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

අංක 2,134 – 2019 ජූලි මස 26 වැනි සිකුරාදා – 2019.07.26  
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### PART I: SECTION (IIA) – ADVERTISING

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

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- Note.**– (i) Trust Receipts (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of July 12, 2019.
- (ii) Excise (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of July 12, 2019.

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 16th August, 2019 should reach Government Press on or before 12.00 noon on 02nd August, 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)

### 1. General Qualifications required :

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

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

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

### 2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 4. Terms of Engagement :

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

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

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

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

### 5. Serving Officers in the Public Service :

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

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

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

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

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

### 6. Definition of Salary for the purpose of Eligibility :

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

### 7. New National Policy on Recruitment and Promotions :

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

**Rules and Instructions for Candidates**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Posts – Vacant

### PUBLIC SERVICE COMMISSION

#### Department of the Registrar of Companies

#### RECRUITMENT FOR THE POST OF LEGAL OFFICER (EXECUTIVE CATEGORY - GRADE III)

APPLICATIONS are invited from the Sri Lankan citizens who have fulfilled the below mentioned Qualifications, for the post of Legal officer Executive Category grade III in the Department of the Registrar of Companies that comes under the purview of the Ministry of Industry and Commerce, Resettlement of Protracted Displaced Persons, Co-operative Development and Vocational Training Skills Development.

*Method of Recruitment.*– Applicants who obtained maximum marks from a Structured Interview conducted by an interview board appointed by the Public Service Commission out of applicants who have completed qualifications specified in the notice, will be recruited to fill the existing vacancy. The Structured Interview will be held in conformity with the marking scheme (under No. 06) approved by Public Service Commission. The effective date of the appointment will be determined by the Public Service Commission.

#### 1. Required Qualifications :-

##### 1.1 Educational / Professional Qualifications :

- (I) Being taken oaths as an Attorney -at -Law in the Supreme Court.
- (II) *Experience.*– Should have an active professional service period not less than 3 years after taking oaths as an Attorney at law.(Candidates shall be required to submit experience certificates to the interview board with clear vision of date of period of experience obtained and rubber stamp of certified officers proving experience).

Should have not less than 3 years experience in the Law Field in the following Department / Institution after taking oaths as an Attorney at Law.

- (1) Should have experience for handling Cases in the Department of Attorney- General .
- (2) Should have experience for bonds preparation and related legal activities .
- (3) Should have wide knowledge for Ordinance and current Acts and drafting legal documents.

- (4) Should have ability to procurement of Acts, Circulars, and other important regulative applications available in the Law field.
- (5) To appear and assist for the inquiries that will be held by other institutions.

(*N:B.*– This experience should be Proved by the certificate issued by the Head of the relevant Department.)

(III) *Physical Qualification.*– Every applicant should be physically and mentally fit to serve in any part of the Island and perform the duties in the post.

(IV) *Other Qualifications :*

- (I) Should be a citizen of Sri Lanka
- (II) Should be of excellent character
- (III) Requisite qualifications for this post should have been completed in every aspect as at the closing date of application.

#### 03. Service occupying conditions and service conditions :

- I This post is permanent.
- II This post is pensionable . You are subject to the policy decision taken by the Government in the future regarding the pensions entitled to you. Further , you shall contribute for the widows/ widowers and orphans pensions scheme . You should make contributions as time to time ordered by the Government.
- III This appointment will be subjected to a probation period of the (03) years. Officers should pass the first efficiency bar examination within three years of the appointment as mentioned in the Scheme of Recruitment.
- IV In terms of the provision of Public Administration and the provision and Circular's No. 01/2014 dated 21.01.2014 and incidental thereto, the applicant should affirm the obtaining of proficiency in official languages within five years of recruitment.
- V This appointment will subject to the Procedural Rules of Public Services Commission and amendments and the provisions that have been already made and will be made in future to the relevant Recruitment Procedure of the post of Legal Officer of the Department of the Registrar of Companies.

04. *Age Limit.* – Not less than 21 years of age and not more than 45 years as at the closing date of calling applications.

