

N. B.— Parts II, III and IV(A) of the Gazette No. 2,116 of 22.03.2019 was not published.



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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,117 — 2019 මාර්තු මස 29 වැනි සිකුරාදා — 2019.03.29

No. 2,117 — FRIDAY, MARCH 29, 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)

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 18th April, 2019 should reach Government Press on or before 12.00 noon on 05th April, 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](http://www.documents.gov.lk)



**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Examinations, Results of Examinations & c.

### DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE MEDICAL OFFICERS AND DENTAL SURGEONS – MARCH, 2019

IT is hereby notified that the Departmental Examination should be passed by Medical Officers in Preliminary Grade before promotion to Grade II, By Dental Surgeons before confirmation in the Service and by the Medical officers in Administrative Grade or Specialist Grade who have not completed previously this Departmental Examination during a period of two years from the date of appointment to such post as per Section 08 of the Medical Service Minute of Sri Lanka in the Health Services published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1883/17 of 11.10.2014, will be held on 28.04.2019 in Sinhala, Tamil and English medium. The venue and the time of the examination will be notified along with the Admission Card.

02. *Qualifications.*— Medical Officers in the Preliminary Grade who have not completed the relevant examination and Dental Surgeons who are not confirmed in the service can apply for this examination. Medical officer appointed to a post in the Administrative Grade or Specialist Grade previously without having completed this examination also can apply for the above Examination.

03. *Applications.*— Applications that should be prepared by the candidates as per specimen shown at the end of this circular must be handed over to the Head of the institute on or before 22.03.2019. The applications that are certified as all the eligibilities have been fulfilled, should be forwarded to the Director (Examinations), Ministry of Health, Nutrition and Indigenous Medicine, “Suwasiripaya”, No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 30.03.2019 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed envelope in the size of 9" x 4" inches, affixed with stamps to the value of Rs. 45.00 should be sent along with the application. (Candidates can write their official or private address). Applications which are received late, incomplete or inaccurate will be rejected.

**Note.**— The application should be prepared using an A4 paper based on the specimen form of the application so as to recommended from 01 to 04(e) on the first front page and from 04(f) to 09 on the second page. Applications which do not conform to above will be rejected any information.

#### 04. *Examination fees :*

- (i) Candidates who sit the examination for the first time need not pay examination fees. However, in every subsequent sitting they should affix stamps to the value of Rs. 25 per subject in the stamps cage provided for in the application and cancel same by placing their signature and the date.
- (ii) The fees once paid will not be allowed to transfer for any other Examination or refunded under any circumstances.

#### 05. *Admission to the Examination:*

- (i) Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit same to the Supervisor at the Examination Centre. Otherwise they will not be allowed to sit the examination.
- (ii) Candidates should prove their identity to the Supervisor at the examination hall. For this purpose one of the following documents will be accepted :
  - (a) National Identity Card ;
  - (b) A formal identity card issued by the Ministry of Health or a relevant institution ;
  - (c) Valid Driving License ;
  - (d) Valid Passport.
- (iii) If you did not receive your admission card due to any unavoidable reason you can trace your examination centre and the index number through the web site ; If you were able to trace your examination centre and the index number as mentioned above you are permitted to be presented at the examination centre in the web site together with a letter attesting your signature by your immediate superior officer and sit the examination by establishment of your identity. The applicants who have received the admission card should certify their signature and should be bought. The applicants who have obtained the certification on their signature will not be entitled to face the examination.  
(Web site : [www.health.gov.lk](http://www.health.gov.lk)).

06. *Scheme of the Examination.* – The examination consists of four parts that is three written essay type question papers and a Sinhala/Tamil oral test. Each part carries 100 marks. A minimum of 50 marks should be obtained for each part to pass the examination and this examination could be completed in one sitting or appearing for the parts of the examination in several sittings. At the first attempt officer should appear for all relevant subjects.

07. *Syllabus of the Examination :*

7.1 *Written Examination :*

7.1.1 Establishments Code Questions Paper :

Duration 02 hours. Should answer five (05) out of eight (08) questions.

*Syllabus :*

- (i) General Regulations of the Department of Health Services in Health Ministry ;
- (ii) Orders and Regulations of the Public Service Commission ;
- (iii) Establishments Code :
  - Part I - Chapters VI, VII, VIII, IX, XII, XIII, XIV, XV, XVI, XVII, XVIII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXX, XXXI, XXXII
  - Part II - Chapters XLVII and XLVIII ;

7.1.2 *Administration of Hospitals and Dispensaries Questions Paper :*

Duration 1 1/2 hours. Total marks 100. Should answers four (04) questions out of seven (07) questions.

*Syllabus :*

Health Manual :

- (i) Administration of Hospital and Public Health,
- (ii) Management of Laboratory Services,
- (iii) Management of Drugs.

7.1.3 *Accounts Questions Paper :*

Duration 02 hours. Should answers 04 questions out of 07 questions.

*Syllabus :*

- (i) Regulations of Stores Accounts of the Department of Health Services ;
- (ii) Sections of Finance in the Manual of the Department of Health Services ;
- (iii) Financial Regulations relating to the daily routine duties of a Medical Officer of Health -
  - Chapter I - F. R. 1, 2, 78.
  - Chapter II - F. R. 90, 91, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 113, 115, 118, 119.
  - Chapter III - F. R. 124, 125, 126, 127, 128, 131, 133, 134, 135, 136, 137, 138, 139, 140, 142, 143, 151, 152, 154, 155, 156, 189.
  - Chapter V - F. R. 200, 201, 215, 225, 238, 245, 255, 257, 260.
  - Chapter VI - F. R. 380, 381, 382, 383, 384, 385, 386, 388, 389, 390, 391, 392, 393 394.
  - Chapter VII - F. R. 488, 493.
  - Chapter XIII - F. R. 715, 716, 756, 757, 758.

DEPARTMENTAL EXAMINATION FOR PRELIMINARY GRADE  
MEDICAL OFFICERS AND DENTAL SURGEONS - MARCH, 2019

(b) (i) Designation (Please mark (✓) in relevant cage) :

(i) Medical Officer ☐

(ii) Dental Surgeon ☐

(ii) Date of Internship Appointment :\_\_\_\_\_.

(iii) Date of appointment to the Preliminary Grade/Grade II :\_\_\_\_\_.

02. Subjects offered (Mark '✓' within the cages against the subjects you offer in this Examination. Mark "X" against the subjects not offered) :

Admin. of Hospitals and Dispensaries ☐

Establishments Code ☐

Accounts ☐

Sinhala *Viva Voce* ☐

Tamil *Viva Voce* ☐

03. Medium you sit for the examination (Mark '✓' in relevant cage)

Sinhala : ☐

English : ☐

Tamil : ☐

04. (a) (i) Present Station :\_\_\_\_\_.

(ii) This Institution belongs to : Line Ministry ☐

Provincial Council ☐

(b) (i) If Provincial Council mention Province :\_\_\_\_\_.

(ii) District of the Present Station :\_\_\_\_\_.

(c) Mobile Telephone No. :

(d) National Identity Card No. :

(e) Please mark "✓" in the relevant cage of the examination centre you prefer out of the following centers. (If any or several examination centres, out of those given below, would be cancelled due to a departmental requirement or due to absence of a sufficient number of candidates. In such an instance, the candidates already attached to such centers would be re-attached to a closest examination centre or to another centre as decided by the Director General of Health Services).

Colombo	<input type="checkbox"/>	Kandana	<input type="checkbox"/>	Hambantota	<input type="checkbox"/>	Ampara	<input type="checkbox"/>
Kaluthara	<input type="checkbox"/>	Galle	<input type="checkbox"/>	Badulla	<input type="checkbox"/>	Vavuniya	<input type="checkbox"/>
Kurunegala	<input type="checkbox"/>	Anuradhapura	<input type="checkbox"/>	Rathnapura	<input type="checkbox"/>	Polonnaruwa	<input type="checkbox"/>
Kandy	<input type="checkbox"/>	Batticaloa	<input type="checkbox"/>	Jaffna	<input type="checkbox"/>	Trincomalie	<input type="checkbox"/>

(f) Whether two self-addressed envelopes in the size of 9x4 inches with stamps affixed to the value of Rs. 45.00 has been attached to the application to post the Admission Card? :\_\_\_\_\_.

(g) (i) Postal Address to post the Admission Card (In Sinhala) :\_\_\_\_\_.

(ii) Postal Address to post the Admission Card (In English) :\_\_\_\_\_.

05. (a) Whether you sit for the examination for the first time :\_\_\_\_\_.

(b) If not so, have you affixed stamps to the application? :\_\_\_\_\_.

Stamp Cage



06. *Certificate of the Candidate :*

- (i) I do hereby certify that the particulars furnished by me in this application are true and accurate to my knowledge and, I need not affix stamps since, I sit the Examination for the first time/have affixed stamps to the value of Rs. .... since, I repeat the Examination,\* and the stamps affixed by me to the application are genuine and not used.
- (ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health, Nutrition to Indigenous Medicine for the conduct of this Examination and if, I was found ineligible in accordance with the scheme of the Examination, I agree with whatever decision taken for the cancellation of my candidature.

\_\_\_\_\_,  
Signature of the candidate.

Date : \_\_\_\_\_.

07. *Certification of the officer who handle the Personal File :*

I certify that this application was handed over to me before the closing date and particulars furnished by the applicant in this application are true and accurate according to the particulars in the personal file and a copy of this application is attached to the personal file.

\_\_\_\_\_,  
Name and Signature.

