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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,115 – 2019 මාර්තු මස 15 වැනි සිකුරාදා – 2019.03.15
No. 2,115 – FRIDAY, MARCH 15, 2019

(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 | 800 | Examinations, Results of Examinations &c. ... | 806 |

- Note.**– (i) Coconut Development (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 15, 2019.
- (ii) Judicature (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of February 15, 2019.

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 05th April, 2019 should reach Government Press on or before 12.00 noon on 22nd March, 2019.

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

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

GANGANI LIYANAGE,
Government Printer.

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

This Gazette can be downloaded from www.documents.gov.lk



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such

Officers may in the first instance be appointed to act in the new post for a specified period with a view to testing him in his new post.

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Posts – Vacant

MINISTRY OF EDUCATION

Recruitment of Graduates in Education to Class 2 Grade II of Sri Lanka Teachers' Service for the Task of School Student Counselling in the Sinhala Medium and Tamil Medium of the National and Provincial Schools in the Island - 2019

APPLICATIONS are invited to recruit Graduates in Education to Class 2 Grade II of Sri Lanka Teachers' Service for the Task of School Student Counselling in the Sinhala Medium and Tamil Medium of the National and Provincial Schools in the Island - 2019. Applications prepared in compliance with the specimen application given at the end of this *Gazette* notification should be sent by registered post on or before 12.04.2019 to reach "Assistant Secretary, Teacher Establishment Branch, Ministry of Education, Isurupaya, Battaramulla". The term, "Recruitment of Graduates in Education to Class 2 Grade II of Sri Lanka Teachers' Service for the Task of School Student Counselling in the Sinhala Medium and Tamil Medium of the National and Provincial Schools in the Island - 2019" should be compulsorily mentioned on the top left hand corner of the envelope enclosing the applications.

Note 1 : The complaints in relation to application or a letter connected to the application which are lost or delayed in the Post are not entertained. The Candidates themselves should bear the consequences caused due to delaying the applications until the closing date of applications. Further, the title of the Application in the Sinhala application should be mentioned in English, In addition to Sinhala language and in Tamil applications in English In addition to the Tamil Language.

02. Method of Recruitment to Service :

- 2.1 Applicants should appear for a general interview to check whether they have fulfilled the qualifications indicated in 5.2 along with the qualifications indicated in 5.1 of this notification. Applicants who have not fulfilled the qualifications mentioned in this notification will be rejected in the interview.
- 2.2 The applicants qualified from the general interview will be subject to a practical test as per section 9.2 of this *Gazette* notification in order to measure the learning and teaching process that will be important in the profession. Recruitments will be made as per the number of existing vacancies on the school based system subject to giving prominence to the total marks obtained at the practical test by the applicant.
- 2.3 The list of vacancies related to the applicants will be displayed at the time of conducting the interview. Accordingly, the applicants should indicate their order of preference at the same instance in order to obtain the appointments to the schools where vacancies exist.

Note 2 : When there are several applicants who have requested the same school, the qualified applicants will be selected in compliance with a scheme of providing specific marks that is approved by the Secretary of the Ministry of Education subsequent to calling the qualified applicants for a practical test.

- 2.4 Since applicants will be recruited for these vacancies on school based system, transfers will not be provided under any circumstances until 5 years is completed.

2.5 Existing Vacancies :

| Province | National Schools | | Provincial Schools | |
|---------------|------------------|--------------|--------------------|--------------|
| | Sinhala medium | Tamil medium | Sinhala medium | Tamil medium |
| Western | ✓ | ✓ | – | – |
| Central | ✓ | ✓ | ✓ | ✓ |
| Southern | ✓ | ✓ | – | – |
| Northern | ✓ | ✓ | – | – |
| Eastern | ✓ | ✓ | – | – |
| North Western | ✓ | ✓ | ✓ | ✓ |
| North Central | ✓ | – | – | – |
| Sabaragamuwa | ✓ | – | ✓ | ✓ |
| Uva | ✓ | ✓ | – | – |

Note 3 :- Those who apply for the Provincial Council School should be permanent residents of the particular province.

03. Conditions for Employing in the Service:

- I. This post is permanent. The officer should be subjected to a decision taken by the government in the future pertaining to the pension scheme entitled to the post.
- II. Officers recruited to the post will be subjected to a probationary period of three years and the first Efficiency Bar Examination should be passed within the three years.
- III. Official Language Competency should be obtained as per the Public Administrative Circular No. 01/2014 and the circulars incidental there to.
- IV. The Procedural Laws of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other Departmental orders are applicable to this post.
- V. This Post is subjected to the Provisions stipulated in the Sri Lanka Teachers' Service Minute published on 23.10.2014 in the *Gazette* Extraordinary bearing No. 1885/38 of the Democratic Socialist Republic of Sri Lanka and the revisions made to the Service Minute hereinafter and the general conditions applicable to the appointments made in the Public Service.

04. Salary Scale.– Salary scale of Rs. 33,300-495x5-680x5-825x7- 1,335x20-Rs. 71,650 (Monthly) of G-E-02 -2016 as per the salary Circular bearing No. 03/2016 of the Public Administration Circular is entitled to the post. They will be placed on a salary of Rs.34, 290/- which is the third step of the salary scale. Payments of salaries will be made in compliance with the Provisions stipulated in the Schedule II of the Circular. In addition, you are entitled to the other allowances paid time to time to the Public servants by the government.