05 *Salary Scale.* – Rs. 47,615-10x1,335-8x1,630-17x2,170- Rs. 110,895 monthly salaries will be paid for this post (Public Administration Circular No.03/2016 and Salary code of the SL- 01-2016)

06. *Method of Recruitment.* – Structured Interview is based on the below marking scheme :

<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
<p><b>01. Additional Educational Qualifications :</b></p> <p>A post Graduate Degree in Law issued by University recognized by the University Grants Commission</p> <p style="text-align: right;">25</p> <p>A post Graduate Diploma or post Graduate Law Diploma not less than one year in the relevant field by a recognized Institution</p> <p style="text-align: right;">20</p> <p>Degree in Law from a recognized University</p> <p>First Class</p> <p style="text-align: right;">15</p> <p>Second Class (upper)</p> <p style="text-align: right;">10</p> <p>Second Class (lower)</p> <p style="text-align: right;">05</p> <p>First Class in the final years of Law College</p> <p style="text-align: right;">10</p> <p>Second Class in the final years of Law College</p> <p style="text-align: right;">05</p> <p>Note: 05 marks should be given only honorable pass in the final year (marks be given only for maximum Qualifications)</p>		25
<p><b>02. Additional Professional Experience :</b></p> <p><b>1. Additional Professional Qualification</b></p> <p>Diploma in relevant field offered by a recognized Institute . (10 marks for each diploma)</p> <p style="text-align: right;">10</p> <p>Diploma of not less than six months or not more than one year in relevant field offered by a recognized Institute (05 marks for each one Diploma)</p> <p>Certificate course of not less than 3 months and not more than 06 months in relevant field offered by recognized Institute ( 03 marks for each certificate course ) (Except Number 01 category of experience)</p> <p style="text-align: right;">25</p> <p><b>11. Additional Experience :</b></p> <p>Experience as Attorney at- Law in Government or Private Sector Maximum 25 marks -five marks for each year</p> <p>Not less six months and not more than year -02marks (Except three years of service period engaged in service as an Attorney at Law to acquire basic Qualifications)</p> <p>(Additional experience should be confirmed by a certificate issued by an Attorney at Law or President's Counsel or a judge with a service period not less than 20 years.</p> <p>The government or private Sector Candidates who have completed the required Qualifications in all respect should confirm the additional experience by a certificate of service obtain from the head of institute stating that the candidate is currently working in the post of legal framework.</p>		35

<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
<p><b>03. Computer Literacy</b> Should have possessed a degree in information Technology as a main subject from a university recognized by University Grants Commission.</p> <p>A diploma on information technology not less than one (01) year or 1500 hours from a Government Recognized institute.</p> <p>A Certificate course on information technology of 06 months/ 720 hours 03/months/360 hours From a government recognized institute. (Marks to be given only for Maximum Qualifications)</p>	<p>10</p> <p>07</p> <p>05 03</p>	10
<p><b>04 Proficiency of Language</b></p> <p>Post graduate /degree/ post LLB degree / L.L.B degree studied in English medium. (All relevant question papers should be answered in English medium)</p> <p>English Language Diploma from a university recognized by University Grants Commission or an institution recognized by the government (01 year or 1500hrs)</p> <p>English Language Certificate course from a university recognized by University Grants Commission or an institution recognized by the government 06 months /720 hours 03 month/ 360 hours (marks to be given only for maximum Qualifications)</p>	<p>15</p> <p>10</p> <p>07 05</p>	15
<p><b>Performance at the interview</b></p> <p>1 General knowledge and intelligence 2 Knowledge in modern trends in legal system 3 Skill of express views and personality</p>	<p>05 05 05</p>	15
<b>Total</b>		<b>100</b>

07 *Identities of the Applicants.* – Only those who have completed the applications in all respect are summoned for the skill assessment test. Original copies of the certificates and duly certified copies of the certificates should be forwarded at the interview .

To certify the identity of the candidates at the interview , the identity cards mentioned below are accepted.

- I National Identity Card issued by the Commissioner of the Department of the Registration of Persons.
- II Valid Passport

08. *Method of Applications :*

- (I) All the duly filled applications should be sent to the below mentioned address  
Registrar General of Companies  
Department of the Registrar of Companies  
No . 400, “Samagam Madura” D.R. Wijewardena Mawatha,  
Colombo 10.

by the registered post to reach on or before 26.08 2019. Applications which receive after the closing date, will be rejected.

(II) Applications should be prepared in 22-29 C.m. A4 papers. Applications should be prepared as item No. 1.1 to 5.1 in the first page from 5.2 to 7.0 in the second page and from item No. 8, 9 in the third page and it should be clearly filled in applicants Own hand writing.

(III) “Application for the post of the Legal Officer in the Department of Registrar of Companies should be mentioned at the top left corner of the envelope enclosing the application.

(IV) The signature of the applicant should be attested by a Principal of a Government school/ Justice of the Peace/ Commissioner of Oaths/ an Attorney at Law / Notary Public/ Commissioned Officer of three armed forces, a officer holding a permanent post in public service drawing consolidated monthly salary of Rs .47,615 or above

(V) Candidates who are already in the Public Service or Provincial Public Service, Should forward their applications through the respective Heads of their Department in which they are serving at present.

(VI) The applications which are not conformed to the prescribed specimen application will be rejected. No complaints will be admitted on loss or delay of the applications.