Date : \_\_\_\_\_.

08. *Certification of Head of Institution :*

I certify that Mr./Mrs./Miss ..... serves as a ..... in this institution, and the particulars furnished by him/her in the application are correct according to the particulars in his/her personal file, and he/she sit the examination for the first time and he/she is eligible to sit this examination and he/she placed his/her signature in my presence.

\_\_\_\_\_,  
Signature of the Head of Institution.  
(Rubber Stamp)

Date : \_\_\_\_\_.

09. *Certificate of the Head of Decentralized Unit/Specialized Campaign :*

\*Mr./Mrs./Miss ..... serves as a Medical Officer/Dental Surgeon\* in my Division/Campaign\* and the particulars furnished by him/her\* in the Application are correct in accordance with the particulars available in his/her\* personal file and he/she\* is eligible to sit for the Examination.

\_\_\_\_\_,  
Signature of Head of Decentralized Unit/  
Specialized Campaign (Frank/Rubber Stamp).

Date : \_\_\_\_\_.

(\* - Delete words which are inapplicable)

## MINISTRY OF EDUCATION

### Selection of Teachers to follow Teacher Educational Courses conducted in Teachers' Training Colleges - 2019/2020

APPLICATIONS are invited from non-graduate and untrained teachers, who fulfil the qualifications as per the Circular No. 28/2016 issued by the Ministry of Education.

Teachers/teacher assistants, who have not yet completed the formal training should send their applications prepared as per the Circular No. 28/2016 by registered post to reach, "Director of Education, Teacher Education Administration Branch, Ministry of Education, Isurupaya, Battaramulla" before 27th of April 2019.

This Circular, application and the Instructions Manual can be downloaded from the Official Web site of the Ministry of Education ([www.moe.gov.lk](http://www.moe.gov.lk)) or can be obtained from any Zonal office of Education.

PATHMASIRI JAYAMANNA,  
Secretary,  
Ministry of Education.

Isurupaya,  
Battaramulla.

03-1519

## MINISTRY OF LAND

### Sri Lanka Survey Department

#### EXAMINATION FOR THE ISSUE OF SURVEYOR GENERAL'S CERTIFICATE AS AUTHORIZED DRAUGHTSMAN - 2019

THE examination for the issue of Surveyor General's certificate to practice as an Authorized Draughtsman will be held in Colombo. The examination will be in two parts.

Part I - Preparation of Co-ordinate Sheets  
Part II - Plan Work.

2. Part I of the examination will be held on 20th July, 2019 and Part II on 19th and 20th October, 2019. Candidates who fail Part I will not be allowed in sit Part II. Candidates should pass both Part I and Part II at the same examination

to qualify for the award of the Surveyor General's Certificate as Authorized Draughtsman.

3. Candidates are required to satisfy me that :-

- (a) They can prepare a co-ordinate sheet from field notes and co-ordinate a survey traverse ;
- (b) They can plot a plan accurately from field notes, both by protractor and from Co-ordinates and computer extents correctly.

4. *Qualifications to appear for the examination :*

- (a) Have passed National Certificate of Education (N.C.E.) or G. C. E. (O/L) examination in six (06) subjects with two (02) credit passes ;

and

- (b) Have successfully completed a course related to draughtsmanship ; having duration of not less than one year, at a government technical college or other semi government Institution.

5. *Examination Fees.*— The examination fee is Rs. 800. The receipt which is obtained by paying the examination fee to the cashier of the Surveyor General's office any of the District Survey Offices or to the Institute of Surveying and Mapping, Diyatalawa should be pasted firmly at the place which has been reserved on the application for it (a photocopy of the receipt should be kept for future use). And money orders or cheques will not be accepted. Applications forwarded without the receipt will be rejected. Remittance by stamps and cheques will not be accepted.

6. *Preparation and Submission of applications.*— An application prepared using both sides of a paper size 21cm x 29cm (A4) as per the specimen application appearing at the end of this notice should be sent through registered post to the following address. The envelope should be labeled as "Examination for the issue of Surveyor General's Certificate as Authorized Draughtsman - 2019" on the upper left corner of the envelope.

Senior Superintended of Surveys (Examinations),  
Examination Branch,  
Surveyor General's Office,  
P. O. Box 506,  
Colombo 05.



Applications which have not been prepared according to the given specimen application, applications not properly filled and applications received after the closing date will be rejected.

7. Examination fee will not be refunded under any circumstances.

8. Applications closing on 24th May 2019. Applications will not be accepted after that.

9. Drawing papers and co-ordinate sheets will be supplied at the examination hall. However, candidates should bring their own drawing instruments, mathematical tables for computation of co-ordinates and all other material they require. Use of non-programmable scientific calculators will be allowed with the permission of the Supervisor at the examination hall.

10. (i) Every candidate should prove his/her identity to the satisfactions of the Supervisor by the production of any one of the following documents :

- (a) An Identity Card issued by the Commissioner of registration of persons,
- (b) A valid passport,
- (c) Any certificate, license or other document which embodies a photograph of the holder and issued within three years of the date of examination on the authority of a Government Department.

(ii) No candidate for the examination shall be entitled to be examined unless he/she furnished proof of his/her identity required by paragraph 9(i).

11. This examination will be held under the metric system.

P. M. P. UDAYAKANTHA,  
Surveyor General.

Surveyor General's Office,  
P. O. Box 506,  
Colombo 05,  
05th March, 2019.

SPECIMEN APPLICATION FORM

SRI LANKA SURVEY DEPARTMENT

EXAMINATION FOR THE ISSUE OF SURVEYOR  
GENERAL'S CERTIFICATE AS AUTHORIZED  
DRAUGHTSMAN - 2019

Index No. :

(For office use)

- (a) (i) Name with initials (in Capital letters) :\_\_\_\_\_.  
Mr./Mrs./Miss.
- (ii) Names denoted by initials (in Capital letters)  
:\_\_\_\_\_.
- (b) Sex :\_\_\_\_\_.
- (c) Designation :\_\_\_\_\_.
- (d) Official address :\_\_\_\_\_.
- (e) Permanent address (in Capital letters) :\_\_\_\_\_.
- (f) Date of birth :\_\_\_\_\_.
- (g) Educational qualifications (Certified true copies should be attached) :\_\_\_\_\_.
- (h) Medium through which the candidate proposed to sit this examination : Sinhala/Tamil/English :\_\_\_\_\_.
- (i) Office (Payment made) :\_\_\_\_\_.
- (j) Receipt No. :\_\_\_\_\_.
- Date :\_\_\_\_\_.

(Attach the receipt here)

I do hereby certify that above details are true and correct.

\_\_\_\_\_,  
Signature of Applicant.

Date :\_\_\_\_\_.

03-1520

## MINISTRY OF JUSTICE AND PRISON REFORMS

### Recruitment to the Post of Typist (Sinhala/Tamil) in the Law Report Translation Unit (Sinhala/Tamil) - 2019

APPLICATIONS are invited from suitable citizens of Sri Lanka to recruit qualified persons to 06 posts of Typists (Sinhala - 03 / Tamil - 03) fallen vacant in the Law Report Translation Unit (Sinhala/Tamil) that is within the purview of the Ministry of Justice and Prison Reforms. Application forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the "Secretary, Ministry of Justice and Prison Reforms, Superior Courts Complex, Colombo 12" on or before the closing date of applications mentioned below. The words "Recruitment to the Post of Typist, (Sinhala/Tamil) in the Law Reports Translation Unit " should be written on the top left hand corner of the envelope containing the application form.

Closing date of application will be on 25.04.2019.

**Note:** No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

01. *Method of Recruitment.* – The number of recruitments and the date on which such recruitments will take effect will be decided by the Secretary to the Ministry of Justice and Prison Reforms by the order of the Public Service Commission.

#### 02. *Terms of engagement :-*

- (i) This post is permanent.
- (ii) An officer recruited to this post is subject to a probationary period of three (03) years from the date on which such officer's appointment , takes effect, during which the officer is required to pass the First Efficiency Bar Examination.
- (iii) An officer recruited to this post should, in terms of the Public Administration Circular No.01/2014 and the Circulars issued incidental thereto, acquire the prescribed language proficiency within five (05) years of appointing to the post. The officer who enters the public service in a

medium of language other than in a medium of any of the official languages will require to reach within the period of probation of three (03) years a requisite standard of proficiency in one official language and the standard proficiency of other official language within five (05) years.

- (iv) This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, other Departmental Orders.

03. The grade to be recruited - Grade III.

04. *Salary Scale.* – In terms of the Public Administration Circular No.3/2016, this post which is under MN-1-2016 carries a salary scale of Rs.27,140 - 10 x 300 - 11 x 350-10 x 495 -10 x 660 = Rs.45,540/- per month and the initial salary step as at 01.01.2019 amounts to Rs.24,336/= as per grading system.

#### 05. *Qualifications :-*

##### (I) Educational qualifications:

- (a) Should have passed six (06) subjects at the G.C.E. (O/L) Examination in not more than two sittings with at least 05 subjects of such one sitting with 04 credit passes including Medium of Language / Literature and Mathematics.
- (b) Should have passed at least one (01) subject at the G.C.E.(A/L) Examination, (except for General Common Test)

(II) *Vocational Qualifications.* – Should have possessed a credit pass for Type Writing at the G.C.E. (O/L) Examination.

(III) *Experience.* – Should have ability to type at a speed of 20 words of Sinhala / Tamil per minute.