05. Education Qualifications :

- 5.1 The following qualifications should be fulfilled as at 12.04.2019 in terms of the Sri Lanka Teachers' Service Minute and in accordance with the Cabinet Decision No. CP/17/0653/742/009 dated 23.05.2017.
- 5.2 The Candidates should have obtained a Degree in Education with Counselling/Sociology as a main subject from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree conferring institution.

and
- 5.3 Should have passed Sinhala or Tamil Language as a subject at the G.C.E (Ordinary Level) Examination as per the Provisions stipulated in Sri Lanka Teachers' Service Minute.

Note 4: Persons who have passed the examinations recognized as equal to the local G.C.E (Ordinary Level) Examination by the Commissioner General of Examinations can apply for this post.

06. Age Limit :

Age as at 12.04.2019 : Minimum limit : 18 years

Maximum limit : 35 years

Accordingly, only the applicants whose birthday falls on or before 12.04.2001 and on or after 12.04.1984 can apply for this post.

07. Other Qualifications:

- I. Applicants should be citizens of Sri Lanka,
- II. Should possess a good moral character,
- III. All the qualifications required for the recruitment to the post should have been fulfilled by the closing date of calling applications,
- IV. Every candidate should be physically and mentally fit enough to serve in any part of Sri Lanka and to perform duties of the Post.

08. Method of Application :

- 8.1 Application should be in compliance with the specimen application attached to this notification and it should be prepared using both sides of an A4 sized paper and filled by the applicant himself/herself. It should be specially considered that the heads from 1.0 to 5.5 should appear on the first page and heads from 6.0 onwards should appear in the rest of the pages. Applications that are not in conformity with the specimen application and incomplete applications are rejected without notice. (It may be beneficial to retain a photocopy of the application.) The applicant may ensure whether the completed application is consistent with the specimen application attached to the notification. If they are not in conformity with each other, such applications will be rejected.
- 8.2 One applicant is allowed to forward only one application.
- 8.3 The signature of the applicant should be attested in the application. A candidate applying through an institution should make his signature attested by the Head of the institution or an officer authorized by him and an applicant who does not belong to that category should make his/her signature attested by a Head of a Government School, Grama Niladhari of the Division, a Justice of Peace, a Commissioner of Oaths, a Lawyer, a Notary Public, a Commissioned Officer in the three Forces, a permanent Staff Grade Officer serving in the Public Service or in a Local Government Service drawing an annual consolidated salary of Rs.240,360 or a higher salary, a Chief Incumbent or Nayaka Thero of a Buddhist temple or a clergy in charge of another religious place holding a considerable position.
- 8.4 The medium of Language applying for the vacancy is not changed under any circumstances and the appeals submitted in this regard are not considered.
- 8.5 The applications that are not in conformity with the Specimen application and the uncompleted application will be rejected. The complaints in relation to an application which is lost or delayed in the post are not entertained, Likewise, it will not be notified to you that the application is received.

09. Interview :

9.1 General Interview-

Marks will not be offered for the general interview.

Note 5 : Objects expected to be accomplished

To examine whether the qualifications mentioned in the Service Minute and in the notification or the newspaper advertisement published in compliance with the Service Minute have been fulfilled and to test physical qualifications.

9.2 Practical Test :

A presentation should be carried out on a topic identified by the applicant as the practical test. Not less than 5 minutes will be allocated for the purpose. Marks as mentioned below will be offered.

| <i>Serial No.</i> | <i>Criteria for awarding marks at the practical test</i> | <i>Maximum marks</i> | <i>Minimum marks required to get through the practical test</i> |
|-------------------|----------------------------------------------------------|----------------------|-----------------------------------------------------------------|
| 01 | Objective and approach | 05 | 02 |
| 02 | Personality and voice control | 05 | 02 |
| 03 | Clarity in communication | 05 | 02 |
| 04 | Time Management | 05 | 02 |
| 05 | Use of techniques in presentation | 05 | 02 |
| | Total marks | 25 | 10 |

Note 6 : Objects to be accomplished -

Measuring the competency of the applicant in the process of learning and teaching which is an important aspect in the profession of teaching.

10. *Instructions for filling the application.*– Use only Schedule 01, 02 and 03 in filling the application.

SCHEDULE 01

| <i>Medium of Language</i> | <i>Code Number</i> |
|---------------------------|--------------------|
| Sinhala medium | 2 |
| Tamil medium | 3 |

SCHEDULE 02

| <i>Type of School</i> | <i>Code Number</i> |
|-----------------------|--------------------|
| National Schools | 1 |
| Provincial Schools | 2 |

SCHEDULE 03

| <i>Province</i> | <i>Code Number</i> |
|------------------------|--------------------|
| Central Province | 2 |
| North Western Province | 6 |
| Sabaragamuwa Province | 9 |

11. It is compulsory for the Officers who are currently serving in the Public Service to submit their applications that are attested by the respective Head of their Department under the Head No. 9.0 of the Application.

12. Candidates who will not be participated in the Interviews on the prescribed date will not be reconsidered under any circumstances.

13. Likely, all the certificates should be forwarded on the date of the interview and any certificate submitted later will not be entertained.

14. The Secretary of the Ministry of Education reserves the right of taking a decision on a matter which is not covered through this notification and the right of taking a decision on filling or not filling a portion of any vacancies or completely filling or not filling the vacancies.

15. In case of any inconsistency prevails in the texts of this *Gazette* notification published in the Sinhala, Tamil and English Languages, the Sinhala text shall prevail.

PADMASIRI JAYAMANNA,
Secretary,
Ministry of Education.

Isurupaya,
Pelawatte,
Battaramulla.
On 18th day of February, 2019.

