuring the ability to analyze by comprehending a contemporary incident.
11. Issuance of an admission to a student should not be considered as he or she has fulfilled all qualification to appear for the examination.
12. The decision of the Secretary to the Ministry of Education will be final and conclusive in relation to any matter not provided from this examination notice.
13. In the event of any inconsistency between the Sinhala, Tamil and English texts, the Sinhala text shall prevail

M. N. RANASINGHE,
Secretary,
Ministry of Education.

On 05th April, 2023.
Ministry of Education,
“Isurupaya”,
Battaramulla.

Specimen Application

The Second Efficiency Bar Examination for the Grade II Officers of the Segment II Management Assistant – Non-Technical Services in the Ministry of Education – 2023

අධ්‍යාපන අමාත්‍යාංශයේ කළමනාකරණ සහකාර තාක්ෂණික නොවන (බණ්ඩ - 2)

II වන ශ්‍රේණියේ නිලධාරීන් සඳහා වන

2 වන කාර්යක්ෂමතා කඩඉම් විභාගය - 2023

Your Service Category	<input type="text"/>	<input type="text"/>
		(For Office Use Only)
Document Assistant	- 1	Medium of Language appearing for the Examination :
Laboratory Assistant	- 2	
School Data Recorder	- 3	Write the relevant number within the cage
Hostel Superintendent (Male/ Female)	- 4	
Assistant Hostel Superintendent (Male/ Female)	- 5	
Project Officer (Athletics)	- 6	Sinhala - 2
Stereotype Machine Operator	- 7	Tamil - 3

(Write the number of your service category in the cage)

01. 1.1 Name in Full (English Capital Letters) :
(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Last name first with the initials of other names (English Capital Letters) :
(Eg: GUNAWARDHANA H.M.S.K.)
- 1.3 Name in Full (Sinhala /Tamil) :

02. Work Place and Address :

- 2.1 Name of the Workplace :
- 2.2 Official Address :
(English Capital Letters) (Admissions will be posted to the above address)

03. Gender :

Male - 0

Female - 1

(Write the number in the relevant cage)

04. Mobile No. :

05. N. I. C. No. :

06. Current Post (As per the Appointment Letter) :

6.1 Appointment Letter No. :

6.2 Date of Appointment :

07. Subject / Subjects related to the Efficiency Bar Examination you are appearing
(Refer to Para 10 of the *Gazette* Notification)

Serial No.	Subject	Subject No.
01		
02		
03		

08. Examination Fee (Only if applicable)

- I. Fees paid : Rs.
- II. Post Office Paid :
- III. Receipt No. :

Affix the receipt here from one end. (Only if applicable)
(Keeping the photo copy of the receipt will be beneficial)

09. Declaration of the Applicant :

I hereby declare that the particulars furnished above are true and accurate and I am entitled to appear for the exam in the language medium stated above and I adhere to the rules and regulations imposed by the Commissioner General of Examinations in relation to conducting the examination and releasing of results. I further state that the prescribed examination fee has been paid and the receipt has been affixed.

.....
 Signature of the Applicant

Date :

Note. – Applicant should sign before the Head of the respective Department or an authorized officer.

10. Attestation of the Signature :

I hereby certify that Mr./ Mrs./ Miss., who is personally known to me and an officer of my office / school / College of Education / Teachers’ Training College / Teacher Centre has signed before me on and that the examination fee has been exempted / prescribed fee has been paid and the respective receipt has been affixed.

.....
 Signature of the Attester and the official stamp
 (Immediate Staff Officer / Principal)

Name :
 Designation :
 Address :
 Date :

11. Recommendation of the Head of the Department :

1. I hereby certify that the particulars furnished above have been checked, and
2. the officer has fulfilled qualifications required to appear for this examination,
3. that the officer appears for this examination for the time and the examination fee is exempted / the prescribed examination fee has been paid and the receipt has been affixed.