9. *Furnishing false particulars.*– If any of the particulars furnished by you are found to be false or erroneous before the Recruitment, your candidature will be cancelled. In case of such falsehood or error is detected after the recruitment, action will be taken to discontinue your service, subject to relevant disciplinary actions being taken.

10. The power of filling or not filling the vacancies is vested with the Public Service Commission.

11. In case of any inconsistency between the notice published in Sinhala , Tamil and English languages the notice published in Sinhala languages shall prevail.

12. In case of any problematic issue arises ever the recruitment procedure or the contents of the notice, the

decision taken by the Public Service Commission will be final.

By Order of the Public Services Commission.

Secretary,  
Ministry of Industry and Commerce,  
Resettlement of Protracted Displaced  
Persons, Co-operative Development and  
Vocational Training Skill Development.

11th July, 2019.

### SPECIMEN APPLICATION

EXECUTIVE SERVICE CATEGORY - STRUCTURED INTERVIEW FOR  
THE RECRUITMENT FOR THE POST OF LEGAL OFFICER  
GRADE III -2018

DEPARTMENT OF THE REGISTRAR OF COMPANIES

(For Office Use only)

01. 1.1 Full Name (In Block Capitals) :\_\_\_\_\_.  
(Eg. : HERATH MUDIYANSELAGE SAMAN  
KUMARA GUNAWARDENA )

1.2 Last name first with Initials at the end (In Block  
Capitals) :\_\_\_\_\_.  
(GUNAWARDENA, H.M.S.K)

1.3 Full Name :\_\_\_\_\_.  
(In Sinhala /Tamil)

1.4 National Identity Card No. :

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02. 2.1 Permanent Address :\_\_\_\_\_.  
(In Block Capital)

2.2 Permanent Address :\_\_\_\_\_.  
(In Sinhala / Tamil)

2.3 Address to send the Admission Card :\_\_\_\_\_.  
(In Block Capitals)

03. 3.1 Gender :

Female -1      Male-0

(Indicate the relevant number in the cage)

3.2 Date of Birth:

--	--	--	--

Year

--	--

Month

--	--

Date

3.3 Age as at ..... 2019  
    
Years Months Days

Commission pertaining to the holding of this structured interview.

3.4 Telephone Number :

(d) I will make no alternations in the future to any fact mentioned in the application .

4.0 4.1 Educational Qualifications :  
The details of educational certificates related to the university degree or details related to taking oaths as an Attorney at Law in the Supreme Court;  
(I) University or Institute :.....  
(II) Degree or Name of the Educational Certificate :.....  
(III) Valid date of the Degree Certificate or the Educational Certificate :.....  
(IV) Class :.....

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

Date :.....

11.0 Attestation of Applicants Signature :

I certify that Mr/Mrs/Ms. .... who is submitting this application is personally known to me. He/She has placed his/her signature in my presence on this..... day .....

\_\_\_\_\_  
Signature of the Attester.

5.0 Experience in the field (Law) :.....

6.0 Experience in the Computer Sector :.....

Date :.....

7.0 Other Educational Professional Qualifications :.....

Full Name of the Attester :.....

8.0 Proficiency in English language :.....

Position :.....

Address :.....

(Should be supported by the official frank)

9.0 Have you been convicted before a Court of Law :

Yes  No

✓ (Indicate in the relevant cage)

(If Yes Explain) :.....

12.0 Attestation of the Head of the Department / Institution:  
(For applicants of Public/provincial Public /Govt. Corporations only)

I hereby certify that Mr/Mrs/Miss..... who is working in this Ministry / Department/ Institution, is presently working in the post of ..... and his/her work and conduct are satisfactory , no disciplinary action pending against him/her and no decision has been taken to impose any such in future . He/She can/ cannot be released from the service once he/she is selected for.

\_\_\_\_\_  
Signature of the Head of the Department or Authorized Officer.  
(Official Seal)

10.0 Declaration of the Applicant:

(a) I do hereby honourly declare that the particulars given by me in this application are true and correct. I agree to bear the loss may be incurred by incomplete and/ or false completion of any part of this, Further, I declare that all the parts in the application are completed accurately.

(b) If my declaration is found to be false, I am liable to be disqualified before selection and to dismissal if detected after the appointment.

(c) Further, I declare that I am bound to abide by the condition enacted by the Public Services

Date :.....

## Examinations, Results of Examinations & c.

### MINISTRY OF PUBLIC ADMINISTRATION, DISASTER MANAGEMENT AND RURAL ECONOMIC AFFAIRS

#### Efficiency Bar Examination for officers in Grade I of Public Management Assistants' Service - 2015 (I) 2019

1.0 IT is hereby notified that an Efficiency Bar Examination for officers in Class I of the Public Management Assistants' Service will be held by the Commissioner General of Examinations in the month of November 2019 as per the provisions of Section 8 and 15 of the Public Management Assistants' Service Minute (Interim provisions) published in the *Gazette Extraordinary* of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013 and Annex 06.