06. *Age limit.* – Applicants should be not less than 18 years of age and not more than 30 years of age as at the closing date of applications.

07. *Physical Fitness.* – Every applicant should be,

- (i) in good mental and physical order to serve in any part of the island.
- (ii) in good mental and physical order to discharge the duties and functions of the post.

08. *Other Qualifications.* – Every applicant must furnish satisfactory proof to the effect that he/she,

- (i) is a citizen of Sri Lanka.
- (ii) is of excellent moral character.
- (iii) has fulfilled the necessary qualifications in every respect as at the closing date of applications referred to in this Notice/*Gazette* Notification calling for applications. (In proof of qualifications, copies of certificates should be attached to the application.)

09. *Method of Recruitment :-*

09.1 *Practical Test.* – Marks will be awarded at a Practical Test to be conducted by an Institution to be nominated by the Secretary to the Ministry of Justice and Prison Reforms.

Method under which marks are awarded at the Practical Test

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass Mark</i>
Type Writing (For a 20 minute duration, at a minimum speed of 20 words per minute)	100	40%

09.2 *Structured Interview.* – Marks will be awarded by a Structured Interview Board to be appointed by the Secretary to the Ministry of Justice and Prison Reforms.

Methods under which marks are awarded at the Structured Interview.

<i>Main areas for which marks are to be awarded</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
1. Educational Qualifications	10	40%
2. English Language Proficiency	10	
3. Computer Literacy	15	
4. Experience	40	
5. Vocational qualifications	20	
6. Personality	05	

*Note-* Applicants qualified at the Practical Test will be summoned at the Structured Interview. Recruitments will be made on the basis of the order of merit secured both at the Practical Test and as well as the Structured Interview subject however to the number of available vacancies.

10. Applications should be prepared on a A4 paper of 22 x 29 cm in size using both sides and items from 1 -12 to appear on the first page, 13 -16 on the second page. It should be filled by the applicant's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or will be received after the closing date of acceptance of applications are liable to be rejected without notice. Incomplete applications and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Applicants should therefore see that application is perfect in all respect. Receipt of applications will not be acknowledged. It is advisable for applicants to retain a copy of the application in their safe custody.

Applications from officers who are in the Public Service/Provincial Public Service/Public Corporations are required to be forwarded through the respective Heads of the Departments.

11. *Examination Fee.* – Every applicant should deposit a sum of Rs.300/- as an examination fee to the credit of the Account No.176100199025184 in favour of the Secretary to the Ministry of Justice and Prison Reforms. The original of the receipt issued by the Bank in proof of the payment should be affixed in the space provided for the purpose in the application.

12. Procedural Rules of the Public Service Commission, Circulars that are now in force or may be issued from time to time in the future and the conditions pertaining to scheme of recruitment in the Law Reports Translation Unit (Sinhala/Tamil) shall be applicable to this post.

R. M. D. B. MEEGASMULLA,  
Secretary,  
Ministry of Justice and Prison Reforms.

07th March, 2019.

No. .... (For office use only)	
Medium of Language	
Sinhala	<input type="checkbox"/>
Tamil	<input type="checkbox"/>
(Mark ✓ in the appropriate box)	

### SPECIMEN APPLICATION FORM

#### MINISTRY OF JUSTICE AND PRISON REFORMS

APPLICATION FOR THE POST OF TYPIST, SEGMENT II OF THE  
MANAGEMENT ASSISTANT NON-TECHNICAL CATEGORY OF THE  
LAW REPORT TRANSLATION UNIT (ON OPEN BASIS) - 2019

01. (a) Name with initials (in Sinhala/Tamil) : \_\_\_\_\_.  
Name with initials (in English Block Capitals) : \_\_\_\_\_.

(b) Full Name (in Sinhala/Tamil) : \_\_\_\_\_.  
Full Name (in English Block Capitals) : \_\_\_\_\_.

02. Permanent Address (in Sinhala/Tamil) : \_\_\_\_\_.

03. Permanent Address (in English Block Capitals) : \_\_\_\_\_.

04. Address to which letters should be dispatched (in English Block Capitals) : \_\_\_\_\_.

(Complete only if permanent address may change)

05. Telephone No. : \_\_\_\_\_.

06. National Identity Card No. :

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07. Sex : \_\_\_\_\_.

08. Date of Birth :-

Year : \_\_\_\_\_. Month : \_\_\_\_\_. Date : \_\_\_\_\_.

09. Age as at the closing date of applications :-

Years : \_\_\_\_\_. Months : \_\_\_\_\_. Days : \_\_\_\_\_.

10. Race : \_\_\_\_\_.

11. Marital Status : \_\_\_\_\_.

12. Results of the G.C.E. (A/L) Examination:-

Year : \_\_\_\_\_. Index No. : \_\_\_\_\_.

Subject	Grade

13. Results of the G.C.E.(O/L):-

Year : \_\_\_\_\_. Index No. : \_\_\_\_\_.

Subject	Grade

14. Qualifications as per Paragraph 05 of the Notice calling for applications :

I. Educational Qualifications : \_\_\_\_\_.

II. Vocational Qualifications : \_\_\_\_\_.

III. Experience : \_\_\_\_\_.

15. Language Proficiency (Mark ✓ in the appropriate box) :

	<i>Very Good</i>	<i>Good</i>	<i>Ordinary</i>	<i>Weak</i>
Sinhala				
Tamil				
English				

16. Affix the receipt in the space provided below in proof of the payment of examination fee.



*Applicant's Declaration*

I, ..... declare that the particulars furnished by me in this application are true and correct. I certify that I have not been subject to any form of disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

\_\_\_\_\_  
Signature of the Applicant.

Date : \_\_\_\_\_.

03-1540

**OPEN COMPETITIVE EXAMINATION FOR  
THE RECRUITMENT TO THE  
POST OF PARLIAMENTARY OFFICER IN  
PARLIAMENT OF SRI LANKA – 2019**

01. IT is hereby announced that the Open Competitive Examination for the Recruitment to the post of Parliamentary Officer in Parliament of Sri Lanka will be conducted by the Commissioner General of Examinations in July, 2019 in Colombo.

(a) The closing date for applications is 30 April, 2019

(b) This application can also be downloaded from the website [www.parliament.lk](http://www.parliament.lk)

02. Selection for the nine vacant posts will be made in the descending order from the candidate with the highest number of marks as per the aggregate marks of the written test conducted by the Commissioner General of Examinations and the structured interview,

The general duties of the post are to assist the management with pertinence to the administrative, legislative and finance and supply matters of Parliament and to accomplish any other duty assigned by the Secretary General of Parliament.

03. *Monthly salary scale.*– As per Schedule 1 of the Management Services Circular No. 06/2016 dated 07.11.2016, the salary scale attached to the post is Rs. 34,605-9x660-3x755-Rs. 42,810/=. The salaries will be paid in compliance with the provisions of the said circular as indicated in Schedule II thereto.

(The minimum gross starting monthly salary applicable to this post Inclusive of all additional allowances will be approximately Rs 63,000/-)

**04. *Qualifications for Recruitment :***

(a) Should be a citizen of Sri Lanka.

(b) Should not be less than 21 years and not more than 30 years of age as at the closing date of applications. Accordingly, only those whose birthdays fall on or before 30 April 1998 or on or after 30 April 1989 can apply for this post. (The maximum age limit for the officers who have completed satisfactory service of period of 10 years in the Public and the Provincial public Management Assistant Service and for the members of the Staff of the Secretary General of Parliament will be 40)

(c) Should be of excellent moral character.

(d) Should have completed the following educational qualifications.

(i) Should hold a degree awarded by a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institution

Or

Should possess a satisfactory service period of 10 years in the Public/Provincial management assistant service

And

(ii) Should have passed 06 subjects at the G.C.E. (Ordinary Level) Examination with a credit pass to Sinhalese or Tamil, English or English Literature and Mathematics in not more than two sittings.

**N.B.**– Applications can be also sent by members of the Staff of the Secretary General of Parliament who are confirmed in their posts with the Educational qualifications mentioned in 4 d (ii) .

**N.B.**– It is compulsory for each candidate to have completed the qualifications relevant to the post on or before 30 April, 2019.

05. *Recruitment procedure.*– Through a written test and a structured interview.

06. *Examination Procedure* -

(a) *Written Test* :

This test comprises of two question papers to assess the proficiency in English Language , Translation skills , General Knowledge and IQ and both question papers will be in English medium. However, since the question paper on language competency contains a paragraph for translation, the candidates should make sure that they indicate in their application the medium in which they expect to sit the test.

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Minimum pass mark</i>
Language proficiency and Translation skills	100	2 Hours	50%
General knowledge and IQ	100	2 Hours	50%

(1) *Language proficiency.*– This question paper consists of questions on comprehension, an essay, summarizing paragraphs, translating a paragraph in Sinhala/Tamil language into English language and a paragraph in English language into Sinhala/Tamil language which are designed to test the English language proficiency of candidates. All questions have to be answered.

(2) *General knowledge.*– This question paper consists of questions that test the knowledge of candidates on local and foreign trends and the general understanding on the Constitution, Independent Commissions,

Duties of Parliament, Delivery of Justice and Principles of Good governance. All questions have to be answered.

(b) *Structured interview.*– A Structured interview will be conducted by an interview panel appointed by the Secretary General of Parliament to assess the communication skills, additional educational qualifications, computer literacy, Extra - Curricular activities and leadership qualities, personality and the competency of candidates in responding the interview, in accordance with the procedure stated below. The maximum number of marks that can be obtained by the candidates is 100.

