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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,185 – 2020 ජූලි මස 17 වැනි සිකුරාදා – 2020.07.17
No. 2,185 – FRIDAY, JULY 17, 2020

(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 07th August, 2020 should reach Government Press on or before 12.00 noon on 24th July, 2020.

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, 2020.



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

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

RULES AND INSTRUCTIONS FOR EXAMINATION CANDIDATES

All examination candidates are bound to act in compliance with the provisions of the Public Examinations Act, No.25 of 1968 which was amended by No.19 of 1976 and other rules and regulations imposed from time to time.

The following conditions and restrictions are hereby imposed through the Sentence No. 20 of the Public Examinations Act, No.25 of 1968 which was amended through No.19 of 1976 as per the powers assigned to the Commissioner General Examinations.

All examination candidates are bound to abide by the rules given below and a candidate who violates any of these rules is liable to one or more of the following penalties mentioned below at the discretion of the Commissioner General of Examinations.

- I. Debaring to appear for the whole examination or part of it which was under investigation.
- II. Disqualifying from one subject or from the whole examination which was under investigation.
- III. Imposing lifetime ban for all the examinations conducted by the Department of Examinations, Sri Lanka.
- IV. Debarment from appearing for examinations conducted by the Department of Examinations, Sri Lanka for a certain period of time.
- V. Issuing a letter with suspended debarment of examination.
- VI. Suspension of the certificate for a specific period.
- VII. Handing over the examination candidate to the police to file a criminal case under the Public Examinations Act or complaining the police regarding such act.
- VIII. When the examination candidate is a government employee, reporting the appointing authority of such examination candidate (to take disciplinary actions) regarding the conduct of such examination candidate.

The Commissioner General of Examinations reserves himself the right to take actions with respect to such examination candidate prior to, during or after the examination or at any stage. His decision with respect to that should be deemed final.

1. Every examination candidate should act in the examination hall and at the examination premises in such a manner that any disturbance or obstruction should not take place for the examination supervisor and his staff as well as for other examination candidates. Moreover, examination candidates should not vandalize the property of the examination premises or damage the private property of the examination staff.

2. Examination candidates should act in compliance with the instructions given by the examination supervisor and his staff when the examination is in progress and before the commencement of the examination as well as immediately after the end of the examination.

3. No examination candidate will be admitted to the examination hall after the lapse of half an hour subsequent to the commencement of the question paper at an examination. Also, no examination candidate will be permitted to leave the examination hall until the examination ends. Actions should be taken to participate for practical tests or oral tests on time.

4. Every examination candidate should sit on the seat reserved for him/her bearing the respective Index Number and not any other seat. Unless with the special permission of the examination supervisor, no candidate should change his/her seat. The occupation of a seat other than the one assigned to him/her is liable to be considered as an act committed with dishonest intention.

5. Absolute silence should be maintained in the examination hall. A candidate is forbidden to speak to or to exchange messages or to have any dealing with any person within or outside the examination hall for any matter other than a member of the examination hall staff.

6. Since the answer script of an examination candidate will be solely identified through the candidate's Index Number, it is completely prohibited to write one's name on the answer script, put a certain mark or note to distinguish the answer script, write indecent or unnecessary things on the answer script and attaching currency notes with the answer script. Further, writing other examination candidate's Index Number on one's answer script could be considered as an attempt to commit a dishonest act. Answer scripts bearing Index Numbers those are difficult to decipher are liable to be rejected.

7. Examination candidates should not write on question paper or desk or any other place except on the papers (papers given to answer with the invigilator's short signature and the date with regard to the day on which the examination is conducted) supplied at the examination hall. Acting non-compliance with these instructions will be considered as an act committed with dishonest intention.

8. Any paper or answer books supplied to examination candidates should not be torn up or crushed. Each and every sheet of paper used for rough work should be clearly crossed out and attached to the answer script or submitted with the answer script at the end of the examination or the candidate should do the needful as per the given instructions. It is forbidden to take out anything written inside the examination hall. If a question has been answered twice in two different places, the unnecessary answer should be clearly crossed out.

9. It is forbidden to take out the papers or any other material supplied to answer at the examination out of the examination hall. All such materials are belonged to the Commissioner General of Examinations and breach of this rule will be considered as a punishable act.

10. When examination candidates appear for the examination in the examination hall, they should not keep in their possession or by their side other note books, papers with notes or paper pieces except the stationery supplied to them for answering at the examination and the materials which were authorized in written for each examination. Also, keeping mobile phones, electronic communication instruments/ devices in one's possession or by one's side and obtaining assistance from external parties through such instruments/devices and sending information to other parties and social media while the examination is in progress are considered to be dishonest acts and punishable offences.

11. In case electronic communication instruments/devices are revealed to be used for the purposes mentioned in the above paragraph no. 10, such instruments/devices will be taken into the custody of the Commissioner General of Examinations until the investigations are concluded.

12. After sitting in the examination hall, an examination candidate is strictly forbidden to keep any unauthorized material or instrument in his/her possession prior to the examination or when the examination is in progress. In case the supervisor or the examination staff orders, each candidate is bound to declare everything he/she has with him/her and get them

checked. Breach of these requirements should be considered as an attempt to commit an act of dishonesty.

13. It is an offence, in case a candidate copies or attempts to copy from the answer script of another candidate or a book or a script or a paper containing notes or through signals or any other source or acts dishonestly. Also, helping another candidate and getting help from another candidate or a person or exam staff are also offences and every completed answer sheet should be kept underneath the sheet on which the answer is being written. Writing papers 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 after the commencement of the examination. However, in case an examination candidate needs to leave the examination hall to use the lavatory/ urinal, the candidate will be permitted to go outside for a brief period under the surveillance of an officer belongs to the assistant staff of the examination supervisor. He/ She shall be subject to search before leaving the examination hall as well as when re-entering it.

15. Impersonation before commencement of answering at the examination hall or after, is a punishable act. Tampering with identity cards or presenting false identity cards is considered to be an act of dishonesty.

16. Assistance given to a candidate in an improper and dishonest manner by a candidate or a person, who is not a candidate, is considered to be a serious offence.

17. Examination candidate should adhere to the following instructions.

- I. Every examination candidate should take actions to get the signature in their admission paper attested and get the subjects amended prior to the examination, after inquiring the Department of Examinations, Sri Lanka in case there is any discrepancy between the subjects applied and the subject indicated in the admission paper.
- II. It is appropriate to arrive the examination hall, half an hour prior to the commencement of the examination and if you are not quite certain of the location of the examination hall, make inquiries on a day prior to the date of examination and be sure of its exact location.
- III. Candidate should produce their identity cards and get their identities confirmed at every paper they sit when appearing for the examination.
 - (a) Actions will be taken to cancel the candidature in case a candidate fails to produce the identification documents at the examination hall and in case a candidate forgets to bring such documents into the examination hall, that fact should be brought to the notice of the supervisor and arrangements should be made to produce them before the examination ends.
 - (b) Every candidate should be in the examination hall during the examination period in such a way that his/her face should be clearly recognizable to display his / her identity in a clearly visible manner.
- IV. Examination candidates should keep their ears openly and in a clearly visible manner so as to confirm that they are not using electronic communication instruments/ devices like Bluetooth.
- V. No paper other than those issued at the examination hall should be used for answering questions. Excess paper and other materials should be left on your desk in good condition in a reusable manner.
- VI. Examination candidates should bring their own pens, pencils, erasers, foot rulers, geometrical instruments, boxes of coloured pencils and boxes of coloured chalks, etc.
- VII. When you start answering, you should promptly write down the Index Number clearly on the answer book used and each sheet of paper. Write answers clearly and legibly on both sides of the paper. You should leave at least a single blank line after providing the answer to a part of a question before starting to answer the next part of such question. You should provide answers in a fresh page for each question.
- VIII. The left-hand margin of the answer sheet is set apart to enter the question number. Since the right-hand margin is reserved for the examiner's use, nothing should be written there. Actions should be taken to number the questions you answered correctly as incorrect numbering leads to confusion.
- IX. When mathematical questions are answered, give all details of calculations and any rough work in their serial order as part of the solving of the sum. The sketches and diagrams drawn in the relevant places should be accurate and sufficiently large.
- X. You should read carefully the instructions given at the head of the questions paper with regard to the compulsory questions and the other questions which should be selected. Marks will not be granted for answers provided disregarding the given instructions in the question paper.
- XI. At the end of answering for each question, in addition to the answer book used, the answer sheets should be collected according to the page number and then should be tied/ attached at the top left-hand corner in a non-detachable manner. Make sure whether you have attached all the answer sheets prior to handing over the answer script. Any answer sheet taken out of the examination centre will not be evaluated after the handing over of such answer scripts.
- XII. Your answer script should be handed over to the examination supervisor or to an officer of his/her staff. You should remain in your seat until the answer scripts are collected. Failure to do so may result in the loss of your answer script and your being treated as an absentee for a certain subject.
- XIII. If it becomes necessary for you to speak to the examination supervisor or an officer of his/her staff due to a certain matter, you should sign him by tapping two times on the desk without disturbing others.