SPECIMEN APPLICATION

For Office use only

MINISTRY OF EDUCATION

**RECRUITMENT OF GRADUATES IN EDUCATION TO CLASS 2 GRADE II OF SRI LANKA TEACHERS' SERVICE
FOR THE TASK OF SCHOOL STUDENT COUNSELLING IN THE SINHALA MEDIUM AND TAMIL MEDIUM OF THE
NATIONAL AND PROVINCIAL SCHOOLS IN THE ISLAND - 2019**

1.0 Indicate the code number using Schedule 01 for the medium of language applying for vacancies

Medium of Language :

(Write the number in the relevant code)

2.0 Applying for vacancies :

2.1 Type of school

(Write the relevant code number in the cage using Schedule 02 that indicates type of school)

2.2 Code number of the Province, if it is a Provincial School

(Write the code number of the Province as per Schedule 03)

03. 3.1 Name in full (In English Block Capitals) :_____.

(Ex. : AMARAKOON MUDIYANSELAGE NAMAL HERATH)

3.2 Name mentioning the last name first and the initials at the end (Ex. : HERATH A. M. N.) :_____.

3.3 Name in full (in Sinhala/Tamil) :_____.

4.0 Present Address (In English Block Capitals) :_____.

5.0 5.1 National Identity Card Number :

5.2 Marital Status :

Unmarried - 1

Married - 2

(Write the relevant number in the cage)

5.3 Date of Birth : Year :

Month :

Date :

5.4 Age as at 12.04.2019 : Years :

Months :

Days :

5.5 Sex : (Female - 1 Male - 0) (Write the relevant number in the cage)

6.0 Information on Education Qualifications :

| G. C. E. (Ordinary Level) Examination : | | | | G. C. E. (Advanced Level) Examination | |
|-----------------------------------------|---------------------|---------|-------|---------------------------------------|---------------------|
| Year :..... | Index Number :..... | Subject | Grade | Year :..... | Index Number :..... |
| Subject | Grade | Subject | Grade | Subject | Grade |
| 1 | 6 | | | 1 | |
| 2 | 7 | | | 2 | |
| 3 | 8 | | | 3 | |
| 4 | 9 | | | 4 | |
| 5 | 10 | | | | |

7.0 Information on Higher Educational Qualifications :

- 7.1 Degree Followed :—————.
- 7.2 University that issued the Degree :—————.
- 7.3 Effective Date of the Degree :—————.
- 7.4 Main subject/subjects followed for the Degree :—————.
- 7.5 Medium of the Degree :—————.

I do hereby declare that the information furnished here is true according to my knowledge and belief. I am aware that I will be dismissed from the service if it is revealed that I am not eligible to be appointed to this post after being selected to the post. Any information mentioned herein will not be altered later.

_____,
Signature of Candidate.

Date :—————.

8.0 Attestation of Signature of the Applicant :

I certify that Mr./Mrs./Ms. submitting this application is personally known to me and he/she placed his/her signature before me
on

_____,
Signature of the officer attesting the signature.

Date :—————.

Full Name of the attester :—————.

Designation :—————.

Address :—————.

(Substantiate with the Official Frank)

9.0 Certificate of the Head of the Department in case the applicant is a public servant :

The application of Mr./Mrs./Ms. is submitted. It is notified that Mr./Mrs./Ms.
..... is serving in this Ministry/Department as a permanent/temporary/casual employee and that he/she
can be/cannot be released from the service if he/she is selected for this post.

_____,
Signature of the Head of the Department or
the Officer Authorized.

Date :—————.

Designation :—————.

Ministry/Department :—————.

(Substantiate with the Official Frank)

Examinations, Results of Examinations & c.

MINISTRY OF LAND AND PARLIAMENTARY REFORMS

Survey Department

Open Competitive Examination for Recruitment for the Post of Litho Technological Officer (Training grade) of Sri Lanka Technological Service - 2019

1.0 APPLICATIONS are invited from qualified citizen of Sri Lanka for the open competitive examination held for recruitment to the post of Litho Technological Officer (Training Grade) in Sri Lanka Technological Service which remains vacant in Survey Department.

1.1 Designation - Litho Technological Officer (Training Grade)

1.2 Nature of Duties of the post - Printing of maps and other printing works in the department.

2.0 The number of appointment and the date of appointment will be decided by the appointing authority. The appointing authority has power to keep all or some of the vacancies without filling.

3.0 Salary: Table No. 01

| Grade | Salary Scale | Initial Monthly salary |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| Training Grade | No | Year 1 monthly Rs.21,532- Year 2 monthly Rs.21,770/- (In terms of provision of schedule V in P.A.C. 03/2016) |
| Grade III | Monthly Rs. 31,040-10 x 445-11 x 660- 10 x 730-10x 750- Rs. 57,550 (MN3-2016) | Rs.24,626/- (In terms of provision of schedule II in P.A.C. 03/2016) |
| Grade II | Monthly Rs.31,040-10 x 445-11 x 660-10 x 730-10x 750- Rs. 57,550 (Will be started from the 12 th salary step) (MN3-2016) | Rs.28,684/- (In terms of provision of schedule II in P.A.C. 03/2016) |
| Grade I | Monthly Rs. 31,040-10 x 445-11 x 660-10 x 730-10 x 750- Rs. 57,550 (Will be started from the 23 rd salary step) (MN3 - 2016) | Rs.34,506/- (In terms of provision of schedule II in P.A.C. 03/2016) |
| Special Grade | Monthly Rs.41,580-11 x 755-18 x 1,030- Rs. 68,425 (MN 7-2016) | Rs.32,960/- (In terms of the provision of schedule II in P.A.C. 03/2016) |