.....
 Signature of the Head of the Department / Zonal Director of Education /
 President of the College of Education and the official stamp

Name :
 Designation :
 Address :
 Date :

(Strike off irrelevant words)

MINISTRY OF EDUCATION

**First Efficiency Bar Examination for Grade III Officers of Segment II
Management Assistant – Non-Technical Services in the
Ministry of Education – 2023**

Service Categories

- | | |
|---|---|
| 1. Document Assistant | 2. Laboratory Assistant |
| 3. School Data Recorder | 4. Hostel Superintendent (Male / Female) |
| 5. Assistant Hostel Superintendent (Male/Female) | 6. Project Assistant (Athletics) |
| 7. Stereotype Machine Operator | 8. Receptionist |

01 It is hereby notified that the Department of Examinations Sri Lanka will conduct an Efficiency Bar Examination in September 2023 for officers belonging to above service categories in terms of provisions of respective Schemes of Recruitment.

02. I. This examination will be conducted by the Commissioner General of Examinations of the Department of Examinations Sri Lanka and all candidates will be subjected to rules and regulations imposed by him in relation to conducting the examination and issuing results.

II. Rules and regulations relating to candidacy will be published separately in *Gazette* Notification. Any candidate violate these rules will be subjected to any punishment imposed by the Commissioner General of Examinations of the Department of Examinations Sri Lanka.

III. Only the officers appointed under the Ministry of Education can apply this examination.

03. Examination Fees :-

Examination fees will not be levied from applicants appearing for this examination for the first time. An examination fee of Rs. 500/- for the entire exam and Rs. 200/- per subject and Rs. 400/- for two subjects will be levied from the second time. The receipt obtained upon payment of this examination fee to the credit of Revenue Head 20-03-02-13 of the Commissioner General of Examinations from any Post / Sub-post Office should be affixed properly in the prescribed place in the application. Furthermore, it is notified that money orders or stamps will not be accepted as the examination fee and in addition, the examination fee paid will not be refunded or transferred to another examination at any cost. Keeping a copy of the receipt will be beneficial.

04. Applications

Application should be in accordance with the specimen attached to this notification. It should be prepared using both sides of an A4 so as the headings 01 to 06 in the first page while the rest come in second and third pages. When preparing applications, the title of the examination should be in English in addition to Sinhala or Tamil languages in Sinhala and Tamil applications respectively. Even though the application can be typewritten, it should be completed clearly and accurately with the applicant's own handwriting. Applications prepared accordingly should be sent *via* registered post to reach the "Commissioner General of Examinations", Institutional Examinations Organization Branch, Department of Examinations Sri Lanka, P. O. Box 1503, Colombo on or before **04th July** through respective Zonal Director of Education / President / Head of the Department. Name of the examination should be mentioned on top left-hand corner of the envelope. Incomplete applications and late applications will be rejected. Keeping a photocopy of the application will be beneficial. Furthermore, the applicant should check whether the perfected application is in accordance with the specimen application in the Notification unless the application will be rejected.

05 All candidates should confirm their identity so as to satisfy the Supervisor of the examination hall at each subject they face. One of following documents will be accepted for the purpose.

- I. National Identity Card
- II. Valid Passport
- III. Valid Sri Lankan Driving License

Furthermore, the candidates should enter the examination hall without covering the face and the ears enabling the Supervisors to confirm their identity and any candidate, who rejects to confirm their identity will not be allowed to enter the examination hall. Furthermore, the candidates should remain the face and ears uncovered throughout the examination for the invigilators to recognize their identity.

06. On the presumption that only eligible persons will apply, the applicants, who have paid the prescribed examination fee and have properly submitted perfected applications along with the respective receipt on or before the closing date of applications, will be issued admissions by the Commissioner General of Examinations. Candidates will not be allowed to face the examination without such admission. Department of Examinations will publish a notice in newspapers and in the official website of the Department of Examinations Sri Lanka, when admissions have been issued. Any applicant, who will not receive admissions within 02 or 03 days of the notice, should inquire from the Department of Examinations Sri Lanka. When inquiring the applicant should accurately mention the title of the examination applied, full name of the applicant, NIC No. and the address. If the applicant resides out of Colombo, should fax a letter of request to the fax No. mentioned in the notice along with aforesaid details and a fax No. to immediately receive the admission. Keeping in hand a copy of the application, receipt of paying examination fee and the registered post receipt would be beneficial for the applicant in confirming such detail. Candidates will be allowed to download the admission from the official website of the Department of Examinations Sri Lanka a few days prior to the examination.