Commissioner General of the Examinations.

At the Department of Examinations, Sri Lanka,
Pellawatta,
Battaramulla.

Posts – Vacant

MINISTRY OF LANDS AND LAND DEVELOPMENT

Public Services Commission

RECRUITMENT TO THE POST OF LEGAL OFFICER (EXECUTIVE SERVICES -GRADE III) ON OPEN BASIS -2020

APPLICATIONS are invited from the citizens of Sri Lanka, who have fulfilled the qualifications in this notice to fill the vacancy in the post of Legal Officer (Executive Services - Grade III) in the Ministry of Lands and Land Development.

1. *Method of recruitment.*– The applicant who obtained maximum marks from a structured interview conducted by an interview panel appointed by the Public Services Commission out of applicants who have completed qualifications mentioned in this notice will be recruited for the vacancy. Structured interview will be held in conformity with the marking scheme (given under No. 6) approved by the Public Services Commission.

The effective date of the appointment will be decided by the Public Services Commission.

2. *Qualifications :*

(i) *Educational /Professional Qualifications :*

Should have sworn in as an Attorney-at-Law in the Supreme Court.

(ii) *Experience :*

Should have obtained an active professional experience not less than three (3) years subsequent to swearing in as an Attorney-at-Law in the Supreme Court. (The documents submitted in proof of the active professional experience shall clearly indicate the period of experience, date and official frank and should submit the same at the interview) ;

or

Should have obtained experience relating to following functions not less than 03 years in the field of Law in a public institution subsequent to swearing in as an Attorney-at-Law in the Supreme Court.

- (a) Legal matters on cases and coordination with the Attorney General's Department,
- (b) Legal matters relating to Agreements,
- (c) Legal matters relating to Rules, Regulations and Acts,
- (d) Formulation of legal documents such as drafts of Acts, Circulars and regulations,
- (e) Legal or court matters or inquiry proceedings conducted by various statutory institutions.

(These matters should be authenticated by a certificate and documents issued by the Secretary, Head of the Department).

(iii) *Physical qualifications.*– Every applicant should be physically and mentally fit to serve and to perform duties of the post in any part of Sri Lanka.

(iv) *Other qualifications :*

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

3. *Service occupying conditions and service conditions :*

- (i) This post is permanent and pensionable. You are subject to the policy decisions taken by the government in the future regarding your pension's scheme. You should contribute to the Widow's/Widower's and Orphans Pensions Scheme. You shall pay contributions to this fund as declared by the Government from time to time.
- ii. This appointment is subject to a probation period of three (3) years. Officers should pass the first efficiency bar examination within three years of the appointment to the post as per the Recruitment Procedure.
- iii. The Officers who are recruited to this post should obtain the proficiency in the official language other than the language in which such officer joined the service, within five years from entering the service, in terms of Public

Administration Circular No. 1/2014 dated 21.01.2014 and circulars incidental thereto and the Officers recruited not in the medium of an official language should obtain the proficiency in the relevant official language, during the probation period.

- (iv) This appointment is subject to the Procedural Rules of the Public Services Commission and provisions of Establishments Code of the Democratic Socialist Republic of Sri Lanka. Financial Regulations of the government and other departmental orders.

04. *Age limit.* – The applicants should not be less than 21 years and not more than 45 years of age by the closing date of calling application.

05. *Salary scale.* – Monthly salary scale entitled to this post: Rs. 47,615-10x1,335-8x1,630-17x2,170- Rs. 110,895. (monthly)(Salary scale SL 1 -2016 as per Public Administration Circular No. 03/2016 dated 25.02.2016. Your salary will be paid as per the provisions of Schedule II of that circular).

06. Marking scheme for the interview for Evaluating Eligibility is as follows:

Serial No.	Subject	Marks	Maximum marks
01	Additional Educational qualifications : Post Graduate Degree relevant to the field of Law obtained from a university recognized by the University Grants Commission. Post Graduate Diploma relevant to the field of Law or Post Attorney Diploma obtained from an institution recognized by the government (not less than one year) Degree in Law obtained from a university recognized by the University Grants Commission • First Class • Second Class (upper) • Second Class (Lower) • General Degree in Law First Class in the final year of Law College Second Class in the final year of Law College Note: 05 marks should be awarded only if the final examination passed with honors (Marks will be given only for the maximum qualifications)	25 20 15 10 07 05 10 05	25
02	Additional Professional Experience i. Additional Professional qualifications A Diploma in the field of Law offered by a recognized institute of the government (Academic period more than one year) (10 marks each for one diploma.) A Diploma in the field of Law offered by a recognized institute of the government (Academic period more than 6 months and less than one year) (05 marks each for one Diploma) A Certificate course in the field of Law offered by a recognized institute of the government (Academic period more than 03 months and less than 6 month) (03 marks each for one Diploma) (Except the certificates which were given marks under No. 01)	10 25	35

Serial No.	Subject	Marks	Maximum marks
	<p>ii. Additional Experience</p> <p>Experience required under 2(ii) of the Notice(Except the service period of 03 years required to fulfill basic qualification)</p> <p>Maximum 25 marks- five marks per one year each - More than 06 months and less than a year - 02 marks</p> <ul style="list-style-type: none"> • 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 15 years (This service period should be indicated in the certificate issued for the applicant). • For the officers in public service or private sector, who have fulfilled above qualifications, the Heads of the Departments should mention that the candidate is serving in legal post, when confirming the additional experience of the candidate by a service certificate/ certificate. 		
03	<p>Literacy in Information Technology</p> <p>For studying Information Technology as a main subject for a degree offered by a university recognized by the University Grants Commission</p> <p>For a diploma in information Technology, academic period not less than one year / 1500 hours in a government recognized institute</p> <p>For a certificate course in information Technology in a government recognized institute</p> <p>06 months / 720 hours 03 months / 360 hours (Marks will be given only for the maximum qualification)</p>	<p>10</p> <p>07</p> <p>05 03</p>	10
04	<p>Language Proficiency</p> <p>Post graduate/degree/post LLB degree /LLB 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 the University Grants Commission or an institution recognized by the government academic period of which is not less than one year / 1500 hours</p> <p>English Language Certificate course conducted by a university recognized by the University Grants Commission or an institution recognized by the government.</p> <p>06 months / 720 hours 03 months / 360 hours (Marks will be given only for the maximum qualification)</p>	<p>15</p> <p>10</p> <p>07 05</p>	15

Serial No.	Subject	Marks	Maximum marks
05	Marks to be given by interview Board for skills shown at the interview.		15
	i. General Knowledge and intelligence	05	
	ii. Knowledge in current trends in the field of Law	05	
	iii. Ability to express views clearly and personality	05	
	Total Marks		100

Note.- In case the certificates provided at the interview do not indicate the duration of the course, it is the responsibility of the candidate to get the duration of the courses confirmed in writing, from the relevant institutions. The certificates which do not indicate the durations or not confirmed by a letter shall not be considered when giving marks.

07. *Identity of the Candidate.*– Only the applicants who have submitted fully completed applications in every aspect will be invited for the structured interview.