	<i>Scope</i>	<i>Maximum Marks</i>
1	Communication Skills	20
2	Additional Educational Qualifications	20
3	Computer Literacy	20
4	Extra – Curricular Activities and Leadership Qualities	20
5	Personality and Competency at Interview	20
	Total	100

**Note.** - Special attention should be paid to hand writing and orthography of all written answer scripts.

07. *Terms and Conditions of Employment* :-

(a) This post is permanent. You are bound by the policy decisions taken by the government in future in respect of the pension scheme entitled to this post. The selected candidates will initially be appointed on probation for a period of three (03) years and if an officer holding a permanent and pensionable post in the Public Service or the Provincial Public Service is selected, his/her appointment will be on an acting basis for a period of one year.

(b) The number of appointments and the effective dates of appointments shall be determined by the Secretary General of Parliament. He shall have the discretion not to fill a certain number of or all of the existing vacancies.

(c) The applicants who will be selected for the Post of Parliamentary Officer will have to enhance



computer literacy within the first year of the probation/acting period and should acquire the capacity to draft an English letter consisting of not less than 250 words and a Sinhalese/ Tamil letter consisting of not less than 150 words within a duration of 25 minutes using the Microsoft Word Package.

- (d) The selected applicants shall abide by the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- (e) The selected applicants shall contribute a certain percentage of his/her salary as decided by the government to the Widows and Orphans Pension and the Widowers and Orphans Pension Funds.
- (f) The selected applicants shall be subjected to a medical examination.
- (g) A Security Clearance report on the selected applicants shall be obtained prior to their appointments.
- (h) The applicants belonging to the Public, Provincial Public Management Assistant Service shall forward their applications through the respective Heads of Departments/Institutions.

08. *Penalty for submission of false information.*– The application shall be filled carefully with accurate information. The candidacy of any applicant shall be cancelled at the examination or prior or subsequent to the examination or at any moment if any applicant is found disqualified as per the rules and regulations of the examination.

09. *Examination fees.*– The examination fee is Rs.1200/=. This fee shall only be credited from any Post Office/ Sub Post Office/ District or Divisional Secretariat of the island to the Revenue head number 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained in the name of the applicant shall be securely pasted on the space provided for that purpose on the application form so that only one margin sticks on the application. (A copy of the receipt should be retained for future reference.) The examination fees are non-refundable and non-transferable. Further, money orders and stamps shall not be accepted.

#### 10. *Method of Application :*

- (a) The application shall be prepared in accordance with the specimen attached to this notice and shall be prepared on both sides of two 8 1/2" x 12"(A4) size paper. The application shall be prepared in such a way that the first page, second page, third page and the fourth page of the application carry the heads numbered 01-03, 04-06, 07-09 and 10 respectively. The name of the examination indicated on top of the application shall be written in English language in the Sinhalese and Tamil language applications in addition to the original language.

The applications that are inconsistent with the specimen, that are not duly filled and incomplete and the applications for which the examination fees have not been duly paid prior to the date specified, shall be rejected without any notice. The applicant shall bear any losses incurred due to any application that is not filled duly and accurately. Keeping a photocopy of the application shall be useful and the applicants shall ensure that the completed application is consistent with the application given in this Notification. The application shall be rejected in case of such inconsistency.

- (b) All the applicants who have paid the examination fees and applied on or before the closing date, shall be allowed by the Commissioner General of Examinations to sit for the competitive examination, on the assumption that only the applicants who are qualified and eligible as per the *Gazette* Notification have applied for the post. The Issuance of an admission card to sit for the competitive examination shall not be an acknowledgement that the applicant has met the qualifications required for the post. The candidacy of the applicants shall be cancelled if disclosed disqualified at the interview, where the qualifications are scrutinized as per the *Gazette* Notification.
- (c) “Competitive Examination for the Recruitment for the Post of Parliament Officer of the Parliament of Sri Lanka – (2019)” shall be indicated on the upper left hand corner of the envelope.
- (d) The duly filled applications shall be sent through registered post to the following address on or before 30th of April, 2019;

Commissioner General of Examinations,  
Organization/ Establishments and Foreign Examinations  
Branch,  
Department of Examinations, Sri Lanka,  
PO Box 1503,  
Colombo.

the admission card with attested signature at the examination centre at the first instance. The applicants who fail to produce the admission card shall not be allowed to sit the examination.

11. *Sitting for the examination :*

- (a) Receipt of the application shall not be notified. A newspaper notice shall be published by the Department of Examinations, Sri Lanka, once the admissions are issued to the applicants. In case of non-receipt of the admission after a lapse of 2 or 3 days from the newspaper notice to the effect, it should be informed to the Department of Examinations, as per the notice. The name of the examination, full name of the candidate, National Identity Card number and the address should be indicated at such inquiry. For the applicants residing out of Colombo, it would be advantageous to make such inquiry by sending a fax to the fax number given in the advertisement, in the form of a request including the relevant details and a fax number to reach the applicant so that a copy of the admission can be sent through a fax. Further, retaining copies of the application, receipt of payment of examination fees, and the receipt for Registered Post, would be advantageous for the applicant to confirm any detail required by the Department of Examinations.
- (b) The applicants shall be required to get their signatures certified in the application and the admission card. This certification should be attested by the respective Heads of the Departments or any other officer authorized by him in case of applicants who apply through an institution and by a Principal of a school/ Retired officer, Grama Niladari of the division, Justice of Peace, Commissioner of Oaths, Attorney-at-law, Notary Public, Commissioned officer of the armed forces, Permanent staff grade officer of the public service or provincial public service, a Chief Incumbent of a Buddhist temple or a member of clergy in charge of any other religious institution in case of applicants who do not apply through the institution. The applicant shall sit for the examination in the centre specified for the applicant and produce to the chief invigilator

(c) *Examination Results :*

The list of results will be prepared on merit based on the aggregate marks obtained at the written exam held according to paragraph 6 of this notice and at the structured interview. After submission of the results of the written examination to the Secretary General of Parliament, action will be taken by the Department of Examinations to individually inform the results to all the applicants who sat for the written examination or to publish them in the website, [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

12. One of the following documents should be submitted to the Chief invigilator, for the purpose of verifying the identity of the applicants:

- (i) National Identity Card,
- (ii) A valid Passport,
- (iii) A valid Driver's License.

13. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the examination and the issuance of results. In case of any violation of examination rules and regulations imposed by the Commissioner General of Examinations, the candidate shall be liable to be penalized.

14. The Secretary General of Parliament shall decide on any matters not mentioned in this notification. All the candidates are required to abide by the general rules and regulations of examination that have been indicated in this *Gazette Notification*.

15. In the event of any inconsistency between Sinhala, Tamil and English versions of this *Gazette Notification* the Sinhala text shall prevail.

W.B.D. DASSANAYAKE,  
Secretary General of the Parliament.

Parliament of Sri Lanka,  
Sri Jayawardenapura Kotte  
29<sup>th</sup> of March, 2019.

**Specimen Application Form**

For Office Use Only

**OPEN COMPETITIVE EXAMINATION FOR THE  
RECRUITMENT TO THE POST OF PARLIAMENTARY  
OFFICER – 2019**

Medium of examination applied:

Sinhala - 2

Tamil - 3

English - 4

(Write the relevant number in the box)

1.0 1.1 Full Name : \_\_\_\_\_.

(In Block Capitals)

1.2 Full Name : \_\_\_\_\_.

(In Sinhala / Tamil)

1.3 National Identity Card No. :

2.0 2.1 Permanent Address : \_\_\_\_\_.

(In Block Capitals)

2.2 Permanent Address : \_\_\_\_\_.

(In Sinhala / Tamil)

2.3 Address to which the Admission Card should be sent : \_\_\_\_\_.

(In Block Capitals)

3.0 3.1 Gender : Male – 0 Female – 1

(Write the relevant number in the box)

3.2 Contact Number :

3.3 Date of Birth :

Year :     Month :   Date :

3.4 Age as at the date of fulfillment of Qualifications:

Years :   Months :   Days :

4.0 Educational Qualifications:

4.1 G.C.E. (O/L) Qualifications :

(i) Year of Examination and Month : \_\_\_\_\_.

(ii) Index No. : \_\_\_\_\_.

(iii) Results :

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

4.2 G.C.E. (A/L) Qualifications:

(i) Year of Examination and Month : \_\_\_\_\_.

(ii) Index No. : \_\_\_\_\_.

(iii) Results :

Subject	Grade
1.	
2.	
3.	
4.	

4.3 Details of the Degree :

(i) Effective date of the Degree : \_\_\_\_\_.

(ii) University/ Institute : \_\_\_\_\_.

(iii) Name of the Degree : \_\_\_\_\_.

5.0 Other Qualifications : \_\_\_\_\_.

6.0 Have you ever been convicted by a court of law? (Put a tick (✓) in the relevant box) (If yes, give details) : \_\_\_\_\_.

Yes  No

7.0 Details of the receipt of payment of examination fee:

(i) Paid office : \_\_\_\_\_.

(ii) Receipt No. and date : \_\_\_\_\_.

(iii) Paid amount : \_\_\_\_\_.

Stick the receipt here so that it will not be detached.  
(Keeping a copy of the receipt with you would be useful)

8.0 Certificate of the Applicant:

(a) I solemnly declare that the details furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear up the loss that would be caused to me in case any part of this

application has not been filled in and/or has been filled in inaccurately.