07. Heads of Department should approve duty leave for officers, who have been issued with an admission by the Commissioner General of Examinations so as to appear for the examination. Travelling allowances will not be paid.

08. Examination will be conducted in Sinhala and Tamil medium only. Candidates may appear for the

examination in their medium of study or in the official language, and they should appear for all questions in the same medium. Language medium applied will not be allowed to change later. This examination will be conducted only in Colombo.

09. Signature of the applicant should be attested both in the application and in the admission. Each candidate should get their signature attested by the Head of the Department or by an authorized officer. Furthermore, the signature attested admission should be produced to the Supervisor on the first day of the examination.

10. Examination Procedure :- Examination for above posts will comprise of following subjects.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Minimum Pass Mark</i>
01. Office Systems	01	100	2 hrs.	40
02. Basic knowledge on Financial Regulations	02	100	2 hrs.	40
03. Test on Computer Literacy	03	100	1 ½ hrs.	40

(01) **Office Systems**

Basic knowledge on office systems used in government offices.

- Fundamentals of office systems.
- Importance of the fundamentals in office systems
- Comprehension on the use of office systems
- Filing systems

(02) **Basic knowledge in Financial Regulations**

Basic knowledge in Financial Regulations used in government offices.

General knowledge in relation to the Consolidated Fund, Annual Expenditure Estimates, authorization to expend according to Revenue Estimates and the knowledge on the control of expenditure, Financial Control and Accounting and general knowledge on payments under Chapters I, II, III, IV, V of the Financial Regulations.

(3) **Test on Computer Literacy**

The objective of this is to evaluate whether the applicant possesses following competencies.

- Basic concepts in Information Technology
- Basic components of a computer and their concepts
- Hardware and Software

Knowledge and skills expected under this test.

- Switch on an shut down a computer systematically
- The way Directories and files are located in a computer disk
- Creating new Directories and creating a new file in a Directory numbering files, Copying files, accessing a copied Directory, moving one Directory to another Directory changing the name.
- Re-processing software

Word Processing

- Opening software, creating a new file, saving a file
- Types of menus and their use, chat boxes
- Circulating documents, selecting parts of documents, inserting, deleting and moving parts, numbering pages.
- Horizontal aligning of texts, font types, spacing, line spacing, inserting text indetns vocabulary and grammar.
- Page layout, adjusting boarders and printing
- Inserting tables, inserting columns and rows, splitting and merging cells, saving specific files and re-opening them by searching.
- Mail merging, preparing postal documents, postal covers and letters.
- Using Micros, re-creating Micros and implementation

Spread sheets

- Opening the software, opening a new worksheet, moving through worksheets, re-naming and closing work sheets
- Input data in to a worksheet, input formulas
- Numbering, aligning texts, font types and sizes
- Copying data, moving and copying formulas
- Creating graphs, graph types editing and printing

- Creating new Micros, opening existing Micros and implementation

Presentations

- Opening the software, creating a new presentation, preparing slides, presentation and saving
- Inserting texts to slides and changing, inserting special effects to texts, changing font types and sizes
- Inserting designs and colours for slides

Data Bases

- Using new queries and existing queries, opening copying, saving and using tables for queries
- Data sorting, sorting data in tables
- Planning, preparation of reports, opening, copying, saving and printing

Internet

- What is Internet, its advantages, Home Page
- Internet pages, surfing the Internet, Searching websites
- Downloading data, saving web pages and printing

(Officers should score 40% or above in each subject in order to pass the subject)

11. Issuance of an admission to a student should not be considered as he or she has fulfilled all qualification to appear for the examination.
12. The decision of the Secretary to the Ministry of Education will be final and conclusive in relation to any matter not provided from this examination notice.
13. In the event of any inconsistency between the Sinhala, Tamil and English texts, the Sinhala text shall prevail

M. N. RANASINGHE,
Secretary,
Ministry of Education.

On 05th April, 2023.
Ministry of Education,
“Isurupaya”,
Battaramulla.