Original copies of all certificates and duly certified copies should be submitted at the interview Any of the following documents will be accepted to confirm the identity at the interview:

1. Valid National Identity Card issued by the Department of Registration of Persons;
2. Valid passport.

08. (i) Applications should be sent by registered post to reach the following address on or before 17.08.2020. Late applications will be rejected :

Secretary,
Ministry of Lands and Land Development,
No. 1200/6, “Mihikatha Medura”,
Rajamalwatta Avenue,
Battaramulla.

(ii) Specimen of the application is given at the end of this application. Applications should be prepared in A4 size papers using both sides indicating No. 1.1 to 3.1 in the first page, 3.2 to 4.7 in the second page and 5 to 8 in the third page and should be completed by applicant’s own handwriting.

(iii) “Recruitment for the post of Legal officer - Grade III” should be clearly mentioned in the top left corner of the envelope enclosing the application.

(iv) Applicant’s signature placed in the application should be attested by a principal of a government school / Justice of Peace/Commissioner of Oaths /Attorney at Law/ Notary public/A Commissioned Officer of the Army, Navy or Air Force or an officer holding a permanent post in public or provincial service, earning a monthly consolidated salary of Rs. 47,615/-

(v) Those who are in public service or provincial service at present should forward their applications through the heads of their respective Departments.

(vi) Applications not in conformity with the specimen herewith will be rejected. Any complaint regarding loss or delay of the application will not be accepted.

09. *Furnishing false information.*– Your candidature is liable to be cancelled if it is found before recruitment that any information furnished by you in your application is false or incorrect. It is found after the recruitment that you have furnished information that is false or incorrect you will be liable for dismissal from the Public Service subject to the relevant procedure.

10. Public Services Commission reserves the right to fill the vacancy or not.

11. If any inconstancy between Sinhala, Tamil and English text of this *Gazette* Notification occurs, the Sinhala copy will prevail.

12. Any matter not provided in this Notice or any problem regarding the recruitment procedure arises, the decision taken by the Public Services Commission shall be final.

By order of the Public Services Commission.

Secretary.
Ministry of Lands and Land Development.

1200/6, "Mihikatha Medura",
Rajamalwatta Avenue,
Battaramulla,
17th July, 2020.

SPECIMEN APPLICATION FORM

RECRUITMENT FOR THE POST OF LEGAL OFFICER (EXECUTIVE SERVICE CATEGORY - GRADE 111)

Ministry of Lands and Land Development

(For office use only)

Indicate the relevant number in the cage

Sinhala -2 / Tamil- 3 / English- 4

Note: The medium of application shall not be changed later.

- 1.0 1.1. Full name (Mr./Mrs./Miss) (in Sinhala / Tamil) :_____.
Eg. : GUNAWARDHANA, M.G.B.S.K
- 1.2. Full name (in English block capitals) :_____.
- 1.3. Name with initials (Mr./Mrs./Miss) (in Sinhala/ Tamil) :_____.
- 1.4. Name with initials (in English block capital) :_____.
- 2.0 2.1. Permanent address: (in Sinhala /Tamil) :_____.
- 2.2. Permanent address (in English block capital) :_____.
- 2.3. Telephone No. :_____.
- 3.0 3.1. Sex: Male: 0 Female: 1 (Write the relevant number in the cage)
- 3.2. Civil States : Married - 1 Unmarried-2 (Write the relevant number in the cage)
- 3.3. Date of Birth : Year : Month: Date :
- 3.4. Age as at 17.08.2020 : Years: Months : Days :
- 3.5. National Identity Card No. :

- 4.0 4.1. Particulars in respect of the qualifications to be qualified for the interview as per the notice.

<i>University/ Institute that offered the Degree/Diploma/ Certificate</i>	<i>Date on which the Degree/Diploma Certificate was offered</i>

Date on which the applicant took oaths as an Attorney-at-Law :_____.

- 4.2 Professional Experience as an Attorney-at-Law as per No. 06 of the Notice : _____.
- 4.3 Other Educational Qualifications : _____.
- 4.4 Additional Professional qualification : _____.
- 4.5 Additional experiences : _____.
- 4.6 Language Proficiency : _____.
- 4.7 Proficiency in Information Technology : _____.

5.0 Whether you have been convicted guilty at any time or for any offence in a court of law :

(Mark (✓) in the relevant cage) (If yes describe)

Yes	No
-----	----

6.0 Declaration of the Applicant :

I declare that the particulars furnished by me in this application are true and correct, and all sections have been completed correctly. 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, if detected after appointment and I agree to be bound by all the rules and regulations.

_____,
Signature of the applicant.

Date : _____.

7.0. Attestation of the Applicant's Signature :

I certify that, Mr./Mrs./Miss who signed here is personally known to me and placed his/her signature on at my presence.

_____,
Signature and official stamp of the person attesting.

Date : _____.

Full name : _____.

Designation:

Date:

(Place the official frank).

8.0. Recommendation of the Head of the Department: (Only for the applicants in Public Service)

I hereby inform that, Mr./Mrs./Miss is serving in this Institution and the particulars submitted by him/ her are correct, his/ her work and attendance are satisfactory and that he /she can be released if selected for this post.

_____,
Signature of the head of the Department/ Institution.

Name : _____.

Designation : _____.

Address : _____.

Date : _____.

(Place the official frank).

Examinations, Results of Examinations & c.

MINISTRY OF PUBLIC ADMINISTRATION, HOME AFFAIRS PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Limited Competitive Examination for Recruitment to Grade III of Management Service Officers Service - 2019(2020)

1.0 IT is hereby notified that a limited competitive examination for Recruitment to Grade III of Management Service Officers Service shall be held by the Commissioner-General of Examinations in the month of November 2020.

2.0 This examination shall be held in the following towns for the officers who hold permanent posts in public service and have been confirmed in the said posts and receive salaries under the Salary Code in the category of PL at Primary Level as per Public Administration Circular 03/2016 and the officers who receive salaries under Salary Code MN-01-2016. The list of towns and the respective town numbers are furnished below. The Commissioner General of Examinations may, at his discretion, cancel any of the examination centers owing to the insufficient number of candidates or another reason and decide an alternative center, taking the candidates' second preference into consideration.

Town	Town No.
Colombo	01
Gampaha	02
Kalutara	03
Matale	04
Kandy	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambanthota	09
Jaffna	10
Mannar	11
Mulativu	12
Vavuniya	13
Trincomalee	14
Batticaloa	15
Ampara	16
Puttalam	17
Kurunegala	18
Anuradhapura	19
Polonnaruwa	20

Town	Town No.
Badulla	21
Monaragala	22
Kegalle	23
Ratnapura	24
Kilinochchi	25

3.0 (i) This examination shall be held by the Commissioner General of Examinations and the candidates shall be bound by the rules and regulations prescribed by him for conducting the examination and issuance of results. His Decision shall be the final.

(ii) Rules and regulations for candidates are provided separately in the *Gazette* notification. Candidates are liable to any punishment imposed by the Commissioner General of Examinations, for breach of these rules.

4.0 *Medium in which candidates should sit for the examination.* – This examination shall be held in Sinhala, Tamil & English languages. Candidates may sit for this examination in only one language medium of their preference. Candidates shall not be allowed to change the language medium subsequently.

5.0 *Salary.* – As per the Public Administration Circular No. 03/2016 dated 25.02.2016, the monthly salary scale applicable to Grade III, II and I of the Management Service Officers service is Rs. 28,940 - 10x300 - 11x350 - 10x560 - 10x660 - Rs. 47,990/-. Officers should obtain promotion to Grade II and Grade I to go beyond the salary point of Rs. 31,940/- and Rs. 35,790/- respectively. In addition, you are entitled to other allowances paid to the public officers by the government from time to time.

Note:-

They shall be granted incremental credit subject to the incremental credit rules prevailing at the time of receiving appointment.

6.0 *Conditions of Service :*

(i) Number of appointments and the effective date of appointments shall be determined by the appointing authority. The appointing authority reserves the right to refrain from filling of some or all vacancies.

(ii) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing

the appointments in the Public Service, terms and conditions set out by the Service Minute of Management Service Officers Service published in the gazette extraordinary of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013, revisions already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial regulations and Procedural Rules of the Public Service Commission published in the *Gazette* Extraordinary No. 1589/30 dated 20.02.2009.