4.0 Service Conditions of the post :

- 4.1 When the candidates recruited to the training grade, pass the eligibility test conducted by the Institute of Surveying and Mapping, Diyathalawa at the end of two year training, recruitment to the post of Litho Technological Officer of grade III in Sri Lanka Technological Service will be made.
- 4.2 The post of Litho Technological Officer of grade III in Sri Lanka Technological Service is permanent and pensionable and this post is subjected to three (03) year probation period. You are subject to a decision taken by the government in future regarding of the pension scheme entitle to you. Further, you should make contribution to the widow/widower and orphan's pension scheme. You should make contribution for that as ordered by the government from time to time.
- 4.3 Selected candidates should ready to serve only in the head office of survey department. Selected candidate is subject to general conditions applicable to appointment to the public service specified at the beginning of this *Gazette* notification, to the service minute of Sri Lanka Technological service

and the amendments made thereto from time to time, procedural rules of Public Service Commission, Establishment Code, Financial Regulation and other orders and regulations that has been issued and will be issued by the government regarding of the Public Service.

- 4.4 The Officers who join the service in a language other than official language should obtain prescribed official language proficiency within the probationary period.
- 4.5 Second language proficiency applicable to his/her post should be obtained within five (05) years from the date of permanent appointment in terms of the Public Administration Circulars No. 01/2014 and the circulars incidental to it. If it is failed to obtain the said proficiency within the relevant period, salary increments will be suspended until the proficiency is obtained.
- 4.6 Credit level proficiency in G.C.E.(O/L) English language should be obtained before the expiration of 5 years in grade III.
- 4.7 They should enter into an agreement with the department to fully complete the two years training, to serve in the department for six (06) years after two year training and if he/she leaves the training after the commencement date of training or if he/she fails to serve the contractual period in the department, a bond with ensuring of two guarantors recognized by the department should be signed before the commencement of the training, to pay the amount of money, Rs. 1,50,000.00, the money spent by the government is paid to the Democratic Socialist Republic of Sri Lanka.

5.0 Qualifications :

- 5.1 (a) *Educational Qualifications.*– Should have passed the G.C.E.(A/L) examination in three subjects in science/ mathematics/ technology subject stream in one sitting with two subjects of Combined Maths and Physics,

And

Should have passed the G.C.E.(O/L) examination in six (06) subjects in one sitting with credit passes for Sinhala/Tamil/English language, Science, Mathematics and another one subject.

- 5.2 *Physical Fitness.*– All candidates should have physically and mentally fit adequate to carry out duties of their post.

5.3 Other :

- (I) Should be a citizen of Sri Lanka.
- (II) Should be of good character.
- (III) Any person ordained in any religious denomination, will not be eligible to sit for the examination.
- (IV) Only if the applicant has completed all the qualifications and prescribed age limit in all respects as at the date mentioned in the notice calling for applications, it is accepted that all the qualifications required to sit for the competitive examination for recruitment to the service have been fulfilled.

6.0 Age :

- 6.1 Minimum limit - Not less than 18 years
- 6.2 Maximum limit - Not More than 30 years

7.0 *Method of recruitment to the training grade.*– Recruitments will be made on the results of a written test and general interview conducted by the Surveyor General. In order of merit of the total marks of the applicant who passed the written test, an equivalent number of candidates to the number to which to wish to recruit will be called for the interview and qualifiers will be selected.

- 7.1 *Written Examination.*– The examination is a written test consisted of two subjects. This examination will be held in Sinhala, Tamil and English mediums and the medium applied for will not be allowed to change subsequently.

| <i>Subject</i> | <i>Total marks which can be obtained</i> | <i>Minimum percentage which should be obtained for pass</i> | <i>Time</i> |
|-------------------------------------|------------------------------------------|-------------------------------------------------------------|-------------|
| Intelligence Test | 100 | 40% | 01 hour |
| Subject related technological paper | 100 | 40% | 02 hours |

Syllabus :

- 1) Intelligence test
Consisted of questions to judge the rationality of thinking, analytical ability of thinking and ability for making decision of the candidate.
- 2) Technological Paper
Mathematics
Trigonometry (equations, Solving of triangles)
Statistics (Mean, Mode, Standard Deviation, Probability)
Probability
- 3) Physics
Light and optics (Reflection and Refraction, Mirrors, Curved Surfaces, Prisms and Formulas of Lense optics)
- 4) Miscellaneous Topics
Introduction to geography (shape of the earth, topography etc...)
The angle view of solid substances and derivation of projections

7.2 *General Interview.*– An interview will be held only to ascertain the qualifications and no marks will be given to the interview.

8.0 *Recruitment to the grade III at the end of the training period :*

- (1) The candidates those who are enrolled to the training grade will be recruited to the grade III, after submitting of the certificate issued to certify pass, after successfully completion of two year diploma course of technician, conducted by the Institute of Surveying and Mapping, Diyathalawa.
- (2) If there are apprentices who fail to pass the examination held at the end of the training, there is an opportunity to them to get it extended their training period for a period not exceeding six (06) months. The post of the apprentices, who fail the repeat exam which is held at the end of the period so extended, will be terminated.