2.0 (i) Officers who have earned five salary increments on completion of an active and satisfactory service of five years after promotion to Grade I before the implementation of this service minute shall be exempted from the requirement of passing the efficiency bar examination prescribed for Grade I under this service minute.

(ii) A period of concession of five years from the effective date of this service minute shall be given to the officers, who have not earned five salary increments on completion of an active and satisfactory period of five years from the date of promotion to Grade I, even though they have been promoted to Grade I before the implementation of this Service Minute, to pass the relevant efficiency bar examination prescribed for Grade I under this Service Minute.

3.0 This examination for officers in Grade I of Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The relevant towns and town numbers are given below. The Commissioner General of Examinations reserves the right to cancel a centre due to insufficient number of applicants or other reason and decide the centre according to the second preference of the applicants at his discretion. If a sufficient number of candidates have not applied to have examination centers in all the proposed towns or in the majority of towns, the Commissioner General of Examinations shall make

arrangements to conduct the examination only in Colombo. The relevant section of the application shall be completed according to the table in which towns and town numbers are indicated. It will not be allowed to change the town applied for subsequently.

Town	Town No.
Colombo	01
Kandy	02
Galle	03
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

4.0 (i) This examination shall be conducted by the Commissioner-General of Examinations and the applicants shall be bound by the rules and regulations imposed by him.

(ii) The rules and regulations for applicants have been separately printed in the *Gazette* Notification. Candidates shall be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

5.0 *Qualifications.*— Officers who have been appointed to Grade I of Public Management Assistants' Service shall be qualified to sit for this examination.

*Note.*— This examination shall be passed within 05 years from the date of promotion to Grade I.

Provisions for Provincial Management Assistants' Service shall be issued by the relevant Provincial Public Service Commissions and provisions shall be issued by the relevant institutions for other institutions concurrently to this *Gazette* Notification. In order to identify the applications of the officers in each Provincial Public Service

and other institutions conveniently, code number should be used. Accordingly, for the officers in *combined service code number is 10*. This number should be entered in the upper right side of the application where you have to mention the service you belong to. (*The responsibility is not taken for the issues caused by the Non submission of the correct number*)

6.0 The application for this examination should be in the form of specimen appended to this notification. Applicants should prepare the applications themselves according to the specimen. Applications prepared thus should be sent by the registered post through the respective Heads of Departments to reach the

**Commissioner-General of Examinations,  
Organizations (Institution and Foreign  
Examination) Branch,  
Department of Examinations,  
PO.1503,  
Colombo**

on or before 26<sup>th</sup> of August 2019. *The name of the examination should be indicated in the top left hand corner of the envelop of the application which is forwarded to the Commissioner General of Examinations.* Applications received after the closing date and applications in which the relevant details have not been furnished shall be rejected.

7.0 (I) *Identity of the Applicants.*- Applicants shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following documents should be submitted to the supervisor.

- (i) National Identity Card
- (ii) A valid Passport
- (iii) A valid Sri Lankan Driving license

The candidature of those who fail to produce any of the above mentioned documents might be cancelled at the discretion of the Commissioner General of Examinations. The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations in conducting the examination. Applicants shall be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

(II) *Penalty for furnishing false information.*—The applicant should be very careful to include the correct particulars in the application. If it is found that any applicant is not eligible according to the rules and regulations of this examination his/her candidature can be cancelled at any time before, during or after the examination.

8.0 (I) *Applications.*—Applications should be prepared in a paper of A4 size in such a manner that Para Nos. 1.0 to 6.0 appears on the first page and the other paragraphs on the other pages. The application could be typewritten but should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised as not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly shall be rejected without notice. Please indicate the title of the examination appearing on the specimen in English language as well, on both Sinhala and Tamil application forms. It is the responsibility of the candidate to make sure that the application form perfected by him/her self complies with the specimen given in the examination notice and further it would be advisable to keep a photocopy of the completed application form.

(II) The candidates appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 500/= for the whole examination or for more than one subject and Rs. 250/= for only one subject should be paid at any post office/ sub post office island-wide or any Divisional or District Secretariat office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. Further, stamps or money orders are not accepted for examination fees.

9.0 (I) All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications as indicated in the *Gazette Notification* have forwarded their applications. A notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department of Examinations. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to inquire from the Foreign Examination Branch of Department of Examinations in the manner specified in the advertisement. You are informed to inquire from the Department of Examinations, mentioning the name of the examination, full name of the applicant, address and the NIC number of the applicant. It would be advisable for candidates outside Colombo to fax a letter of request to the

Department of Examinations through fax indicating the above details and a fax number for sending a copy of the admission. It would be advisable to keep a copy of the application and a copy of the receipt relevant to payment of examination fee in hand, if any while making the inquiry.