- (iii) Candidates who are successful in this examination shall be appointed on an acting basis for one year from the date of the appointment. Their posts shall be permanent and pensionable. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Management Service Officers Service, as mentioned in the service minute.
- (iv) Candidates who receive appointments on the results of the examination shall be liable to transfer and may be posted to any station in Sri Lanka.
- (v) The officer shall compulsorily serve at the service station to which he/she is appointed at first for three years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.
- (vi) Prescribed official language proficiency should be achieved before the lapse of 05 years from the date of appointment in terms of the provisions of Public Administration Circular 01/2014 and circulars consequent to it.

Note: The officers in provincial public services are not allowed to sit for this examination.

7.0 Selections for Appointments.– The officers who hold permanent posts in public service and have been confirmed in the same posts and further receive salaries under Salary Code in the category of PL at Primary Level as per Public Administration Circular 03/2016 and the officers who receive salaries under Salary Code MN-01-2016 should

strictly be allowed to sit for the competitive examination. Candidates may sit for the examination strictly in one language medium of their preference. At least fifty percent (50%) should be obtained from the total marks of the examination. Appointments shall be made on the order of merit and the number of existing vacancies.

8.0 Eligibility.– To be eligible to complete in this examination, every applicant shall;

- (i) Shall be officers who are holding permanent posts in public service and receiving the salary at primary level under salary codes of PL category and officers receiving salary under salary code MN-01-2016 as per Public Administration Circular No.03/2016.
- (ii) Shall have completed at least 5 years active service period in a permanent post and should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 for the closing date of application and that fact shall be certified by the Head of the Department.
- (iii) Shall have passed the General Certificate of Education (Ordinary Level) Examination in not less than six (06) subjects including Language / Literature and Arithmetic / Pure Mathematics / Elementary Mathematics / Commercial Arithmetic with credits passes for two subjects at not more than two sittings.

Note: - Public Service Commission has decided to grant two consecutive sittings to the officers in Primary Service Category (Minor Employees), who have passed grade 8 and been recruited before 26.11.2001, to sit for the Limited Competitive Examination of Management Service Officers Service. Accordingly the officers, in Primary Service Category (Minor Employee), who have passed grade 8 and been recruited before 26.11.2001, can apply for examination at this occasion.

- (iv) Candidates shall be of an excellent character.
- (v) All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.
- (vi) **All qualifications prescribed for recruitment to the post shall be completed as at 24th of August 2020.**

Note:-

1. Period of service served prior to receiving a permanent appointment or any period of service or training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the 05 years period mentioned in (ii) above. Further the period of service under casual/temporary basis completed by a candidate before his appointment to a certain post on permanent basis shall not be taken into account when calculating the qualifying 05 year period mentioned in (ii) above.
2. The Head of Department should be prepared to release the officer if he/she is selected for an appointment.
3. Employees who are engaged in semi-technical work, who have been trained on a certain task or who have been given special training by the government shall not be eligible to sit this examination. For example, employees in engineering and industrial grades and Public Health Officers in the Department of Health shall not be eligible to sit for this examination. In case there are any doubts as to whether a particular employee is eligible or not, the applicant should consult the Director General of Combined Services through head of department.

When inquired by the Director General of Combined Services regarding the eligibility of any employee in this regard, the Department concerned should submit a comprehensive description of the job held by the employee with the salary scale and state whether the applicant had been given any training to equip himself to hold the job and the nature and duration of such training, if any.

4. Temporary and casual employees in public service, employees of Boards, Corporations and similar bodies are not eligible to compete in this examination.
5. Except the employees in the Combined Services, Any other employee in Postal Department who have been given a training according to the above 3, are not eligible to appear for this examination.

6. The candidates, before forwarding their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who present themselves for the examination without fulfilling the prescribed requirements shall be disqualified, even if they attain a required standard of marks in the examination.

9.0 Applications :-

- (a) (i) Application forms should be prepared using A4 (21cmx29) (Normal Half sheet) size papers, in such a manner that paragraphs from No: 01 to 03 appear on the first page, and the paragraphs from No.4 onwards on the other pages.

- (ii) The title of the examination should be indicated in English language as well, in the application forms prepared in Sinhala, and Tamil languages. A specimen form of application for admission to this examination is appended to this notification. The application should be prepared only as per the specimen appended to this and a candidate should not send more than one application form. It is further informed that photocopies or advanced copies should not be sent. Relevant information should be given legibly by candidate's own handwriting. Applications which are incomplete and not prepared in accordance with the specimen form shall be rejected without any notice. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice, as otherwise the application may be rejected.

- (iii) Appointments are issued to the selected candidates strictly by the name with initials mentioned in the application and therefore the name should be correctly written in the application. It shall not be allowed to change the name or include a part in the name or remove a part at the issuance of appointments.

(b) **Examination Fees** - Examination fee is Rs. 600. This fee can only be paid to any Post/ Sub Post Office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations. One edge of the receipt obtained from should be pasted in the relevant cage of the application form. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee, under any circumstances. It would be advisable to keep a photocopy of the receipt. Money Orders or Stamps are not accepted for examination fees.

(c) The application form must be completed correctly and legibly in the candidates own handwriting and sent by registered post to reach the

Commissioner General of Examinations,
Organization (**Institutional and Foreign Examination**) Branch.
Department of Examinations, Sri Lanka,
P.O.Box 1503,
Colombo.

on or before 24.08.2020 the application closing date through the Heads of Departments in which the candidates are serving.

10.0 Heads of Departments are required to furnish a certificate as indicated at the end of the application form. Any application received after the due date shall be rejected. The name of the examination should be clearly written on the top left hand corner of the envelope enclosing the form. If any candidate fails to comply with this procedure, his/her application is liable to be rejected. Candidates are requested to forward their applications to the Heads of their Departments well in advance enabling them to forward the applications to the Commissioner General of Examinations on or before 24.08.2020.

The post and the service station of the candidate at the time of applying for the examination shall be applied for all the actions of the examination. Any changes taken place after submitting application shall not be taken into consideration.

11.0 The Commissioner General of Examinations shall issue a copy of the examination time table along with the admission card to all candidates whose applications

have been received. Concurrent to this, newspaper advertisement shall be published by the Commissioner General of Examinations, informing the same. Without such admission card, no candidate shall be allowed to sit for the examination, 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 in the manner specified in the advertisement. When informing, the name of the examination applied for full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

Officers appearing for the examination should get the admission card attested in advance and produce it to the supervisor of the examination hall.

12.0 Admission to the examination does not constitute acceptance of eligibility. Such admission shall be subjected to scrutiny at a later stage. Issuance of an admission card to a candidate shall not necessarily mean that he/ she has fulfilled the requisite qualifications to sit for the examination.

13.0 The results shall be released to the Director-General of Combined Services by the Commissioner-General of Examinations. In addition to the above results shall be informed to each candidate by the commissioner General of examination by post or *via* the website www.results.exams.gov.lk

14.0 *Identity of Candidates.*— Candidates shall be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents shall be accepted.

- (a) The National Identity Card
- (b) A valid passport
- (c) Valid driving license of Sri Lanka

Candidates should be dressed in a manner which exposes the full face (including ears) ensuring their clear identification. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the

examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily.

15.0 Heads of Departments should approve duty leave to officers to whom admission cards have been issued by the Commissioner General of Examinations enabling them to appear for the exam. Traveling expenses are not payable.

16.0 *Penalty for Furnishing False Information.*— Candidates should take care to furnish correct information when filling the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled prior to, during or after the examination, if his/her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false at any stage he/she shall be liable to dismissal from the public service.

17.0 *Scheme of Examination.*— The subjects of the examination and the marks assigned to each subject are given below:

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>	<i>Duration</i>
Language Proficiency and Aptitude Test of Management Service Officers Service	100	40	2 1/2 hours
Aptitude	100	40	1 hour

Marks shall be deducted for illegible hand writing and spelling mistakes in every written answer paper. Candidates may sit for the examination strictly in one language medium of their preference. At least fifty percent (50%) should be obtained from the total marks of the examination. Appointment shall be made on the order of merit and the number of existing vacancies.