9.0 *Preparation and completion of Application :*

- 9.1 The application should be prepared by the applicant himself using both sides of paper size 21x29 (A4) as per the specimen application appearing at the end of this notice. The application should be prepared so as to include No. 01 - 02 on page 01, No. 03 - 09 on page 02, No. 10 - 12 on page 03.
- 9.2 Applications should be in the language in which the candidate is eligible to sit for the examination and since the medium applied for will not be allowed to change subsequently, they should be completed correctly.
- 9.3 In the applications submitted in Sinhala and Tamil languages, the name mentioned in the topic should be also in English language.
- 9.4 Signature of the applicant should have been attested in the application. An applicant applying through an institution should get his signature attested by the head of the institution or any officer authorized

by him. The other applicants should get their signature attested by a Principal of a Government School, Justice of peace, sworn commissioner, Public Notary Authority, Commissioned officer in the Army, Navy, Air Force an officer holding *Gazette* post in the police service, or an officer holding a permanent post in public service in tertiary or senior level as per the grading of Public Administration Circular No. 06/2006.

10.0 *Submission of applications and Issuance of admissions :*

- 10.1 All the applications which are not complying with the specimen application, examination fees have not been paid before due date and incomplete and of improper filling will be rejected without any notification. Candidates should bear consequences of improper filling of application. It would be useful to retain a photocopy of the application. Applicant should check out whether the completed application is conformity with the specimen application mentioned in the notice. If not, the application can be rejected.
- 10.2 Receipt of the application will not be acknowledged. No complaints regarding lost of applications in the post will be considered.
- 10.3 On the presumption that only the candidates who have qualifications specified in *Gazette* notification, have applied, Surveyor General will allow all candidates who have paid specified examination fees and submitted application on or before due date, to sit for the examination. The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit for the examination. If it is found at the time of interview that the applicant does not possess the requirement for this post, candidature for examination of them will be cancelled.

11.0 *Examination Fees.*– Examination fee is Rs. 800/= . This fee should be paid at the cashier of the Surveyor General office at No. 150, Kirula road, Colombo 05 or at any of district survey office or at Institute of Surveying and Mapping - Diyathalawa. The receipt should be pasted in the relevant cage in the application form. (It is advisable to keep a photocopy of the receipt with applicant). The fee is not refundable in any circumstance and money orders and cheques will not be accepted. Applications without receipts will be rejected.

12.0 *Submission of application :*

- 12.1 Completed application should be sent by registered post to reach to the following address on or before 10.04.2019.
Surveyor General,
Examination Branch,
Survey Department,
No. 150,
Narahenpita,
Colombo 05.
- 12.2 The applicants who are already in the public service or provincial public service should submit their applications through their heads of the departments and the applicants who are in state corporations, local government institutions should submit their applications through their heads of the institution on or before due date.
- 12.3 “Recruitment to the training grade of the post of Litho Technological Officer Open basis” should be clearly indicated on the top left hand corner of the envelope.

, **N.B.**- The applications receive to the Survey Department after 10.04.2019 will not be accepted in any circumstances.

13. *Furnishing false information.*- If it is found that a candidate has no qualifications to sit for the examination, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has

purposely furnished false information or willfully suppressed any material fact, after the recruitment he or she will be liable for dismissal from the public service.

14.0 *Appearing for the examination.* – Every candidate must get his/her signature attested in the admission card before the examination. Attested admission card should be submitted to the supervisor in the examination hall. Otherwise you will not be allowed to sit for the examination. Further, a candidate must sit for the examination only at the examination hall assigned to him.

15. *Identity of a Candidate.* – The candidate should prove his/her identity to the satisfaction of the supervisor on each subject he/she sits for. The following documents will be accepted for this purpose.

- I. The National Identity Card issued by the Department of Registration of persons.
- II. Valid passport.

16.0 Decisions will be taken by the Surveyor General regarding any matter not mentioned in this notice. All candidates are bound to take action in terms of the rules and regulations prescribed in this *Gazette* notification.

P. M. P. UDAYAKANTHA,
Surveyor General,
Surveyor Department.

Survey Department,
Colombo,
On the date of 06th March, 2019.

SPECIMEN APPLICATION FORM

MINISTRY OF LAND AND PARLIAMENTARY REFORMS

SURVEY DEPARTMENT

Open Competitive Examination for recruitment to the post of Litho Technological Officer (Training Grade) of Sri Lanka Technological Service - 2019.

The name of the examination mentioned in the topic of the specimen application should be entered in "English" in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications.

For Office use

Medium of Examination :

| | | | |
|---------|---|---|--------------------------|
| Sinhala | - | 1 | <input type="checkbox"/> |
| Tamil | - | 2 | <input type="checkbox"/> |
| English | - | 3 | <input type="checkbox"/> |

(Write the relevant number in the given cage)

1.0 1.1 Name with initials using initials at the end : _____.

(In English capital letter) Eg. : PERERA A. B. C.

1.2 Full Name : _____ . (In English Block letters)

1.3 Full Name (In Sinhala/in Tamil)

1.4 National Identity Card No. :

1.5 Date of Birth : Date : Month : Year :

1.6 Age as at 10.04.2019 : Years : Months : Days :

1.7 Gender : Female 1
Male 2

(Indicate the relevant number in the cage)

1.8 Civil Status : Married Unmarried

(Put a tick (✓) in the relevant box)

2.0 2.1 Permanent Address : _____.
(In English Block Letters)

2.2 Permanent Address : _____.
(In Sinhala/Tamil)

2.3 The Address which admission card should be sent : _____.
(In English Block letters)

2.4 Telephone Number (If any) : _____.

3.0 3.1 permanent resident district : _____.

3.2 Divisional Secretariat : _____.

3.3 Grama Niladhari Division : _____.

4.0 Educational Qualifications : _____.

(Certified copies of relevant certificates should be attached)

4.1 Details of G. C. E. (O/L) Examination :

(i) Year and Month of the examination : _____.

(ii) Index Number : _____.