05. N. I. C. No :

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06. Current Post (As per the Appointment Letter) :
.....
6.1 Appointment Letter No. :
6.2 Date of Appointment :

07. Subject / Subjects related to the Efficiency Bar Examination you are appearing
(Refer to Para 10 of the *Gazette* Notification)

Serial No.	Subject	Subject No.
01		
02		
03		

08. Examination Fee (Only if applicable)

- I. Fees paid : Rs.
- II. Post Office Paid :
- III. Receipt No. :

Affix the receipt here from one end. (Only if applicable)
(Keeping the photo copy of the receipt will be beneficial)

09. Declaration of the Applicant :

I hereby declare that the particulars furnished above are true and accurate and I am entitled to appear for the exam in the language medium stated above and I adhere to the rules and regulations imposed by the Commissioner General of Examinations in relation to conducting the examination and releasing of results. I further state that the prescribed examination fee has been paid and the receipt has been affixed / the examination fee has been exempted.

.....
Signature of the Applicant.

Date :

Note. – Applicant should sign before the Head of the respective Department or an authorized officer.

10. Attestation of the Signature :

I hereby certify that Mr./Mrs./Miss., who is personally known to me and an officer of my office / school / College of Education / Teachers' Training College / Teacher Centre has signed before me on and that the examination fee has been exempted / prescribed fee has been paid and the respective receipt has been affixed.

.....
Signature of the Attester and the official stamp
(Immediate Staff Officer / Principal)

Name :
Designation :
Address :
Date :

11. Recommendation of the Head of the Department :

- 1. I hereby certify that the particulars furnished above have been checked, and
- 2. the officer has fulfilled qualifications required to appear for this examination,
- 3. that the officer appears for this examination for the time and the examination fee is exempted / the prescribed examination fee has been paid and the receipt has been affixed.

.....
Signature of the Head of the Department / Zonal Director of Education /
President of the College of Education and the official stamp

Name :
Designation :
Address :
Date :

(Strike off irrelevant words)

IMPORTANT NOTICE REGARDING PUBLICATION OF GAZETTE

THE Weekly issue of the *Gazette of the Democratic Socialist Republic of Sri Lanka* is normally published on Fridays. If a Friday happens to be a Public Holiday the *Gazette* is published on the working day immediately preceding the Friday. Thus the last date specified for the receipt of notices for publication in the *Gazette* also varies depending on the incidence of public holidays in the week concerned.

The Schedule below shows the date of publication and the latest time by which notices should be received for publication in the respective weekly *Gazette*. All notices received out of times specified below will not be published. Such notices will be returned to the sender by post for necessary amendment and return if publication is desired in a subsequent issue of the *Gazette*. It will be in the interest of all concerned if those desirous of ensuring the timely publication of notices in the *Gazette* make it a point to see that sufficient time is allowed for postal transmission of notices to the Government Press.

The Government Printer accept payments of subscription for the Government Gazette.

Note.—Payments for inserting Notices in the *Gazette of the Democratic Socialist Republic of Sri Lanka* will be received by the Government Printer.

THE SCHEDULE

<i>Month</i>	<i>Date of Publication</i>			<i>Last Date and Time of Acceptance of Notices for Publication in the Gazette</i>		
2023						
JUNE	02.06.2023	Friday	—	19.05.2023	Friday	12 noon
	09.06.2023	Friday	—	26.05.2023	Friday	12 noon
	16.06.2023	Friday	—	02.06.2023	Friday	12 noon
	23.06.2023	Friday	—	09.06.2023	Friday	12 noon
	30.06.2023	Friday	—	16.06.2023	Friday	12 noon
JULY	07.07.2023	Friday	—	23.06.2023	Friday	12 noon
	14.07.2023	Friday	—	30.06.2023	Friday	12 noon
	21.07.2023	Friday	—	07.07.2023	Friday	12 noon
	28.07.2023	Friday	—	14.07.2023	Friday	12 noon
AUGUST	04.08.2023	Friday	—	21.07.2023	Friday	12 noon
	11.08.2023	Friday	—	28.07.2023	Friday	12 noon
	18.08.2023	Friday	—	04.08.2023	Friday	12 noon
	25.08.2023	Friday	—	11.08.2023	Friday	12 noon

GANGANI LIYANAGE,
Government Printer.

Department of Government Printing,
Colombo 08,
01st January, 2023.