18.0 *Syllabus.*— Language Proficiency and Aptitude Test of Management Service Officers Service (duration 2 1/2 hours)

The question paper shall consist of subject related questions designed to test the candidates' ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing

the idea of several given sentences in one sentence making graph based on the given data, and use of simple grammar.

Questions designed to test the knowledge of the candidate on basic rules and regulations applied in taking action regarding the documents of an office and Management Service Officer's knowledge on duties such as action to be taken on a letter containing matters on which the officer should take action.

Questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use. All questions should be answered.

Part I - Structural questions on comprehension in order to test the language skills, summarization and essay writing (1 hour 15 minutes - 50 marks)

Part II - Short questions, structured questions and essay type questions on a case, statement or paragraph in order to test the aptitude for Management Service Officers Service. (1 hour 15 minutes-50 marks)

Aptitude (Duration 1 hour).— This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence.

This consists of 50 questions of Multiple Choice and Short Answer model. (Duration 01 hour) All questions should be answered.

19.0 The decision of the Director General of Combined Service shall be the final regarding any matter not provided for in this notice of examination.

20.0 In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

S. ALOKABANDARA,
Director General of Combined Services,
Ministry of Public Administration, Home Affairs,
Provincial Councils & Local Government.

Ministry of Public Administration, Home Affairs,
Provincial Councils & Local Government,
Independence Square,
Colombo 07,
03rd of July, 2020.

Specimen Application Form

(For office use only)

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE 111 OF MANAGEMENT
SERVICE OFFICERS SERVICE - 2019(2020)**

Language medium of Examination :

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

Town	Town No.
1.	
2.	

(Indicate the town in which you intend to sit the examination as per the *Gazette* notification)

(It shall not be allowed to change this subsequently)

1.0 1.1 Name in full : _____.

(In English block capitals)

1.2 Name in full : _____.

(In Sinhala/Tamil)

1.3 Name with initials : _____.

(In Sinhala/Tamil)

2.0 Place of Work and Address :

2.1 Name and address of office/Department/Institution : _____.

(In English block capitals)

2.2 Name and address of office/Department/Institution : _____.

(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent : _____.

(In English block capitals)

3.0 3.1 Gender: Female - 1 (Indicate the relevant number in the cage)

Male - 0

3.2 Date of Birth: Year : Month : Date :

3.3 National Identity Card No. :

3.4 Mobile phone No. :

4.0 Educational qualifications :

4.1 If the Officer has been recruited before 26.11.2001 (when considered the effective date of the Appointment) highest grade passed at the school:-

4.2 Particulars of G.C.E. (0/L) Examination:-

	First Sitting	Second Sitting
Year of the examination:
Index No. :

<i>Subject</i>	<i>Grade</i>	<i>Year in which the candidate sat for the examination</i>
i. Sinhala/Tamil Language
ii. Arithmetic / Pure Mathematics / Elementary Mathematics / Commercial Arithmetic
iii.
iv.
v.
vi.
vii.
viii.
ix.
X.

5.0 Service particulars :

- 5.1 Name of the Institution at which you are serving at present :.....
- 5.2 Ministry or Department to which it belongs :.....
- 5.3 Clearly indicate the office and the Head of the Institution where your personal file is maintained :.....
- 5.4 Designation of the present post :.....
- 5.5 Date of appointment to the present post :.....
- 5.6 Whether the present post is permanent or temporary :.....
- 5.7 Whether confirmed in the present post :.....
- 5.8 The date on which you qualified for confirmation in service :.....
- 5.9 Reference No. and date of letter issued confirming you in the present post :.....
- 5.10 Present annual salary (consolidated) :.....
- 5.11 Salary Scale (As per Public Administration Circular No: 03/2016 dated 25.02.2016): - PL-1-2016/ PL-2-2016/ PL-3-2016 /MN-01-2016 (Cross off irrelevant words) :.....
- 5.12 Whether the present appointment is pensionable :.....
- 5.13 Period of service in the present post as at 24.08.2020 :.....

6.0 Particulars of the receipt obtained by paying the examination fee:

- (i) Office to which the examination fee was paid :.....
- (ii) The date and number of the receipt :.....

(iii) Amount paid :

Affix the relevant receipt firmly here.
(It would be advisable to keep a photocopy
with the candidates)

I hereby certify that the information furnished here by me is correct. I am also aware that if any particular contained herein is found to be false or incorrect before appointment, I am liable to be disqualified and if found after appointment, I am liable to dismissal from service. Further, I am bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination and decisions taken on issuance of results.

_____,
Signature of the applicant.
(In the presence of the Head of Department)

Date : _____.

Note:- The applicant should place his/her signature in the presence of his/her Head of Department or an officer authorized to sign on behalf of him.

Attestation of Signature :

I certify that Mr./Mrs./Miss..... employed at my place of work and who is personally known to me, placed his/her signature in my presence on

_____,
Signature and official stamp of
the person attesting.

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

Certificate of the Head of Department

I hereby certify,

- (1) that this candidate (Mr./Mrs./Miss.) is an employee in this Department.
- (2) that he/she is holding a permanent post.

- (3) that he/she has been confirmed in a permanent post as at 24.08.2020.
- (4) that he/she has been issued a letter confirming him/her in a permanent post.
- (5) that he/she has completed at least 5 years of active service on or before 24.08.2020.
- (6) that he/she is drawing a salary / or is on a scale of salary which is within the limits prescribed in para 8.0 of the *Gazette* notification.
- (7) that he/she has not been subjected to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 as at 24.08.2020.
- (8) that he/she could be released from his/her present post, if selected for an appointment on the results of this examination.
- (9) that the application bears a receipt to the value of Rs. 600/-
- (10) that the particulars given in his/her application have been checked with records available in this Department and that he/she is eligible to sit for this examination according to the regulations prescribed in the *Gazette* notification relating to this examination.

_____,
Signature and official stamp of
Head of Department.

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

Note:

- (1) This certificate should be signed only by the behalf Head of Department or by a Staff Officer duly authorized to sign. The officer issuing the certificate should be satisfied to the effect that the contents of the certificate are correct in all aspects.
- (2) The application of any candidate who does not satisfy all the requirements of eligibility should not be forwarded to the Commissioner General of Examinations.

**MINISTRY OF PUBLIC ADMINISTRATION,
HOME AFFAIRS PROVINCIAL COUNCILS
AND LOCAL GOVERNMENT**

**Open Competitive Examination for Recruitment
to Class I of the Government Translators’
Service - 2019(2020)**

APPLICATIONS are invited hereby from candidates, who have possessed required qualifications for recruitment to Class I of the Translators’ Service.

1.1 In this notice “Service” means the Translators’ Service of the Combined Services.

1.2 This examination will be held in Colombo by the Commissioner-General of Examinations in the month of November. The Director General of Combined Services reserves the right to postpone or cancel this examination. Number of persons to be appointed on the results of the examination and the effective date of appointments will be determined by the Appointing Authority. The Appointing Authority reserves the right to refrain from filling all or some of the vacancies. The number of vacancies to be filled in each language medium will be determined by the Appointing Authority depending on the national requirement.

2.0 Recruitment will be made for the following media:

- (i) Sinhala/Tamil - Tamil/Sinhala
- (ii) Sinhala/English - English/Sinhala
- (iii) Tamil/English - English/Tamil

3.0 *Salary Scale*.– As per the Public Administration Circular No. 03/2016, dated 25.02.2016 Salary Code Number of Class I of Translators Service subject is MN-6-2016 and accordingly, monthly salary scale of Class I of translators' service is Rs. 43,940 - 10x755 - 15x930 - Rs. 65,440/-. Officers are required to pass first efficiency bar before reaching 4th salary step.

4.0 This post is permanent and pensionable. The officers, who are appointed to the Class I of Government Translators’ Service, shall be subjected to the policy decision taken in due course by the Government regarding the pension scheme applicable to such officers.

5.0 *Conditions of Service* :

- I. Selected candidates will be appointed to Class I of the Translators’ Service subject to the

general conditions governing the appointments to the Public Service and on the terms and conditions set out in the Minute of the Translators' Service published in the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka* No. 829/7 of 26.07.1994, and any amendments already made and would be made thereto in future.