**Note:** Issuance of an admission card to an applicant does not necessarily mean that the applicant has fulfilled the qualifications to sit for the examination.

(II) Applicant should get their signature on the admission card attested in advance.

(III) Applicant should surrender the attested admission card to the supervisor of the examination hall on the first day of the examination.

10.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner-General of Examinations to enable them to appear for the examination. No traveling expenses will be paid.

11.0 The written test shall be held in Sinhala, Tamil & English media. The officers may answer three question papers either in the language medium in which they sat for the entry examination to the service or in one of the official languages. Candidates who entered the service without a competitive examination may answer three question papers in their medium of education or in one of the official languages. The language medium of examination, mentioned originally in the application, cannot be changed subsequently.

12.0 Officers may appear separately for each subject at different occasions at their discretion. However they should score at least 40% of the total marks for each subject, for a pass. (Refer Annex 06 of the Public Management Assistants' Service Minute)

13.0 Department of Examinations shall release the results of the examination to the Director General of Combined Services, Ministry of Public Administration, Disaster Management and Rural Economic Affairs. Names of the applicants who have passed the examination shall be published on the web site of the Ministry of Public Administration, Disaster Management and Rural Economic Affairs.

14.0 *Examination Procedure.*– Applicants should sit for a written examination that will consist of the following subjects.

	<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>	<i>Cut off marks</i>
1	Establishment Procedure and Procedural Rules	100	01 1/2 hours	01	40
2	Public finance management	100	01 1/2 hours	02	40
3	Current trends	100	01 hour	03	40

#### 14.1 Establishment Procedure and Procedural Rules

This paper shall consist of two parts and one shall consist of the questions to test the proficiency of the experience gained on the knowledge of fundamentals of office systems, their importance, written communication, documentation and compiling formats and office activities. The other part shall consist of questions to test the knowledge on practical knowledge on matters contained in Volume I and II of the Establishments Code and Volume I of the Procedural Rules of Public Service Commission.

Part I - This is a question paper consisting of multiple choice questions. Duration is 30 minutes. (25 Marks)

Part II - This is a question paper consisting of semi structured essay type questions. Three questions out of four shall be answered. Duration is 60 minutes. (75 marks)

#### 14.2 Public finance management

It is expected to test the Candidates' knowledge on the subjects in government departments, offices and ministries such as Financial Control, Custody of public money, revenue and payment, budget estimates, supply and services (basic knowledge on board of survey and store keeping, financial regulations and auditing and basic banking practice)

Part I - This is a question paper consisting of multiple choice questions. Duration is 30 minutes. (25 Marks)

Part II - This is a question paper consisting of semi structured essay type questions. Three questions out of four shall be answered. Duration is 60 minutes. (75 marks)

### 14.3 Current trends

This paper shall consist of a part designed to test the candidates' knowledge on current, local and international events and a part designed to test the candidates' knowledge on new trends on office management, service delivery of public sector and good governance. This question paper shall consist of multiple choice questions and semi structured essay type questions. (All the questions shall be answered)

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

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

K. V. P. M. J. GAMAGE,  
Director General of Combined Services.

Ministry of Public Administration,  
Disaster Management and Rural Economic Affairs,  
Independence Square,  
Colombo 07,  
12th of July, 2019.

(For Office use only)

### SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE I OF  
PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2015(I) 2019

(Only the officers in Grade I of Public Management Assistants' Service which belongs to the Combined Service are qualified to apply as per this examination notification)

Town	Town No.
1.	
2.	

(Indicate the town in which you intend to sit the examination according to your preference as per Section 3.0 of the *Gazette* notification) (This cannot be altered subsequently)

The service to which you belong  
(Please refer the note of para 5.0 of the *Gazette* Notification carefully before filling this section)

Language medium of examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the box)

1.0 1.1 Name in full (In block capitals) :\_\_\_\_\_.

(E.g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials at the end (In block capitals) :\_\_\_\_\_.

(E.g. : GUNAWARDHANA, H.M.S.K)

1.3 Name in Full (In Sinhala/Tamil) :\_\_\_\_\_.

2.0 Name and Address of the Service Station :

2.1 Name and Address of the Office/Department/Institution (In block capitals) :\_\_\_\_\_.

2.2 Name and Address of the Office/Department/Institution (In Sinhala/Tamil) :\_\_\_\_\_.

2.3 Address to which the admission card should be sent (In block capitals) :\_\_\_\_\_.

3.0 Gender :

Female - 1   
 Male - 0

(Indicate the relevant number in the cage.)