(iii) Result : _____.

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

4.2 Details of G. C. E. (A/L) Examination :

(i) Year and Month of the examination : _____.

(ii) Index Number : _____.

(iii) Result :

| <i>Subject</i> | <i>Grade</i> | <i>Subject</i> | <i>Grade</i> |
|----------------|--------------|----------------|--------------|
| 1. | | 3. | |
| 2. | | 4. | |

5.0 Vocational/Technical Qualifications (Certified copies of relevant certificates should be attached) :

05.1 Degree/Course obtained : _____.

05.2 The name of the institution of which the degree/course obtained : _____.

05.3 Duration of the degree/course : _____.

06. Other Qualifications : _____.

7.0 Have you ever been convicted in a court of law for any offence (Indicate the mark “✓” In the relevant cage) :

Yes

No

7.1 If “yes” give details :_____.

8.0 If the applicant had previously served in Public/Provincial Public Service and then resigned the reason for such resignation :_____.

9.0 Details of payment of examination fees :

- (i) Office at which the payment made :_____.
- (ii) Receipt No. and date :_____.
- (iii) Amount paid :Rs. :_____.

| |
|--|
| |
|--|

10.0 Certification of the candidate :

- (a) I declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I agree to bear the loss which can be resulted by incompleteness of application and or incorrect filling of application. Further, I declare that all the sections of this, regard have been completed correctly.
- (b) I am aware that if this declaration made by me is found to be wrong, I would be considered unfit for the appointment and if it is found after the appointment, I would be liable to dismissal from the service.
- (c) Further, I declare that I agree to comply with the rules and regulations laid down by the Surveyor General in respect of the examination.
- (d) I shall not subsequently change any of the particulars mentioned here.

_____,
Signature of the Applicant.

Date :_____.

11.0 Attestation of signature of the Applicant :

I certify that Mr./Mrs./Misswho is submitting the application is personally known to me and he/she placed his/her signature in my presence.

_____,
Signature of Attestor.

Date :_____.

Full Name of the attestor :_____.

Designation :_____.

Address :_____.

(By affixing the official seal)

12.0 Applicable only for the officers who are already in the Government or semi government institutions :

Attestation of the head of the department/institution

Mr./Mrs./MissWho submitted this application is serving in this department/institution fromto it has not been reported unfinished disciplinary charges against him/her. His/Her work, behavior and attendance is satisfactory/unsatisfactory. It is informed that prescribed examination fees have been paid and the receipt has been pasted, if he/she selected to the post of it can be/cannot be released from the department/institution.

_____,
Signature of the Head of the Branch.

Date :_____.

DEPARTMENT OF CENSUS AND STATISTICS

Open Competitive Examination for Recruitment of Statistical Officer Grade II of the Department of Census and Statistics- 2018 (2019)

APPLICATIONS are invited for the Open Competitive Examination conducted by Commissioner General of Examinations for recruitment of suitable candidates for the post of Statistical officer (Grade II) available in the Department of Census and Statistics. This examination will be held only in Colombo in June 2019. Applications prepared according to the specimen form mentioned below should be sent through registered post to reach the “Commissioner General of Examinations”, Organization and Overseas examination branch, Department of Examinations in Sri Lanka, Pelawatta, Battaramulla on or before the date indicated below. Applications received after the closing date will be rejected. Name of the examination should be mentioned as “Open competitive examination for recruitment of officers to Grade II of the post of Statistical officer” on top left corner of the cover bearing applications. And in Sinhala/Tamil medium applications, the Name of the examination should also be indicated in English medium.

Closing date of calling Application is 12.04.2019

Note: Any complaint regarding any delay or loss of Application or related letter will not be accepted. Damages that may occur due to late applications shall be borne by the applicant him/herself.

02. Conditions of the Employment :

- (i) The candidates who are selected will be appointed to Grade II, in accordance with general conditions of the public service, provisions of the Recruitment procedure for Statistical officers, Segment 2 - field/office based officer category of the Department of Census and Statistics approved by the Public Service Commission, according to revisions made or will be made hereafter for the above Recruitment procedure, according to the provisions of the Establishment Code and Financial Regulations and the procedural rules of the Public Service Commission published in the *Extraordinary Gazette* notification No. 1589/30 dated 20.02.2009.
- (ii) **Salary Scale :** This position is entitled to the Salary Scale according to the Schedule 1 of Public Administration Circular No. 03/2016

dated 25.02.2016 .MN- 5-2016, Rs. 34,605 - 10x660- 11x755 - 15x 930 - Rs. 63,460 (Monthly). Salary shall be paid as per Schedule II of the aforesaid circular till 01.01.2020.

- (iii) This appointment is permanent and pensionable. You are subjected to any policy formulated by the Government in future regarding the pension scheme you are entitled to. Further, you should contribute to the Widows’ and Orphans’ Pension Scheme and you may make your contributions as stipulated by the Government in different occasions.
- (iv) Officers appointed for this post will be subject to a probation period of 3 years.
- (v) First Efficiency Bar Examination should be passed within three (3) years of the appointment to the post of Executive Grade II.
- (vi) Officers who were appointed to the service in languages other than official languages should obtain proficiency in the official language within the probation period. The other language proficiency should be obtained in terms of Public Administration Circular No. 01/2014 and its’ related circulars.
- (vii) Attention of the candidates are drawn to general conditions related to appointments made for public service positions published at the beginning of the paragraph (iiε) section 1 of this *Gazette* notification.