(b) I am aware that I will be disqualified for appointment if the declaration I have made is proved incorrect before appointment, or my employment will be terminated if it is proved incorrect after appointment.

(c) I further declare that I will be abide by the rules and regulations that will be imposed by the Commissioner General of Examinations in connection with conducting of the examination and issuance of results.

(d) I will not later change any information that I have furnished in this application.

\_\_\_\_\_,  
Signature of the Applicant.

Date : \_\_\_\_\_.

9.0 Attestation of the signature of applicant (Should be as in the *Gazette* Notification)

I certify that Mr/Mrs/Miss \_\_\_\_\_ who submits this application is personally known to me and that he/ she placed his/ her signature in my presence on \_\_\_\_\_, and that he/she has paid the due examination fees and has pasted the relevant receipt of such payment on this application form.

\_\_\_\_\_,  
Signature.

Date : \_\_\_\_\_.

Full name of the attestor : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

(Official stamp)

10.0 Certification of Head of Department / Institution (Only for applicants serving in the Public Service/Provincial Public Service/Government Corporations/Statutory Boards)

Secretary General of Parliament,

I recommend and forward the application of Mr / Mrs /Miss \_\_\_\_\_ holding the post of \_\_\_\_\_

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

\_\_\_\_\_,  
Signature of Head of Department/Institution.  
(Official Stamp)

Date : \_\_\_\_\_.

03-1550

## MINISTRY OF JUSTICE AND PRISON REFORMS

### Department of Prisons

OPEN COMPETITIVE EXAMINATION FOR THE  
RECRUITMENT TO THE POST OF JAILOR – CLASS II  
AND REHABILITATION OFFICER - CLASS II - 2019

APPLICATIONS are invited from qualified citizens of Sri Lanka to recruit for the posts of Jailor – Class II (Female/Male) and Rehabilitation Officer - class II (Female/Male) fallen vacant in the Department of Prisons.

01. Recruitment by way of this examination is to be made for the posts of Jailor – Class II (Female/Male) and Rehabilitation Officer - Class II (Female/Male) in the Department of Prisons, Sri Lanka.

02. *Written Examination.*– This examination consists of three question papers as mentioned below :

I. General Intelligence

II. General Knowledge

III. Mathematics

02. *Date of Examination and conducting of the examination.*– This examination will be held on June, 2019 in the main towns throughout the island as indicated in the Schedule I of this notice. The town and its number in respect of which the candidate wishes to sit the examination among the towns set out in the Schedule should be clearly indicated. No candidate will be permitted to change later the town originally indicated in the application. However, in case of there will not be sufficient number of candidates applied for a particular town and pursuant to which an examination

centre will not be established therein, such number of candidates will be directed to an examination centre to be established in a town in which the candidate mentioned in the application as the second preference or an examination centre to be established in any other nearby town. Further, there will not be sufficient number of candidate to establish examination centers in all or majority of such towns proposed in the Schedule I of this notice, the Commissioner General of Examinations may make necessary arrangements to conduct the examination only in Colombo.

SCHEDULE -I

Towns and Numbers	
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mullaitivu	13
Kilinochchi	14
Batticaloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25

03. The total number of appointment to be filled is 97. [i.e. Jailor Class II (Male) 69, Jailor Class II (Female) 10, Rehabilitation Officer Class II (Male) 15, Rehabilitation Officer Class II (Female) 03,] When the last vacancy or a few of vacancies as the case may be are to be filled, there may be instance where the number of candidates have obtained equal marks and such number or numbers exceeds

the number of vacancies available to be filled, such last vacancy or a few of vacancies as the case may be will have to be filled based on the decision to be taken by the order of Public Service Commission in compliance with Section 80 of its Procedural Rules. The date on which the appointments will take effect will be decided by the Commissioner General of Prisons.

#### 04. Conditions of employment :-

4.1 A candidate will be appointed to the post of Jailor Class II and Rehabilitation Officer Class II subject to the general conditions governing the appointments in the Public Service, provisions laid down in the Establishments Code and Financial Regulations and the Procedural Rules of the Public Service Commission published in the *Gazette Extra Ordinary* No.1589/30 dated 20.02.2009.

4.2 This post is permanent. It is pensionable. You shall be subject to the policy decision to be taken by the Government in future regarding the pension scheme entitled to you. Further, you are liable to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme. You are required to pay contribution in such rate as may be determined from time to time by the Government.

4.3 This appointment to the Jailor Class II / Rehabilitation Officer Class II is subject to a probationary period of three years. The First Efficiency Bar Examination should have to be passed within 03 years from the date of appointment to the post and the Second Efficiency Bar Examination should have to be passed within 07 years from the date of appointment to the post.

4.4 In terms of the Public Administration Circular No.01/2014 and circulars issued incidental thereto, prescribed official language proficiency should have to be reached.

4.5 The Commissioner General of Prisons reserves the power to cancel any appointment of a selected appointee in such instances where failure by any such appointee to assume duties in his/her post on the scheduled date and/or denial by any such appointee to assume



duties in his/her post at the workstation which such appointee will be directed in the letter of appointment to assume duties. The selected appointees to the post of the Jailor Class II / Rehabilitation Officer Class II should agree to engage in the duties during the initial 05 years from the date of their appointment, accommodating in the bachelor's quarters of the prisons even far away from the area of their permanent residence.

05. *Monthly salary scale.*— In terms of Public Administration Circular No.03/2016, salary range RS-3/2016.(Step 1) is applicable to this post. Accordingly, this post carries the salary scale as follows:- Rs.32,790/- 7 x 370 – 2 x 495 – 25x600- Rs. 52,870/- (per month)

(In terms of the provisions of the Public Administration Circular No.03/2016 dated 25.02.2016, in that Schedule II thereof, salaries will be paid based on the initial salary step corresponding to Rs.32,790/-.)

06. *Terms of engagement :-*

(a) Every candidate must furnish a clear proof to the effect that he/she

(i) should be a citizen of Sri Lanka.

(ii) should have a exemplary character.

(iii) should be physically and mentally sound to serve in any part of the island.

(iv) should have minimum height of 5 feet 4 inches.

(v) should have a chest measurement of 32 inches deflated. (This does not apply in case of female candidates)

(vi) Conviction by any court of law for any offence committed pertaining to immoral character is a total disqualification for the appointment to the above post.

(b) *Educational Qualifications.*— Should have passed the G.C.E.(Advanced Level) Examination in all subjects(excluding General Common Test and General English) in one sitting and in case of Old Syllabus, at least 03 subjects should have to be passed.

and

Should have passed the G.C.E. (O/L) Examination at least 06 subjects in not more than two sittings with four credit passes including credit passes for Sinhala/Tamil and Arithmetic/Mathematics/Commerce Arithmetic. (Should have passed not less than 05 subjects in one sitting).

or

Should have passed the N.G.E.C. Examination at least 06 subjects in not more than two sittings with four B passes including B passes for First Language and Mathematics. (Should have passed not less than 05 subjects in one sitting)

or

Should have passed the G.C.E. (O/L) Examination with at least 06 subjects in not more than two sittings with four credit passes including credit passes for Language, Mathematics. (Should have passed not less than 05 subject in one sitting)

(c) *Other Qualifications.*— Having obtained a Diploma on Vocational Social Work at the Sri Lanka Social Development Institute will be an added qualification in case of the recruitment to the post Rehabilitation Officer - Class II.

(d) *Age :-*

- Should not less than 18 years and not more than 45 years of age in case of the recruitment to the post of Jailor - Class II. Accordingly, candidates whose birthdays fall on or before 22/04/2001 and on or after 22/04/1974 are only eligible to apply. (Maximum age limit shall not apply for those who are already serving in the public or provincial public service.)

- Should not less than 24 years and not more than 45 years of age in case of the recruitment to the post of Rehabilitation Officer - Class II. (Accordingly, candidates whose birthdays fall on or before 22/04/1995 and on or after 22/04/1974 are only eligible to apply.) (Maximum age limit shall not apply for those who are already serving in the public or provincial public service.)

(e) *Fulfillment on requirements.*— Every candidate should fulfill all qualifications required to apply



for this examination on or before the closing date of applications in all respects.

07. *Examination Fee.*– The examination fee is Rs. 600/- which may be paid by the applicant in his/her own name in cash at any Post Office/Sub -Post Office or District/ Divisional Secretariat throughout the island to the credited of the public revenue under the Revenue Head 20 – 03 – 02 – 13 in favor of the Commissioner General of Examinations before the closing date of applications and the receipt issued in proof of the payment should be affixed in the relevant cage of the application form so that only one edge thereof is firmly pasted into the space provided. Under no circumstances will the examination fee refunded to you or transferred to other examination. It is advisable if a photo copy of the receipt should be kept preserved.

08. *Application Procedure :-*

8.1 The application prepared and completed by the candidate in his/her own legible hand writing in 8.27"X 11.69" sheet of paper (A4) in size using both sides should be in conformity with the specimen application appended at the end of this notification. The application may be typed either using computer or type-writer. Item No.01 - 05 should appear on the first page while item No. 06-11 on the second page and the remaining items on the third page. Applications which are in not conformity with the specimen application form and are incomplete will be rejected without serving a notice.(It is advisable if a photo copy of the application is retained in your safe custody) Further, the candidate should check as to whether the completed application form is in accordance with the specimen application appended at the end of this notice. Deviation from such requirement may render the application rejected.

8.2 Applications should be prepared and completed in such medium of language in which the candidate intends sitting the examination.