**Note:** Candidate should place his/her signature in the presence of his/her respective Head of Department or an officer assigned to sign on behalf of him.

*Attestation of Signature*

4.0 N.I.C. : 

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

5.0 Mobile Number :

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

6.0 Subject/s you are offering :

Subject	Subject No.

I certify that Mr./Mrs./Miss ..... who is an employee of my office and who is personally known to me placed his/her signature in my presence on ..... Since he/she is sitting for the examination for the first time it is advisable to exempt him/ her from the examination fee/ has paid the examination fee and the receipt has been affixed.

\_\_\_\_\_  
 Signature and official stamp of  
 the person attesting.

7.0 Post held at present:

- 7.1 Post :\_\_\_\_\_.
- 7.2 Appointment Letter Number :\_\_\_\_\_.
- 7.3 Date of appointment to Grade I of Public Management Assistants' Service :\_\_\_\_\_.

Name :\_\_\_\_\_.  
 Designation :\_\_\_\_\_.  
 Address :\_\_\_\_\_.  
 Date :\_\_\_\_\_.

- 8.0 8.1 Are you sitting the examination for the first time? :\_\_\_\_\_.
- 8.2 If not, examination fee paid :\_\_\_\_\_.
- 8.3 Post office/ sub post office island-wide or any Divisional/ District Secretariat office :\_\_\_\_\_.
- 8.4 Receipt Number :\_\_\_\_\_.
- 8.5 Date :\_\_\_\_\_.

*Certificate of the Head of the Department*

- I certify that,
- (i) The information furnished above were verified and,
  - (ii) The officer belongs to the Combined Service,
  - (iii) The officer \*has/has not appeared for the examination previously,
  - (iv) The officer has appeared for the examination previously and \* he/she has affixed the receipt of the fees for the relevant examination,
  - (v) \*He/She is eligible to appear for this examination.

One edge of the receipt should be affixed so as not to be detached  
 (It is advisable to keep a photo copy of the receipt)

9.0 Declaration of the applicant :

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above and it is not necessary to pay the examination fee since I am sitting for the examination for the first time/ the receipt issued on payment of examination fee of Rs. .... to the post office/ sub post office island-wide or any Divisional/ District Secretariat office ..... on ..... is affixed above. I agree to abide by the decisions made by the Commissioner General of Examinations on conducting of the examination and all the provisions of the Examination Act.

\* (Delete inapplicable words)

\_\_\_\_\_  
 Signature and official stamp of the  
 Head of the Department

Name :\_\_\_\_\_.  
 Designation :\_\_\_\_\_.  
 Address :\_\_\_\_\_.  
 Date :\_\_\_\_\_.

\_\_\_\_\_  
 Signature of applicant.

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

**MINISTRY OF PUBLIC ADMINISTRATION,  
DISASTER MANAGEMENT AND RURAL  
ECONOMIC AFFAIRS**

**Efficiency Bar Examination for Officers in Grade  
II of Public Management Assistants' Service -  
2013(II) 2019**

1.0 IT is hereby notified that an Efficiency Bar Examination for the officers in Grade II of Public Management Assistants' Service will be held by the Commissioner - General of Examinations in the month of November 2019 as per provisions of Para 8, para 15, interim provisions and provisions in Annex 05 of the approved service minute of Public Management Assistants' Service published in the Government *Gazette* of the Democratic Socialists Republic of Sri Lanka bearing No. 1840/34 dated 11.12.2013.

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

(II) Officers who have been promoted to Grade II before the date of implementation of this Service Minute, should pass the Efficiency Bar Examination relevant to Grade II before the lapse of six (06) years from the date of promotion.

3.0 This examination for officers in Grade II of the Public Management Assistants' Service will be held in Colombo, Kandy, Galle, Matara, Jaffna, Mannar, Mullaitivu, Trincomalee, Batticaloa, Kurunegala, Anuradhapura, Badulla, Ratnapura and Killinochchi. The list of relevant towns and town numbers are given below. The Commissioner - General of Examinations reserves the right to cancel any center due to insufficiency of candidates or any other reason and decide an alternative as per the candidate's second preference of towns. The relevant section of the application should be filled by referring to the table of towns and town numbers given below. It will not be allowed to change subsequently the town/towns indicated.

Town	Town No.
Colombo	01
Kandy	02
Galle	03

Town	Town No.
Matara	04
Jaffna	05
Mannar	06
Mullaitivu	07
Trincomalee	08
Batticaloa	09
Kurunegala	10
Anuradhapura	11
Badulla	12
Ratnapura	13
Killinochchi	14

4.0 (I) This examination will be conducted by the Commissioner-General of Examinations and the candidates will be bound by the rules and regulations imposed by him with regard to the same.