03. Eligibility :

- I. Applicant should be a Sri Lankan citizen
- II. Applicant should possess an excellent character and as per paragraph V of Public Service Commission procedural rules published in the *Gazette Extraordinary* of Democratic Socialist Republic of Sri Lanka No. 1589/30 dated 20.02.2009 ,should not be a disqualified person.
 1. **Age limit.**- Between 21 and 35 years of age as at application closing date. (Accordingly, only applicants who are born on or before 12.04.1998 and on or after 12.04.1984 are eligible to apply for this examination”)

III. *Physical qualification* :

- (i) All the candidates should be willing to work in any part of Sri Lanka.
- (ii) Should possess physical and mental fitness to discharge his/her official duties.

IV. *Educational Qualifications*: A Degree from a University recognized by University Grants Commission including at least one of the following subjects: Statistics, Mathematics, Economics, Computer Science, Information Technology, Demography, Geography or Sociology.

Note.– All required qualifications for the post must be completed before the closing date of applications as mentioned in the notification.

04. *Selection method.*– Applicants will be called for a general interview according to the order of marks obtained starting from the highest marks and based on number of vacancies the Director General of Department of Census and Statistics wish to fill in. Applicants who are called for the interview will be verified for their qualifications mentioned in this notification however won't be offered any marks during the interview. After verification of qualifications at the interview, applicants those who are selected only based on skills order of marks obtained in the written test will be appointed for the (Syllabus of the Open Competitive Examination for Recruitment of Statistical officer- Grade II is indicated under No. 05-II)

05. *Examination procedure* :

I. Subjects, medium and pass marks of the examination: Recruitment examination is a written test consisting of 2 question papers with following subjects. To qualify from the written test, one should obtain at least 40% marks for each subject. The examination will be held in Sinhala, Tamil, and English language. Answers for both question papers should be given in one language.

- (a) Aptitude test
- (b) General knowledge

II. *Syllabus* :

➤ *Aptitude*: Time duration 1 hour .Total marks 100. In this paper the applicant is tested for his/her logical thinking ability. This

paper consists of multiple choice and short answered questions. Answers should be provided to all questions.

➤ *General knowledge* : Time duration 1 hour. Total marks 100. This paper aims to assess the knowledge of the applicants on nationally and internationally significant current events and new scientific and technological findings. This paper consists of multiple choice and short answered questions. Answers should be provided to all questions.

III. Candidates will not be allowed to change the language medium indicated in the application subsequently.

IV. Commissioner General of Examinations will issue admission cards to all the applicants who have applied for the examination. However, Issuing of admission card should not be regarded as acceptance of the candidate as having fulfilled all required qualifications to sit for the examination or to appoint for the post. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this examination .Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

V. Head of Department is authorized to postpone or cancel the examination.

06. *Application method* :

I. Application form should be prepared using A4 size paper of 22x29cm including 01 to 06 heads in the first page, 07 to 13 heads in the second page and rest in the 3rd /4th page. The applicant should fill the application form in his/her own clear hand writing. Incomplete and applications that are not perfected according to the specimen form will be rejected without notice. It will be useful to keep a photocopy of the application with the applicant. Applicants should make sure that the completed application is in accordance with the specimen form mentioned in the notification else your application will be rejected.

II. Examination fee is Rs. 1,200.00. The examination fee could be paid at any Post office or Sub post

office, District Secretariat office or Divisional Secretariat Office located in any part of the country to be credited to the Revenue Head 20-03-02-13 of Commissioner General of Examinations and the receipt obtained by the name of the applicant should be properly affixed on the specified space in the application. It is advisable to keep a photocopy of the receipt with the applicant.

III. Money orders or stamps are not accepted as examination fees and under any circumstances this fee will not be refunded or transferred to any other examination.

IV. For officers serving in Public Service, Provincial Public Service or Government Corporations it is compulsory to forward their applications through head of the Department/Institution. Despite of producing applications through Head of the Department/Institution, if received after the closing date will be rejected.

V. *Attestation of the signature of the applicants:* It is compulsory for every applicant to attest their signature in the application form. Officers serving in Public Service/ Provincial Public Service/ Government Corporations should confirm their signature through head of the Department/ Institution. Applications without the signature and official stamp will be rejected. Officers other than above should confirm their signature through a principal from public school, Justice of Peace, Commissioner for oaths, Notary at Public, Attorney-at-Law, Authorized Officers of Forces or a Permanent Staff Grade officer employed in the Government, Provincial Public service or a Chief Incumbent of Viharaya or a Priest of other religions.

07. Admission Card :

(i) Commissioner General of Examinations will issue admission cards to applicants who have sent duly completed application forms with examination fee receipt affixed on or before the closing date on the presumption that applicants possess all the requirements specified in the *Gazette* notification. A paper notice will be published by the Department of Examination immediately after issuing admission cards. If not received the admission card within two or three days after the paper notice, it should be inquired

by the Organization and Foreign Examination Branch of Department of Examination of Sri Lanka as mentioned in the notification with information such as name, address, National Identity Card number of the applicant and name of the examination applied. If the applicant is residing out of Colombo, it will be more appropriate to send the above details with a request letter through the fax number as mentioned in the notification, slating your fax number in the request letter to receive a copy of the admission card through fax expeditiously. In such instances, it would be advisable to keep ready the copy of the application, copy of the receipt of Examination fees paid and the receipt of the application posted through register cover to confirm some information that may require by the Examination Department.

(ii) Every applicant should attest their signature in the application and Admission card and the certified admission card should be produced to the Supervisor of the Examination hall on the first day of the Examination.

(iii) Applicant won't be informed when applications are received.