8.3 Completed applications should be sent under registered cover to reach the "Commissioner General of Examinations, Organizations (Establishment and Foreign Exams) Branch, Department of Examinations, Sri Lanka, P.O.Box 1503, Colombo" on or before 22/04/2019. The words "Open Competitive Examination for the recruitment to the posts of

Jailor Class II / Rehabilitation Officer Class II - (2019)" should clearly be written on the top left hand corner of the envelope enclosing the application. When preparing the application, the name of the examination indicated in the caption of the application prepared and completed in Sinhala Language should also be written in English Language while the name of the examination indicated in the caption of the application prepared and completed in Tamil Language should also be written in English Language. In case of the candidate wishes to apply two (02) posts, it may be done in the same application.

8.4 The Commissioner General of Examination will issue Admission Cards to all those candidates who have submitted their applications in accordance with the specimen form on or before the closing date to sit for the competitive examination upon payment of the prescribed examination fee provided however on the presumption that all those candidates have possessed the basic qualifications specified in *Gazette* Notification. Receipt of an Admission Card to sit the competitive examination shall not be treated as being the candidate has fulfilled the qualifications for this post. The qualifications required to this post in accordance with this notice are found to be false at the time of interview candidature is liable to be cancelled.

8.5 The signature of the candidate placed in the application should be attested by a Principal of a Government School, Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, commissioned officer in the Armed Forces, an officer holding a *Gazetted* post in the police service or a staff officer holding a permanent post in Government and in case of the signature of the candidate from the Public/Provincial Public Service, the Head of the Institution to which such candidate attached. Officers already serving in the Public Service should submit their applications to the Commissioner General of Examinations through respective Heads of Department before the closing date of applications. In such case, the respective Head of the Department should certify indicating that such an officer could be released from the current position, if he/she will be selected to this post.

8.6 An application in respect of which the examination fee has not been paid before the due date and any such application which is incomplete will be rejected without serving any notice for rejection. Any risk resulting from not duly completing any application in all respects shall be borne by the relevant candidate himself. Any complaints that an application gets lost or delayed in the post will not be accepted under any circumstances.

8.7 Receipt of applications will not be acknowledged. Immediately upon the Admission Cards will be issued to the candidates, a notice in that respect will be published in the national press and the web site of the Department of Examinations of Sri Lanka. Any candidate who will be not in receipt of Admission Card even 2 or 3 days will elapse from the date of such publication of the notice, should inquire forthwith to the Department of Examinations informing non receipt as per directions given in the notice. Such inquiry should contain your full name, address, National Identity Card Number and the name of the examination applied. In case of the candidate is not resident in Colombo, such inquiry incorporating above particulars in writing may be sent by fax given in the notice to the Department of Examinations further indicating a return fax number so that respective candidate's Admission Card may directly be sent to it. As a matter of supporting of such candidate's inquiry in such instance, it will be very useful for such candidate to retain photocopies of the application, receipt in proof of payment of examination fee and registered postal article receipt.

09. *Admission to the examination :-*

- (a) Every candidate should sit the examination only in the examination hall allotted to such candidate. Every candidate should get his/her signature which appears in the Admission Card duly attested and surrender same to the Head of the Examination Hall on the date on which he/she sits the examination. Under no circumstance should any candidate be permitted to sit the examination without submitting a duly attested Admission Card. Rules and regulations bound to be abided by every candidate at the Examination

Hall are published in the beginning of this *Gazette* Notification. Every candidate is liable to be bound by the rules and regulations imposed by the Commissioner General of Examinations from the commencement of examination to the issuance of results. Any breach by any candidate of such rules and regulations may render such candidate to be subject to any punishment to be imposed by the Commissioner General of Examinations.

10. *Identity of Candidates.*— Every candidate is required to establish his/her identity to the satisfaction of Head of the Examination Hall in every subject. For the establishment of the identity, any one of the following documents is required to be produced to the Head of the Examination Hall.

- (i) National Identity Card
- (ii) Valid Passport
- (iii) Valid driving License

11. *Penalty for furnishing false information.*— In filling the application, utmost care should be exercised to incorporate accurate information. If any candidate is found to be disqualified in terms of the rules and regulations of this examination, his candidature may be cancelled at any time even before the examination or at the time where the examination is in progress or after the conclusion of the examination. If it is found that a candidate has furnished any information with knowledge that they are false or if he/she has willfully suppressed any material fact, he/she is liable to be dismissed from the service.

12. *Method of examination and medium of language:-*

- (a) This examination will be held in Sinhala, Tamil and English medium of languages.
- (b) No candidate will be permitted to change the medium of language at a later stage.

13. *Scheme of recruitment :-*

*Written Examination.*— The written examination will consist of 03 question papers designed to test the knowledge of the subjects mentioned in the paragraph 02 of this notice. To pass the examination, at least 40% marks of for each subject

required to be obtained. Candidates are required to answer all question papers.

**Subjects :-** 1. General Intelligence  
2. General knowledge  
3. Mathematics

**Structured Interview :-**

- (i) Structural interview will be conducted to ascertain as to whether the candidates have possessed the qualifications specified in paragraph 06 of this notice and are in compliance with the fulfillment on requirements.
- (ii) Candidates who have secured highest marks having averaged not less than 40% marks for each subject will be summoned at the Structured Interview based on the order of merit to be prepared in an alphabetical order, the number of such candidates so summoned will be five times the number of existing vacancies. Date of this interview will be determined by the Commissioner General of Prison.

**N.B.**—Attending at the interviews is not treated to be a qualification for awarding appointments.

14. *The syllabus of the written examination :-*

- (a) **General Intelligence.**— Duration allowed is 01 hour. Full marks to be awarded is 100. This paper is designed to include multiple choice questions to assess the candidate's ability in logical thinking, analytical reasoning and ability in determining. This paper consists of 50 multiple choice and short answer questions. Candidates are required to answer all questions.
- (b) **General Knowledge.**— Duration allowed is 01 hour. Full marks awarded is 100. This paper is a common general paper designed to include questions to assess the candidate's ability on information technology, current important matters relating to the political, social, cultural and economic environment of Sri Lanka including nationally and internationally important and contemporary facts and scientific and industrial development. This paper consist of 50 multiple choice and short answer questions. Candidates are required to answer all questions.

(c) **Mathematics.**— Duration allowed is 01 hour. Full marks awarded is 100.

- Part I- This question paper is designed to assess the candidate's ability in respect of addition and is required to answer all questions in the paper itself.
- Part II- This question paper consist of six compulsory questions and is designed to assess the candidate's Mathematical ability.

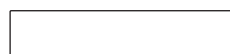
15. The appointing authority reserves the right either not to fill any certain number of vacancies or all of the vacancies.

16. Any matter not provided for herein will be determined by the Commissioner General of Prisons. All candidates are bound to be obliged to act in compliance with the general rules and regulations indicated in this *Gazette* Notification.

17. In the event of any inconsistency between the Sinhala, the Tamil and the English texts of this notification, the Sinhala text shall prevail.

T. M. J. W. THENNAKON,  
Commissioner General of Prisons.

Prison Headquarters,  
No.150, Baseline Road,  
Colombo 09.  
On 25th March, 2019.



(For office use only)

SPECIMEN APPLICATION

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE  
POST OF JAILOR — CLASS II AND REHABILITATION  
OFFICER - CLASS II - 2019

	Town	Town No.
1 <sup>st</sup> preference		
2 <sup>nd</sup> preference		

(According to paragraph 02 of the *Gazette* Notification, please indicate the town which you intend sit the examination and corresponding town number)

[illegible]

10. Educational Qualifications :

G.C.E. (A/L)

(i) Year of the Examination:- .....

(ii) Index No:- .....

(iii) Examination results:

Subject	Grade

11. Other Qualifications :.....

12. If you have been convicted by a court of law for any offence, please indicate all information about such conviction :.....

13. Payment of examination fee :

(i) Amount paid :.....

(ii) Office at which the examination fee was paid : .....

(iii) Date of payment :.....

(iv) Receipt No. :.....

Affix the receipt here so as to paste by an edge thereof.  
(It would be advisable to keep a photo copy of the receipt)

14. Certificate of the candidate:

I do hereby declare that the particulars mentioned in this application are true and accurate to the best of my knowledge and belief and that the receipt containing No..... dated .....in proof of the payment of examination fee is affixed herewith. I agree that I am bound to abide by the rules and regulations applicable to this examination and that the decision to be taken to cancel my candidature at any time before the examination or at the time the examination is in progress or after the conclusion of the examination if it has been established that I am disqualified for the examination according to the criteria of this examination. I do further hereby declare that I am liable to be obliged to the rules and regulations imposed by the Commissioner General of Examinations pertaining to conducting of this examination and issuance of results.

\_\_\_\_\_  
Signature of the Candidate.

Date :.....

15. Attestation of the applicant's signature:- (shall be as per 9.4 of the *Gazette* Notification) :

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

\_\_\_\_\_  
(Signature of the Officer attesting the signature)

Name :.....

Designation :.....

Address :.....

Date :.....

(Please place the official stamp)

16. Certificate of the Head of the Department (This certificate is applicable only for the applicants already serving in the Public Service)

I do hereby certify that Mr./Mrs./Miss ..... who is submitting this application is serving in this Department/Institution and that his/her work and conduct is satisfactory and that he/she has fulfilled the qualifications necessary for applying for this post as per this notice and that he/she could be released /could not be released from his/her present post if he/she will be selected for this post.

\_\_\_\_\_  
Signature of the Head of the Department/Institution.

Name :.....

Designation :.....