II. The officer shall serve strictly at the service station, to which he/she is attached for the first time, for a period of 03 years. However, the appointing authority reserves the right to transfer such officer before the lapse of compulsory period in case where, the appointing authority determines the transfer of an officer is required on specific reasons.

III. Officers are required to acquire the level of competency in the prescribed official language before the lapse of 05 years from the date of appointment as per the Public Administration Circular No. 01/2014 and other circulars issued consequently in this regard.

6.0 *Qualifications*: - Following qualifications shall be applicable for recruitment to Class I of the Government Translators' Service. Accordingly,

- (a) be a citizen of Sri Lanka,
- (b) be of an excellent character,
- (c) be with sound physical and mental condition to serve in any part of the Island and perform the duties of the post,
- (d) Educational Qualifications :
 - (i) Shall have possessed credit passes for the two-language media in which the officer is required to perform his/ her duties in translations or other qualification above the aforesaid requirement ;
 - and
 - (ii) Shall have possessed a Degree from a University recognized by the University Grants Commission.
- (e) *Age* :-
Shall be a person not below 21 years and not above 40 years of age on the closing date for applications falls. **(Accordingly only the candidates, whose date of birth fall on or**

before 24.08.1999 and whose date of birth fall on or after 24.08.1980 are qualified for applying)

- Note :*
- I. The age limit mentioned above shall not be applicable to the officers who are holding permanent posts in the Public or Provincial Public Service.
 - II. The effective date of the above mentioned degree certificate and other certificates shall be a date falls on or before the closing date of applications.
 - III. In case where a candidate, who has passed in any two subjects out of Sinhala, Tamil and English at the Degree Examination, has been selected for an appointment, such candidate shall be placed two steps above the initial salary of the scale.

7.0 *Examination Fees.*— The fee for the examination is Rs. 600/-. Fees shall be paid to any District/Divisional Secretariat to be credited to Revenue Head 20-03-02-13 before the closing date of the applications. The receipt received in favor of the name of the candidate shall be affixed in the relevant cage of the application. Fees are not refundable. It is advisable to keep a photocopy of the cash receipt with the candidate.

8.0 *Method of Application :*

- (a) The application should be in the form of the specimen appended to this notification and should be prepared on A-4 size papers using both sides of the papers. It shall be perfected by the candidate himself. It shall specifically be noted that the application forms shall be so prepared that cages 1.0 to 5.0 appear on the first side of the paper, from 6.0 onwards appear on the other sides of the papers. The title of the examination appearing in the specimen shall be indicated in English language as well, on both Sinhala and Tamil application forms.
- (b) The application shall be prepared in the language in which the candidate intends to sit the examination.

- (c) Candidates' signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, Attorney at- Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a gazetted post in the Police Service or an Officer holding a permanent post in staff grade in Public Service or Provincial Public Service.
- (d) The completed applications should be sent by registered post to the **“Commissioner-General of Examinations, Organization (Institutional & Foreign Examination Branch), Department of Examinations - Sri Lanka, Po.Box. 1503, Colombo”** so as to reach him on or before **24th of August 2020**. Applications received after that date will not be accepted. The top-left hand corner of the envelope containing the application should clearly bear the words **“Open Competitive Examination for Recruitment to the Government Translators' Service - 2019(2020).”**
- (e) The candidates who are in the Public Service at present shall submit their applications through the Head of the Department under whom they serve. A candidate who fails to do so, shall be considered as disqualified. Candidates are requested to submit their applications to the Head of the Department as early as possible to enable him to forward them to the Commissioner-General of Examinations on or before **24th of August 2020**.
- (f) Any application which is not complete in every respect is liable to be rejected without notice. Complaints on applications 'getting lost or delayed in the post shall not be considered.
- (g) All applicants should read the *Gazette* Notification carefully before the application form is completed. Relevant codes should be written correctly and no appeals will be considered regarding any corrections due to mistakes or inadvertence. It is advisable to keep a photocopy of the application and the cash receipt with the candidate. Receipt of applications shall not be acknowledged. The Commissioner General of Examinations will issue admission cards to all candidates,

who have submitted their applications, on the supposition that only the qualified candidates have applied. A notice shall be published in the newspapers by the Department of Examinations as soon as admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such an advertisement, steps shall be taken to notify the Department of Examinations in the manner specified in the advertisement informing the name of the examination applied for, full name, address and the NIC number of the candidate. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

9.0 Admission to the Examination :

- (a) A candidate presenting for the examination must produce his/her admission card to the supervisor of the examination centre. A candidate who fails to produce his/her admission card will not be permitted to sit the examination.
- (b) The candidate must sit the examination at the examination hall which has been assigned to him/her. Every candidate should get his/her signature attested in advance and admission card shall be surrendered to the supervisor of the hall on the first day he/she presents him/herself for the examination. A set of rules to be observed by all candidates is published in this *Gazette*.

Note: The issue of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination.

10.0 *Identification of Candidates* : A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject offered.

For this purpose any of the following documents will be accepted :

- (a) National Identity Card,
- (b) A valid Passport,
- (c) A valid driving license of Sri Lanka.

Further candidates shall enter the examination hall without covering their face and ears enabling to identify them at the hall. Those, who refuse to reveal their identity, shall not be allowed to enter the examination hall. Further such candidates shall remain their face and ears uncovered enabling the supervisors to identify them without any obstacle until they are allowed to leave at the end of the prescribed time. However, such candidates may be allowed to sit for the examination if they raise an objection but their results shall not be issued due to inability to verify their identity.

11.0 *Penalty for furnishing false information*:- If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false within his knowledge or if he has willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.

12.0 *Method of Examination* :- It consists of two parts. *i.e.* written examination and an interview.

12.1 Written Examination Question papers on the following subjects :-

- (a) Translation - 100 marks - 3 hour duration
- (b) English Language - 100 marks - 1 1/2 hour and 30 minutes
- (c) Sinhala Language - 100 marks - 1 1/2 hour and 30 minutes
- (d) Tamil Language - 100 marks - 1 1/2 hour and 30 minutes
- (e) Comprehension - 100 marks - 1 1/2 hour and 30 minutes

12.1.1 *Syllabus* :

- (a) **Translation** : Translation of difficult passages taken from official, scientific, legal and technical documents and classical literature including extracts from an official document, report or newspaper article either (i) or (ii) or (iii) or of the following :

- (i) From Sinhala to Tamil and Tamil to Sinhala
- (ii) From Sinhala to English and English to Sinhala
- (iii) From Tamil to English and English to Tamil
(A high standard of competency is expected in Translation)

languages and the candidates are allowed to answer the question papers in one of the languages according to their choice.

For this purpose, candidates will be given a set of passages, and also candidates will be presented with a set of alternative statements one of which fits the content of the passage best. He would be required to pick the most appropriate statement. In case of other passages questions will be set to test the extent to which the candidate is able to grasp the meaning of the passage.

Note: English/Sinhala/Tamil Language Paper :-
For this purpose question papers shall be designed in three languages and the candidate should sit for the relevant papers in two languages as per their medium.

N:B.– Marks will be deducted for bad handwriting and spelling mistakes. A candidate whose handwriting is illegible is liable to be disqualified.

- (b) **English Language :**
A candidate will be required to write an essay, to make a precis, to summarize a given passage in candidate's own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms

12.1.2 Appointments shall be granted to the candidates, who secure a minimum of 40 in each paper, depending on the order of the aggregate marks.

- (c) **Sinhala Language :**
A candidate will be required to write an essay, to make a precis, to summarize a given passage in candidate's own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms.

12.2 Interview :-An interview will be held only to examine the eligibility, certificates and the physical fitness of the candidates. No marks shall be awarded for this purpose.

- (d) **Tamil Language :**
A candidate will be required to write an essay, to make a precis, to summarize a given passage in candidates own words, to construct sentences using words to bring out their meaning, to correct grammatical errors in sentences and to explain the meaning of idioms.

13.0 **Examination Results.**– The result sheet which prepared according to the merit order of the total marks scored by the candidates, who qualified as per the section 12.1.2 of this notification will be forwarded to the Director General of Combined Services by the Commissioner General of Examination. Issuance of the results personally to all the candidates who have sat for this examination or publishing of the results in the website -www.results.exam.gov.lk will be made by the Department of Examination Sri Lanka.