08. *Identity of the Applicant.* – All candidates should prove their identity as to satisfy the supervisor in charge of the examination centre. Only one of the following documents will be accepted:-

- National Identity Card.
- Valid Passport.
- Valid driving license.

09. Applicants who are selected from the written examination should produce the following documents at the interview:-

- Birth Certificate;
- Degree Certificate and other Educational Certificates ;
- School leaving certificate (or Character certificate obtained from an accountable person) and a character certificate obtained from a lecturer or an officer ranked above holding permanent post in University academic staff.(Applicants holding permanent positions in the public service at the moment, may not need to produce these certificates).

- Certificates of the Professional Qualifications (if any);
- Certificate of the most advanced examination having passed Sinhalese/Tamil English Languages.

N.B. :

- (a) Should not enclose any document to the application form other than paying receipt.
- (b) Applications of the applicants who fail to produce the documents when requested will be disregarded.

10. *False information.*— If the applicant is proved of not having proper qualifications, the candidature of the applicant can be cancelled before the examination or during the examination or after examination or any other occasion. After the recruitment, if any given information is proved false or if a significant matter is purposefully hidden and if proved his/her ineligibility at the time of examination, the applicant may be dismissed from his/her service immediately. Further, if the applicant does not satisfy all the above requirements, candidature of the applicant will be cancelled.

11. Decisions related to this recruitment and matters other than above will be taken by the Director General of Department of Census and Statistics.

12. In case of any inconsistency between Sinhala, Tamil and English texts of this notification, Sinhala texts shall prevail.

I. R. BANDARA,
Director General,
Department of Census and Statistics.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT OF
STATISTICAL OFFICER GRADE II OF THE DEPARTMENT OF CENSUS
AND STATISTICS - 2018(2019)

Index No. :
(For office use only)

The medium expected to appear for the examination :
(Sinhala - 2/Tamil - 3/English - 4)
(Write the relevant number in the box)

01. 1.1 Full Name : _____.
(In English Block Letters)

1.2 Full Name : _____.
(In Sinhala/Tamil)

02. 2.1 Permanent Address : _____.
(In English Block Letters)

2.2 Address to which the admission should be sent : _____.
(In English Block Letters)

03. 3.1 Sex :

Female - 1
Male - 0

(Write down the relevant number in the box)

3.2 Date of Birth :

| | | |
|----------------------|----------------------|----------------------|
| Year | Month | Date |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

04. National Identity Card No. :

| | | | | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

05. Mobile :

| | | | | | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Fixed :

| | | | | | | | | | | | | | | | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

06. Nationality (Put a tick (✓) in the relevant box) :

| | | | |
|------------------|--------------------------|--------------|--------------------------|
| Sinhala | <input type="checkbox"/> | Indian Tamil | <input type="checkbox"/> |
| Sri Lankan Tamil | <input type="checkbox"/> | Malay | <input type="checkbox"/> |
| Muslim | <input type="checkbox"/> | Other | <input type="checkbox"/> |

07. Residential District : _____.

Divisional Secretariat Division : _____.

08. Fees paid (It is advisable to keep a copy of the receipt) :

Date of payment : _____.

Amount : _____.

Post office/Sub post office, District/Divisional Secretariat Office : _____.

Receipt No. : _____.

Affix the receipt here

09. The highest pass obtained for each language : (Please mention the name of the examination) :

Sinhala : _____.

Tamil : _____.

English : _____.

10. Educational Qualifications :

Details of the degree : _____.

| <i>Degree</i> | <i>Institute</i> | <i>Pass</i> | <i>Subjects</i> | <i>Valid Date</i> |
|---------------|------------------|-------------|-----------------|-------------------|
| | | | | |

Other Educational Qualifications :

| <i>Course</i> | <i>Institute</i> | <i>Subject details</i> |
|---------------|------------------|------------------------|
| | | |

11. Other Qualifications : _____.

12. Details of the current employment and previous employments :

| <i>Institution</i> | <i>Designation</i> | <i>From</i> | <i>To</i> | <i>Salary (Monthly)</i> |
|--------------------|--------------------|-------------|-----------|-------------------------|
| | | | | |

13. Have you been accused of any criminal offence ? If so please indicate the details : _____.

I do hereby certify that the information furnished by me in this application is true and correct. I am aware that if any of these particulars have been found false or incorrect prior to the selection, renders me as disqualified and that if found subsequently to the appointment I will be dismissed without any compensation. Also, I declare hereby that I agree to be bound by the rules and regulations of the Examination and the decisions taken by the Commissioner General of Examinations regarding the conduct of the examination.

_____,
Signature of the candidate.

Date : _____.

14. Attestation of the Applicant's Signature :

I hereby certify that Mr./Mrs./Miss who is forwarding this application is personally known to me and that the receipt for the payment made has been pasted and put his/her signature before me.

_____,
Signature of the Attesting Officer and
the official stamp.

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

- Attestation of the applicant's signature should be done in accordance with paragraph 06 (V) of the application calling notification.
- When the applicant is employed in a government Department/ Institution, the application shall be forwarded through the Head of the Department or the institution along with the certificate below.

15. The Certificate of the Head of Department :

Mr./Mrs./Miss..... is currently working in our department as a permanent/ temporary/casual employee. I hereby certify that he/she has not been subject to any disciplinary punishment (except for a warning) and the information furnished in this application is accurate. Also I certify that his/her work and behaviour are satisfactory and possess the qualifications as per the *Gazette* notification to sit for this examination and has paid the relevant examination fee and has attached the receipt. If selected he/she can be/can't be released from the service.

_____,
The signature of the Head of Department/
Institution.

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

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