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

5.0 *Eligibility.* - Officers who have been appointed to posts in Grade II of Public Management Assistants' Service are eligible to appear for this examination. This examination should be passed within three years from the date of promotion to Grade II.

**Note:** Provisions for provincial Management Assistants' Service shall be issued by the relevant Provincial Public Service Commissions and provisions shall be issued by the relevant institutions for other institutions concurrently to this *Gazette Notification*. In order to identify the applications of the officers in each provincial public service and other institutions, conveniently code number should be used. Accordingly, for the *officers in combined service code number is 10*. This number should be entered in the upper right side of the application where you have to mention the service you belong to.

(The responsibility is not taken for the issues caused by the Non submission of the correct number )

6.0 The application for this examination should be in the form of the specimen appended to this notification and should be prepared by the candidate him/her self.

Applications should be sent by the Registered post through the respective Heads of Departments to reach the

**Commissioner - General of Examinations,  
Organization (Institution and Foreign  
Examination) Branch,  
Department of Examinations,  
PO 1503,  
Colombo.**

on or before 26th of August 2019. The name of the examination should be indicated at the top left hand corner of the envelope containing the application. Applications received after the closing date will be rejected. Incomplete applications, too, will not be accepted.

**7.0 Identity of the Candidates.**– Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor.

- (i) The National Identity Card
- (ii) A valid Passport
- (iii) A valid Driving license

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Commissioner - General of Examinations. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations,

**8.0 (I) Applications.**- Applications should be prepared in a paper of "A4" size in such a manner that Para nos. 1.0 to 6.0 appears on the first page. The application could be typewritten but it should be filled in correctly and legibly by candidate's own handwriting. Application should strictly conform to the specimen appended and candidates are advised not to send more than one application or photocopies. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice therefore It is the responsibility of the applicant to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and the application is perfected accurately including all the particulars and the prescribed examination fee has been paid and the relevant particulars are included in the application and the receipt is affixed. Please indicate the title of the examination appearing the specimen in English language

as well, on both Sinhala and Tamil application forms. It would be advisable to keep a photocopy of the completed application form.

*Penalty for furnishing false information.*– Application should be perfected very carefully with correct information. If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/ her candidature is liable to be cancelled at any state prior to, during or after the examination.

(II) Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 500/= for the whole examination and Rs. 250/= for only one subject should be paid at any post office/ sub post office island-wide or any Divisional or District Secretariat office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed to the relevant cage of the applications form. It is advisable to keep a photocopy of the receipt with the candidate. It is advisable to keep a photocopy of the receipt with the candidate. It is kindly informed that no fee shall be charged in addition to the examination fee. It will not be allowed to transfer the fee paid for this examination in favor of another. Further, stamps or money orders are not accepted for examination fees.

**9.0** The Commissioner General of Examinations shall issue copies of the time table and admission cards to the officers who have sent the applications on or before the closing date, which are perfected accurately along with the receipt obtained by paying the examination fee on the supposition that only those who possess the qualifications indicated in the *Gazette* notification have applied. A notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department of Examinations. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations, Organizations (Institution and Foreign) Examination) Branch in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: i.e. A copy of the application from kept at your possession, copy of the receipt obtained at payment of Examination fee, name, address, national identity card number and the name of the examination. In case of the applicants outside Colombo, letter of the request furnishing the above particulars and a fax number to which a copy of the admission card is to be send to the Department of Examination through fax. Officers who sit for the examination should get their signature on

the admission card attested in advance and surrender to the supervisor of the examination hall.

**Note:** Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit for the examination.

10.0 The admission card in which the signature have been attested should be produced to the supervisor of the examination center on the first day of the examination.

11.0 The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No traveling expenses will be paid.

12.0 The signature of the applicant placed on the application and admission card shall have been attested by the Head of the Institution or an officer authorized by him.

13.0 This examination shall be held in Sinhala, Tamil and English media. Candidates should answer both question papers in the language medium in which they sat for the entry examination to the relevant service or in an official language. In case of candidates who entered the service without a Competitive Examination, both papers should be answered in the language medium of their education or in an official language. It will not be allowed to change the language medium of examination applied for, subsequently.

14.0 Officers may appear separately for each subject and at different occasions at their discretion. However, they should score at least 40% of the total marks allocated for each subject for a pass. (For further details, refer to Annex 5 of Public Management Assistants' Service minute.)

15.0 For the purpose of the official language policy, all officers should prepare and fill the application forms in the official language.

16.0 The Department of Examination will issue the result sheet including the results of all the candidates who have sat for the examination to the Director General of Combined Services, Ministry of Public Administration, Disaster Management and Rural Economic Affairs. The lists of name of the candidates who have passed the examination will be published in the web site of the Ministry of Public Administration, Disaster Management and Rural Economic Affairs.