- (e) **Comprehension :**
The comprehension paper shall be prepared in Sinhala/Tamil/English

14.0 Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

15.0 This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein will be decided by the

Director General of Combined Services. All the Applicants bound by the general rules and regulations mentioned in this *Gazette* Notification.

S. ALOKABANDARA,
Director General of Combined Services,
Ministry of Public Administration and
Home Affairs Provincial Councils and Local Government.

Ministry of Public Administration, Home Affairs,
Provincial Councils and Local Government,
Independence Square,
Colombo 07.
03rd of July 2020.

Specimen Form of Application

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS I OF THE GOVERNMENT TRANSLATORS' SERVICE - 2019(2020)

(For office use only)

1.0. Indicate below the post, which you compete for in the Translators' Service :

- (i) Sinhala/Tamil Translator 1
(ii) Sinhala/English Translator 2
(iii) Tamil/English Translator 3

(Indicate the relevant number in the cage)

2.0 Language Medium of Examination:

- Sinhala/Tamil - 2
Sinhala/English - 3
Tamil/English - 4

(Indicate the relevant number in the cage)

3.0. 3.1. Name in Full (in English block capitals) : _____.

3.2. Name in full (In Sinhala/Tamil) : _____.

3.3. Name with Initials (In Sinhala/Tamil): _____.

4.0. 4.1. Address to which the application should be sent (in English block Capitals) : _____.

4.2. Permanent address, (in English block capitals) : _____.

4.3. Permanent address (in Sinhala/Tamil) : _____.

4.4. Address to which the application should be sent (in Sinhala/Tamil) : _____.

5.0 5.1. Sex : Female: 1 Male : 0

(Indicate the relevant number in the cage)

5.2. Number of NIC :

5.3. Marital status : Married -1
Single -2

(Indicate the relevant number in the cage)

5.4. Date of Birth : Year : Month : Date :

5.5. Age as at 24/08/2020 : Years : Months : Days :

5.6. Mobile Phone Number :

6.0 Particulars of educational qualifications you possess to appear for this examination as per para 6.0 of this *Gazette* Notification.

(a) (i) Name of the Degree : _____.

(ii) Name of the University : _____.

(iii) Effective date of the degree : _____.

(iv) Language medium of the degree : _____.

(v) Other languages passed in the degree programme :

(1)

(2)

(b) (i) The G.C.E. (O/L) Examination OR the similar examination from which a credit pass was obtained for the first language as per the two-language medium selected for translation : _____.

Year : _____.

(ii) The G.C.E. (O/L) Examination from which a credit pass was obtained for the 2nd language OR the Examination from which a similar qualification were obtained :

Exam : _____.

Year : _____.

7.0 Whether you are holding a permanent post in Public or Provincial Public Service at present: Yes/No

Name of Post : _____.

Date of Appointment : _____.

Name and the address of the Present service station : _____.

8.0 Affix the receipt so as not to be detached:

9.0 I declare that to the best of my knowledge and belief the information given in this form is true and that, I have affixed the receipt No. dated being payment of the examination fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination.

I have carefully read the *Gazette* Notification and understood the contents thereof before completing this application form, and in case of any error in code numbers, or in the information supplied due to any mistake or inadvertence on my part, I promise to bear the loss caused thereby, and not to lodge any appeal in that connection. Further, I agree to be bound by the rules and regulations imposed by Commissioner General of Examinations on conducting of the exam and issuance of results.

_____,
Signature of Candidate.

Date : _____.

10.0 Attestation of the Candidate's Signature:

I hereby certify that Mr./Mrs./Miss
residing at
/serving in this office is personally known to me and that he/
she signed before me on
and further the receipt of examination fee is affixed on
payment of relevant fee.

_____,
Signature of the person attesting:

Date : _____.

Name in full of the attester : _____.

Post : _____.

Address : _____.

(To be confirmed with Official Stamp)

Note - The signatures of the persons in public service should be certified by the relevant Head of the Department or by an officer authorized to do so on behalf of him.

11.0 Certificate of the Head of the Department:

I certify that the particulars given by this applicant in paras 5.0, 6.0 and 7.0 are correct, his /her work and conduct are satisfactory and that he/she has satisfied the qualifications as per *Gazette* Notification to appear for this examination.

He/she can be released from service if selected.

_____,
Signature and Official Stamp of the
Head of Department.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

07-504

**MINISTRY OF PUBLIC ADMINISTRATION,
HOME AFFAIRS, PROVINCIAL COUNCILS
AND LOCAL GOVERNMENT**

**Open Competitive Examination for Recruitment
to Grade III of Management Service Officers
Service - 2019(2020)**

IT is hereby notified that the Open Competitive Examination for Recruitment to the Posts in Class III of Management Service Officers Service shall be held by the Commissioner-General of Examinations in the month of November 2020. The examination shall be held at the examination Centers located in the towns mentioned in the Schedule II. The expected town to sit for the examination shall be selected as per that Schedule and the town expected to sit for the examination and the relevant number of the town should be mentioned correctly according to the Schedule II. The towns applied for, which should be mentioned on the title of the application, should be exactly in line with the list.

2.0 Candidates who satisfy the prescribed qualifications shall be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examinations and, on the basis of district population ratio, to the posts in the Grade III of Management Service Officers Service.

3.0 (a) Number of persons to be appointed and effective date of appointments shall be determined by the Appointing Authority. Further, the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.

(b) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Service Minute of Management Service Officers Service published in the *Gazette* Extraordinary of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013, amendment already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial regulations and Procedural Rules of the Public Service Commission published in the *Gazette* Extraordinary No. 1589/30 dated 20.02.2009.

(c) The officer shall compulsorily serve at the service station to which he/she is appointed at first for three years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.

(d) This appointment is subject to a probation period of three years. The first efficiency bar examination shall be passed by the officer within a period of 03 years after recruiting to Grade III of the Management Service Officers Service as prescribed in the Service Minute.

(e) Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.0 *Salary*.— As per the Public Administration Circular No. 03/2016, dated 25.02.2016, monthly salary scale entitled to Grade III, II and I of Management Service Officers Service is Rs. 28,940 - 10x300 - 11x350- 10x560- 10x660 - Rs. 47,990/-. Promotion to Grade II should be obtained to go beyond Rs. 31,940/- whilst promotion to Grade I shall be required to go beyond Rs. 35,790.

5.0 This post is permanent and pensionable. The pension scheme entitled for the officers in Grade III of Management Service Officers Service shall be determined on the policy decision taken by the government in future.

6.0 *Qualifications*.— Following qualifications are applicable for the recruitment to posts in Class III of Management Service Officers Service.

- (a) Shall be a citizen of Sri Lanka.
- (b) Shall be not less than 18 years and not more than 30 years of age on the closing date of applications. (Accordingly, the candidates whose birthday falls on or before 24.08.2002 and on or after 24.08.1990 shall strictly be eligible to apply for this).
- (c) Shall be of an excellent character.
- (d) Shall be of an excellent moral character and physical fitness to serve at any part of the island.
- (e) Shall have fulfilled the following educational qualifications :
 - (1) Shall have passed six (06) subjects with Credit passes for four (04) subjects including Sinhala /Tamil /English and Mathematics at the General Certificate of Education (Ordinary Level) Examination at **one sitting** ;
and
 - (2) Shall have passed all the subjects in General Certificate of Education (Advanced Level) at **one sitting** (except the General Paper and General English).

Note.- In case where other O/L and A/L educational qualifications except the G.C.E. (O/L) and G.C.E. (A/L) examinations held by Commissioner General of Examination are submitted, the decision for granting or rejecting appointments should be determined by the appointing authority on verification of validity and the ability to make the above (e) 1 and 2 of such qualifications applicable from relevant institutions.

N.B. - It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 24th of August 2020

7.0 Selection on district population basis.— District Name list is indicated as schedule I. The District selected to compete for vacancies and its number should be mentioned in the application correctly according to the Schedule I.