Address :.....

Date :.....

(Please place the official stamp)



## MINISTRY OF JUSTICE AND PRISON REFORMS

### Department of Prisons

#### OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POST OF PRISON GUARD – 2019

APPLICATIONS are invited from qualified citizens of Sri Lanka for the posts of Prison Guard (Female/Male) fallen vacant in the Department of Prisons.

01. Recruitment by way of this examination is to be made for the post of Prison Guard in the police and other regulatory service categories of the Department of Prisons, Sri Lanka.

02. *Written Examination.*– This examination consists of two question papers as mentioned below.

I.General Intelligence

II.General Knowledge

*N.B.:- Candidates who will pass the written examination have to appear for the physical fitness test and an interview to be conducted for evaluation of eligibility as specified in subsection (1), (2) and (3) of Section 13 of this notice. It is therefore expected that only those who possess the qualifications indicated in the said sections will send in applications.*

02. *Date of Examination and conducting of the examination.*– This examination will be held on June, 2019 in the main towns throughout the island as indicated in the Schedule I of this notice. The town and its number in respect of which the candidate wishes to sit the examination among the towns set out in the Schedule should be clearly indicated. No candidate will be permitted to change later the town originally indicated in the application. However, in case of there will not be sufficient number of candidate applied for a particular town and pursuant to which an examination centre will not be established therein, such number of candidates will be directed to an examination centre to be established in a town in which the candidate mentioned in the application as the second preference or an examination centre to be established in any other nearby town. Further, there will not be sufficient number of candidate to establish examination centre all or majority of such towns proposed in

the Schedule I of this notice, the Commissioner General of Examinations may make necessary arrangements to conduct the examination only in Colombo.

#### SCHEDULE -1

Towns and Numbers	
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mullaitivu	13
Kilinochchi	14
Batticaloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25

03. The total number of appointment to be filled is 1178 [i.e. Prison Guard (Male) 1068, Prison Guard (Female) 110] When the last vacancy or a few of vacancies as the case may be are to be filled, there may be instance where the number of candidates have obtained equal marks and such number or numbers exceeds the number of vacancies available, such last vacancy or a few of vacancies as the case may be will have to be filled based on the decision to be taken by the order of Public Service Commission in compliance with Section 80 of its Procedural Rules. The date on which the appointments will take effect will be decided by the Commissioner General of Prisons.



04. *Conditions of employment :-*

- 4.1 A candidate will be appointed to the post of Prison Guard subject to the general conditions governing the appointments in the Public Service, provisions laid down in the Establishments Code and Financial Regulations and the Procedural Rules of the Public Service Commission published in the *Gazette* Extra Ordinary No.1589/30 dated 20.02.2009.
- 4.2 This post is permanent. It is pensionable. You shall be subject to the policy decision to be taken by the Government in future regarding the pension scheme entitled to you. Further, you are liable to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme. You are required to pay contribution in such rate as may be determined from time to time by the Government.
- 4.3 This appointment is subject to a probationary period of three years. The First Efficiency Bar Examination should have to be passed within 03 years from the date of appointment to the post of Prison Guard.
- 4.4 In terms of the Public Administration Circular No.01/2014 and circulars issued incidental thereto, prescribed official language proficiency should have to be reached.
- 4.5 The Commissioner General of Prisons reserves the power to cancel any appointment of a selected appointee in such instances where failure by any such appointee to assume duties in his/her post on the scheduled date and/or denial by any such appointee to assume duties in his/her post at the workstation which such appointee will be directed in the letter of appointment to assume duties. The selected appointees to the post of Prison Guard should agree to engage in the duties during the initial 05 years from the date of their appointment, accommodating in the bachelor's quarters of the prisons far away from the area of their permanent residence.

05. *Monthly salary scale.*— In terms of Public Administration Circular No.03/2016, salary range RS -1-2016. (Step 1) is applicable to this post.

Accordingly, this post carries the salary scale as follows:-  
Rs.29,540 - 7 x 300 – 27 x 370 – Rs. 41,630 (per month)

(In terms of the provisions of the Public Administration Circular No.03/2016 dated 25.02.2016, in that Schedule II thereof, salaries will be paid based on the initial salary step corresponding to Rs.29,540/-.)

06. *Terms of engagement :-*

- (a) Every candidate must furnish a clear proof that he/she
- (i) should be a citizen of Sri Lanka.
  - (ii) should have a exemplary character and physically sound. This is to be proved by a Police Clearance Certificate.
  - (iii) Conviction by any court of law for any offence committed pertaining to immoral character is a total disqualification for the appointment to the above post.
  - (iv) Should have minimum height of 5 feet 4 inches. (In case of male candidates)
  - (v) Should have minimum height of 5 feet 2 inches. (In case of female candidates)
  - (vi) Should have a chest measurement of 32 inches deflated. (This does not apply in case of female candidates)
  - (vii) Should be unmarried. (divorced persons and widows are deemed to be as married persons.)
- (b) *Educational Qualifications.*— Every candidate should pass G.C.E. (O/L) Examination in not more than two sittings in six (06) subjects including Sinhala/ Tamil/ English and Mathematics with credit passes for any two (2) subjects.
- (c) *Age.*— Should not less than 18 years and not more than 33 years of age. Accordingly, candidates whose birthdays fall on or before 22.04.2001 and on or after 22.04.1986 are only eligible to apply.
- (d) *Fulfillment on requirements.*— Every candidate should fulfill all qualifications required to apply for this examination on or before the closing date of applications in all respects.

07. *Examination Fee.*— The examination fee is Rs. 600 which may be paid by the applicant in his/her

own name in cash at any Post Office/Sub - Post Office or District/Divisional Secretariat throughout the island to the credited of the public revenue under the Revenue Head 20 – 03 – 02 – 13 in favour of the Commissioner General of Examinations before the closing date of applications and the receipt issued in proof of the payment should be affixed in the relevant cage of the application form so that only one edge thereof is firmly pasted into the space provided. Under no circumstances will the examination fee refunded to you or transferred to other examination. It is advisable if a photo copy of the receipt should be kept in your safe custody.

08. *Application Procedure :-*

- 8.1 The application prepared and completed by the candidate in his/her own legible hand writing in 8.27”X 11.69” sheet of paper (A4) in size using both sides should be in conformity with the specimen application appended at the end of this notification. The application may be typed either using computer or type-writer. Item No.01 - 05 should appear on the first page while item No. 06 -11 on the second page and the remaining items on the third page. Applications which are in not conformity with the specimen application form and are incomplete will be rejected without serving a notice. (It is advisable if a photo copy of the application is retained in your safe custody) Further, the candidate should check as to whether the completed application form is in accordance with the specimen application appended at the end of this notice. Deviation from such requirement may render the application rejected.
- 8.2 Applications should be prepared and completed in such medium of language in which the candidate intends sitting the examination.
- 8.3 Completed applications should be sent under registered cover to reach the "Commissioner General of Examinations, Organizations (Establishment and Foreign Exams) Branch, Department of Examinations, Sri Lanka, P.O.Box 1503, Colombo" on or before 22.04.2019. The words "Open Competitive Examination for the recruitment to the post of Prison Guard - (2019)" should clearly be written on the top left hand corner of the envelope enclosing the application. When preparing the application, the name of the examination indicated in the caption of the application

prepared and completed in Sinhala Language should also be written in English Language while the name of the examination indicated in the caption of the application prepared and completed in Tamil Language should also be written in English Language.

- 8.4 The Commissioner General of Examination will issue Admission Cards to all those candidates who have submitted their applications in accordance with the specimen form on or before the closing date to sit for the competitive examination upon payment of the prescribed examination fee provided however on the presumption that all those candidates have possessed the basic qualifications specified in *Gazette* Notification. Receipt of an Admission Card to sit the competitive examination shall not be treated as being the candidate has fulfilled the qualifications for this post. The qualifications required to this post in accordance with this notice are found to be false at the time of interview candidature is liable to be cancelled.
- 8.5 The signature of the candidate placed in the application should be attested by a Principal of a Government School, Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, commissioned officer in the Armed Forces, an officer holding a *Gazetted* post in the police service or a staff officer holding a permanent post in Government and in case of the signature of the candidate from the Public/Provincial Public Service, the head of the Institution to which such candidate attached. Officers already serving in the Public Service should submit their applications to the Commissioner General of Examinations through respective Heads of Department before the closing date of applications. In such case, the respective Head of the Department should certify indicating that such an officer could be released from the current position, if he/she will be selected to this post.
- 8.6 An application in respect of which the examination fee has not been paid before the due date and any such application which is incomplete will be rejected without serving any notice for rejection. Any risk resulting from not duly completing any application in all respect shall be borne by the relevant candidate himself.

Any complaints that an application gets lost or delayed in the post will not be accepted under any circumstances.

- 8.7 Receipt of applications will not be acknowledged. Immediately upon the Admission Cards will be issued to the candidates, a notice into that respect will be published in the national press and the web site of the Department of Examinations of Sri Lanka. Any candidate who will be not in receipt of Admission Card even 2 or 3 days will elapse from the date of such publication of the notice, should inquire forthwith to the Department of Examinations informing non receipt as per directions given in the notice. Such inquiry should contain your full name, address, National Identity Card Number and the name of the examination applied. In case of the candidate is not resident in Colombo, such inquiry incorporating above particulars in writing may be sent by fax given in the notice to the Department of Examinations further indicating a return fax number so that respective candidate's Admission Card may directly be sent to it. As a matter of supporting of such candidate's inquiry in such instance, it will be very useful for such candidate to retain photocopies of the application, receipt in proof of payment of examination fee and registered postal article receipt.