17.0 *Examination Procedure.*– Candidates should sit for a written examination, which will consist of the following subjects.

	<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject No.</i>
1	Office systems and procedure	100	02 hours	01
2	Accounting Systems adopted in the Government offices	100	02 hours	02
	Total	200		

#### 17.1 Office Systems and Procedure

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

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

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

#### 17.2 Accounting Systems adopted in Government Offices.

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

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

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

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

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

K.V.P.M.J. GAMAGE,  
Director General of Combined Services.

Ministry of Public Administration,  
Disaster Management and Rural Economic Affairs,  
Independence Square,  
Colombo 07,  
12th of July, 2019.

(For Office use only)

SPECIMEN APPLICATION FORM

EFFICIENCY BAR EXAMINATION FOR OFFICERS IN GRADE II OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE - 2013(II) 2019  
(As per this exam notification, only the officers in Grade II of Public Management Assistants' Service of the  
**Combined Services** shall be eligible to forward applications)

	Town	Town No.
1.		
2.		
(Indicate the name and the number of the town in which you wish to sit for the examination as per Para 3.0 of the <i>Gazette</i> notification) (This cannot be changed subsequently)		

The service to which you belong  
(Please refer the note of para 5.0 of the *Gazette* Notification carefully before filling this section)

Medium of examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

- 1.0 1.1 Name in full (In block capitals) : \_\_\_\_\_.  
(E.g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with initials at the end (In block capitals) : \_\_\_\_\_.  
(E.g. : GUNAWARDHANA, H.M.S.K)
- 1.3 Name in Full (In Sinhala/Tamil) : \_\_\_\_\_.

2.0 Name and Address of the Service Station :

2.1 Name and Address of the Office/Department/Institution (In block capitals) : \_\_\_\_\_.

2.2 Name and Address of the Office/Department/Institution (In Sinhala/Tamil) : \_\_\_\_\_.

2.3 Address to which the admission card should be sent (In block capitals) : \_\_\_\_\_.

3.0 Gender :

Female - 1

Male - 0

(Indicate the relevant number in the cage.)

4.0 National Identity Card No. :

5.0 Contact Number : Mobile :

Office :

6.0 Subject/s for which you appear :

*Attestation of the Signature*

Subject	Subject No.

I certify that Mr. / Mrs. / Miss..... who is an officer in my office and who is known to me personally, placed his / her signature in my presence on ..... Since he/ she sit for the examination for the first time, it is not necessary for him/her to paid the relevant examination fee and that the receipt has been affixed.

7.0 Present Post :

- 7.1 Post : \_\_\_\_\_.
- 7.2 Number of the letter of appointment : \_\_\_\_\_.
- 7.3 Date of entry into Grade II of Public Management Assistants' Service : \_\_\_\_\_.

\_\_\_\_\_,  
Signature and official stamp of the person attesting

- 8.0 8.1 Are you sitting the examination for the first time? : \_\_\_\_\_.
- 8.2 If not, examination fee paid : \_\_\_\_\_.
- 8.3 Post office/ sub post office island-wide or any Divisional/ District Secretariat office : \_\_\_\_\_.
- 8.4 Receipt Number : \_\_\_\_\_.
- 8.5 Date : \_\_\_\_\_.

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.  
Date : \_\_\_\_\_.

*Certificate of the Head of the Department*

I certify that,

- I. The particulars furnished by the candidate have been examined;
- II. This officer belongs to combined services;
- III. The officer has\* appeared/not appeared for the examination earlier;
- IV. \*He/she has affixed the receipt obtained by paying the relevant fee to this application form since \*he/she has appeared for the examination and;
- V. The candidate is eligible to sit the examination.

\* (Delete inapplicable words)

\_\_\_\_\_,  
Signature and official stamp of the Head of the Department.

Affix the receipt securely here  
(It would be useful to keep a photocopy of the receipt)

9.0 Certificate of the Candidate :

I declare that the information furnished above is correct and I am eligible to sit for the examination in the language medium mentioned above and it is not necessary to pay the examination fee since I am sitting for the examination for the first time/ the receipt issued on payment of examination fee of Rs. .... to the Post Office/Sub Post Office island-wide or any Divisional/ District Secretariat Office ..... on ..... is affixed above. I agree to abide by the decisions made by the Commissioner General of Examinations on conducting of the examination and all the provisions of the Examination Act.

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

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

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Address : \_\_\_\_\_.  
Date : \_\_\_\_\_.

**Note:** The candidate should sign in the presence of the Head of his/her Department/ Institution or an officer authorized to sign on behalf of such Head of Department.

07-954