09. *Admission to the examination :-*

- (a) Every candidate should sit the examination only in the examination hall allotted to such candidate. Every candidate should get his/her signature which appears in the Admission Card duly attested and surrender same to the Head of the Examination Hall on the date on which he/she sits the examination. Under no circumstance should any candidate be permitted to sit the examination without submitting a duly attested Admission Card. Rules and regulations bound to be abided by every candidate at the Examination Hall are published in the beginning of this *Gazette* Notification. Every candidate is liable to be bound by the rules and regulations imposed by the Commissioner General of Examinations from the commencement of examination to the issuance of results. Any breach by any candidate of such rules and regulations may render such candidate to be subject to any punishment to be imposed by the Commissioner General of Examinations.

10. *Identity of Candidates.*— Every candidate is required to establish his/her identity to the satisfaction of Head of the Examination Hall in every subject. For the establishment of the identity, any one of the following documents is required to be produced to the Head of the Examination Hall.

- (i) National Identity Card
- (ii) Valid Passport
- (iii) Valid driving License

11. *Penalty for furnishing false information.*— In filling the application, utmost care should be exercised to incorporate accurate information. If any candidate is found to be disqualified in terms of the rules and regulations of this examination, his candidature may be cancelled at any time even before the examination or at the time where the examination is in progress or after the conclusion of the examination. If it is found that a candidate has furnished any information with knowledge that they are false or if he/she has willfully suppressed any material fact, he/she is liable to be dismissed from the service.

12. *Method of examination and medium of language:-*

- (a) This examination will be held in Sinhala, Tamil and English medium of languages.
- (b) No candidate will be permitted to change the medium of language at a latter stage.

13. *Scheme of recruitment :-*

(1) *Written Examination :-*

The written examination will consists of 02 question papers designing to test the knowledge of the subjects mentioned in the paragraph 02 of this notice. To pass the examination, at least 40% marks of for each subject required to be obtained. Candidates are required to answer in all question papers.

Subjects :- 1. General Intelligence  
2. General knowledge

• The syllabus of the written examination:-

- (a) *General Intelligence.*— Duration allowed is 01 hour. Full marks awarded is 100%. This paper is designed to include multiple choice questions to assess the candidate's ability in logical thinking, analytical reasoning and ability in determining relating to statistical, linguistic and morphological structures.

(b) *General knowledge.*— Duration allowed is 02 hours. Full marks awarded is 100%. This paper is designed to include multiple choice questions to assess the candidate's ability on important matters relating to the political, cultural and economic environment of Sri Lanka.

(2) *Physical Fitness Test :-*

A list of names in alphabetical order setting out the number equivalent to two times the number of existing vacancies will be called upon from the Commissioner General of Examinations on the order of merit to be secured at the written examination so as to ensure a physical fitness test, *i.e.* physical endurance test. The date of physical fitness test scheduled to be conducted will be determined by the Commissioner General of Prisons.

Male - 1000 M (1 km.) race - within 03 minutes and 44 seconds.

Female - 400 M (0.4 km) race - within 02 minutes and 05 seconds.

The Physical Fitness Evaluation Board will be appointed by the Commissioner General of Prisons.

(3) *The interview board to evaluate eligibility :-*

(i) An interview will be conducted to check as to whether the candidate has fulfilled the required qualifications indicated in No.06 above and to comply with the fulfillment on requirements mentioned thereof.

(ii) An interview board will award marks within the limit of maximum marks allocated for each main area indicated in the following table:-

<i>Main areas in respect of which marks are awarded</i>	<i>Maximum Marks which could be awarded</i>	<i>Minimum Marks which may be considered for selection</i>
Additional Educational and other qualifications	25	Not applicable
Professional qualifications	15	
Sports skills	30	
Leadership and community services	25	

<i>Main areas in respect of which marks are awarded</i>	<i>Maximum Marks which could be awarded</i>	<i>Minimum Marks which may be considered for selection</i>
Skills shown at the interview	05	Not applicable
Total	100	

(iii) Candidates those who will pass the physical fitness test, *i.e.* physical endurance test will only be summoned for the interview to evaluate eligibility to the post. Basic qualifications will also be checked at the same interview to evaluate eligibility to the post. (Marks obtained by the candidates at the written examination will not be called for at this interview.)

(iv) Marks obtained by each candidate at the interview to evaluate eligibility to the post will thereafter be sent to the Commissioner General of Examinations. Accordingly, candidates will be recruited to the post of Prison Guard based on the order of merit considering the marks to be obtained at the written examination and as well as the interview to be so conducted to evaluate eligibility to the post.

**Note:** Appearing at the interview by any candidate will not be treated as the fulfillment of qualifications to award the appointment.

- ❖ The appointing authority reserves the right either not to fill any certain number of vacancies or all of the vacancies.
- ❖ Any matter not provided for herein will be determined by the Commissioner General of Prisons. All candidates are bound to be obliged to act in compliance with the general rules and regulations indicated in this *Gazette* Notification.
- ❖ In the event of any inconsistency between the Sinhala, the Tamil and the English texts of this notification, the Sinhala text shall prevail.

T. M. J. W. TENNAKON,  
Commissioner General of Prisons.

Prison Headquarters,  
No.150, Baseline Road,  
Colombo 09.  
25th day of March, 2019.

(For office use only)

SPECIMEN APPLICATION

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POST OF PRISON GUARD - 2019

	Town	Town No.
1 <sup>st</sup> preference		
2 <sup>nd</sup> preference		

(According to paragraph 02 of the *Gazette* Notification, please indicate the town which you intend sit the examination and corresponding town number)

Medium of language at the Examination

Sinhala - 2

Tamil - 3

English - 4

(Write appropriate number in the box)

(This option is not allowed to change later)

01. (a) Name in full (in English block capitals) : \_\_\_\_\_.  
(b) Name with initials (initials be written after the names) : \_\_\_\_\_.  
(in English block capitals) (Ex: GUNAWARDHANA, M.G.B.S.K.)  
(c) Name in full (in Sinhala/Tamil) : \_\_\_\_\_.
02. (a) Permanent Address (in English block capitals) (Admission Card will be sent to this address) : \_\_\_\_\_.  
(b) Permanent Address (in Sinhala/Tamil) : \_\_\_\_\_.
03. Sex : Female - 1, Male - 0  (Indicate the appropriate number in the box)
04. National Identity Card No. :-
05. Telephone No. : Mobile   
Fixed
06. Marital Status:-  
Unmarried - 1  (Indicate the appropriate number in the box)  
Married - 2
07. Date of Birth: Year :     Month :   Date :
08. Age as at the closing date of application (22/04/2019) : Years :   Months :   Days :
09. Citizenship (by descent / by registration) : \_\_\_\_\_.

## 10. Physical Measurements :

Height :\_\_\_\_\_ feet :\_\_\_\_\_ inches

Chest :\_\_\_\_\_ feet :\_\_\_\_\_ inches

(Female applicants shall enter height only)

## 11. Educational Qualifications :

G.C.E. (O/L)

(i) Year of the Examination :\_\_\_\_\_.

(ii) Index No. :\_\_\_\_\_.

(iii) Examination results :-

Subject	Grade

G.C.E. (O/L)

(i) Year of the Examination :\_\_\_\_\_.

(ii) Index Number :\_\_\_\_\_.

(iii) Examination results:-

Subject	Grade

## 12. Other Qualifications :\_\_\_\_\_.

13. If you have been convicted by a court of law for any offence, please indicate all information about such conviction :\_\_\_\_\_.

## 14. Payment of examination fee :

(i) Amount paid :\_\_\_\_\_.

(ii) Office at which the examination fee was paid :\_\_\_\_\_.

(iii) Date of payment :\_\_\_\_\_.

(iv) Receipt No. :\_\_\_\_\_.

Affix the receipt here so as to paste by an edge thereof.  
(It would be advisable to keep a photocopy of the receipt)

## 15. Certificate of the candidate:

I do hereby declare that the particulars mentioned in this application are true and accurate to the best of my knowledge and belief and that the receipt containing No..... dated .....in proof of the payment of examination fee is affixed herewith. I agree that I am bound to abide by the rules and regulations applicable to this examination and that the decision to be taken to cancel my candidature at any time before the examination or at the time the examination is in progress or after the conclusion of the examination if it has been established that I am disqualified for the examination according to the criteria of this examination. I do further hereby declare that I am liable to be obliged to the rules and regulations imposed by the Commissioner General of Examinations pertaining to conducting of this examination and issuance of results.

\_\_\_\_\_,  
Signature of the Candidate.

Date :\_\_\_\_\_.



16. Attestation of the applicant's signature:- (shall be as per 8.5 of the *Gazette* Notification) :

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

\_\_\_\_\_,  
(Signature of the Officer attesting the signature)

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

Date :\_\_\_\_\_.

(Please place the official stamp)

17. Certificate of the Head of the Department(This certificate is applicable only for the applicants already serving in the Public Service)

I do hereby certify that Mr./Mrs./Miss. .... who is submitting this application is serving in this Department/Institution and that his/her work and conduct is satisfactory and that he/she has fulfilled the qualifications necessary for applying for this post as per this notice and that he/she could be released /could not be released from his/her present post if he/she will be selected for this post.

\_\_\_\_\_,  
Signature of the Head of the Department/Institution.

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

Date :\_\_\_\_\_.

(Please place the official stamp)

03-1555/1