- (a) Recruitment to the service shall strictly be on a representative basis. A fixed number of vacancies shall be set apart for each district in proportion to its population. Only the applicants from a particular district shall be entitled to compete for the number of vacancies to be filled from that district.
 - (i) If the vacancies so allocated to a particular district cannot be filled by the applicants who have applied for that particular district and have satisfied the qualifications, number of vacancies shall be re- distributed among the adjoining districts in proportion to population.
 - (ii) If the total number of vacancies to be filled is few and the district population basis cannot be applied, selection shall be made on the order of merit.
 - (iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for the selection.
- (b) Eligibility for inclusion in a district. At least one of the following requirements should have been fulfilled by a candidate to compete for the vacancies in any district.

(i) The candidate should have been born in the district;

or

(ii) He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination;

or

(iii) He should have received his secondary school education within the district for five (05) continuous years.

Note:-

1. In order to confirm the residence of the candidate who is selected from the written examination, he/she is bound to forward following documents, at the interview or any time inquired.

I. Birth Certificate ;

II. Extracts from electoral registers confirming the residence of a period of continuous three (03) years and the certificate of residence issued by Grama Niladhari ;

III. School leaving Certificate ;

2. If the father/mother of any candidate has been employed in a transferable service of the government or of a provincial public service, or of a state corporation, such candidate shall be allowed to choose his own, or his father's/mother's place of birth as his district. (At the interview or any time Candidates are required to forward documents to prove the place of birth of the parents and that they work in Government or Provincial Public Service or Public Corporation.)

3. No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it should remain irrevocable.

8.0 Three percent (3%) of the existing number of vacancies shall be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest

marks in the examination and qualify shall be selected for appointments. The minimum level of marks candidates should score to be selected for appointment is 50% of the total marks of the examination. A candidate selected for an appointment shall be referred to a Special Medical Board and, by a report obtained from a medical specialist; he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.

Note- The applicant should mention in the application that he/she applies under disabled rehabilitation conditions. A person who is not disabled should not imply himself/herself as a disabled person.

9.0 Scheme of the examination :-

(a) This examination shall be held in Sinhala, Tamil and English media. Candidate may sit this examination in only one language medium of their preferences and should answer for the question papers using that language medium. Candidates shall not be allowed to change language medium applied initially. The examination shall consist of two papers.

	Marks	Durations
(i) Language proficiency	100	2 1/2 hours
(ii) Aptitude	100	1 hour

Language Proficiency :- This question paper shall consist of subject related questions designed to test the candidates' ability of expression, comprehension, spelling, language and essay, drafting a given letter, making graphs based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar. All questions should be answered.

Aptitude :- This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence. This

consists of 50 questions of Multiple Choice and Short Answer model. All questions should be answered.

Note:-

- I. These papers shall be designed to test the aptitude and ability of the candidate to perform his official duties.
- II. Marks shall be deducted for unclear handwriting and spelling mistakes in all the written question paper.

(b) Despite this being a competitive examination, candidates are expected to secure at least forty percent (40%) of the marks allocated for each subject and an aggregate of at least fifty percent (50%) of the total marks of the examination. Appointments shall strictly be made in the order of merit based on the total marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.

(c) *Examination Results :*

Issuance of results to each candidate shall be made by the commissioner General of examination by post or *via* the website www.results.exams.gov.lk.

10.0 *Penalty for furnishing false information:-* The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate 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. Further, if it is found that any information furnished by a candidate is false, he/she is liable to dismissal at any time from the public service.

11.0 *Examination Fees :-* Examination fee is Rs. 600/-. This fee can only be paid to any Post/Sub Post Office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained in the name of the applicant should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of this receipt with the candidate). Under no circumstance the examination fee shall be refunded. Money orders and stamps shall not be accepted.

12.0 *Applications :-* Applications should be prepared in the following manner using a paper of size A4 (21 X 29 cm) (normal half sheets)

- (a) Paragraphs from 1 to 3 should appear on the first side of the page.
- (b) Paragraphs No. 4 onwards should appear on the other pages.
- (c) The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

Applications which are incomplete and not prepared in accordance with the specimen form, shall be rejected without any notice. Applications of those who have not paid examination fees on or before due date shall also be rejected. Candidates should be responsible for any loss incurred by them due to incompleteness of applications. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and further, it would be advisable to keep a photocopy of the completed application form.

N.B: 1. Candidates are not allowed to change the town in which they apply to sit the examination. At the instances where the number of candidates apply for a certain town, is not sufficient to hold an examination centre, they shall be directed to the town which they have indicated as second preference. However, if there is not sufficient number of candidates even at the second centre, the candidates shall be directed to an adjoining city. The commissioner General of Examinations reserves the right to make the final decision about the cities where exam shall be held.

2. As the appointments are issued to the selected candidates strictly by the name with initials mentioned in the application, the name should be correctly written. It shall not be allowed to change the name or include a part in the name or remove a part at the issuance of appointments.

12.1 All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date shall be allowed to sit the competitive examination, by the Commissioner General

of Examinations, on the presumption that only those who possess qualifications indicated in the *Gazette* Notification have forwarded their applications. Issuing of an admission card to a candidate to sit the competitive examination does not mean that the candidates' eligibility for the post has been accepted. If it is found at the interview that the applicant does not possess the required qualifications prescribed in the *Gazette* notification, his or her candidature shall be cancelled.

12.2 The words “**Open Competitive Examination for Recruitment to Grade III of Management Service Officers Service - 2019 (2020)**” and the district for which the candidate is competing should be written on the top left-hand corner of the envelope in which the application is enclosed.

12.3 Applications duly perfected should be sent by registered post to reach the following address on or before **24.08.2020**

Commissioner General of Examinations,
Organization (Institutional and Foreign
Examinations) Branch,
Department of Examinations, Sri Lanka
P.O. Box 1503
Colombo.

13.0 *Sitting the Examination*:- A notification shall be published in newspapers as soon as the admission cards are issued to the candidates. 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 in the manner specified in the advertisement. Here it would be advised to inquire from department of examination with keeping the certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration in hand and mentioning the name of the examination applied for, full name, NIC No and address. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission.

The signature of the applicant placed on the application and admission card should also be attested. An applicant who submits the application through an institution should get his/her signature attested by the Head of the Institution or any officer authorized by him Other applicants should get their signature attested by a School Principal/ Retired Officer, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, a commissioned officer in three armed forces, a staff officer in the public or provincial public service or a chief incumbent of a Buddhist temple or clergy of any other religion who holds a considerable position. At the first instant the admission in which the signature is attested should be presented to the head of examination hall. A candidate who does not present the admission card shall not be permitted to sit for the exam.

14.0 Candidates shall be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents shall be accepted.

- I. National Identity Card,
- II. A valid Passport,
- III. A valid Driving License of Sri Lanka.

Candidates should be dressed in a manner which exposes the full face (including ears) ensuring their clear identification. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily.

15.0 The issuing of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

16.0 Any matter not referred to herein shall be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this *Gazette*.

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

S. ALOKABANDARA,
Director General of Combined Services, Ministry of Public Administration,
Home Affairs, Provincial Councils & Local Government.

Ministry of Public Administration, Home Affairs,
Provincial Councils & Local Government,
Independence Square,
Colombo 07,
03rd of July, 2020.

(For office use only)

Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF MANAGEMENT SERVICE OFFICERS SERVICE - 2019(2020)

(Indicate the correct code/number clearly in the relevant cages)

Language Medium of Examination :

Sinhala - 2
Tamil - 3
English - 4

(indicate the correct number in the cage)

- Indicate the town and the town number in which the candidate intends to sit the examination as per the *Gazette* notification. (See the schedule II for the towns where the examination centers are located and for the respective numbers)

	Town	Number of the Town
1.		
2.		

- The District in which you select to compete for vacancies as per para 7.0 of the *Gazette* notification. (See the schedule I for the Numbers of Districts. Indicate the number and the district in the relevant cage)

District	District No.

- Are you sitting this examination under the conditions laid down in para 8.0 of the *Gazette* notification which are relevant to disability? (Candidates may refer para 8.0 of the *Gazette* Notification carefully before filling this section since only the differently able candidates are required to mention "Yes" in this part.)

Yes - 1
No. - 2

(indicate the number in the cage)

- 1.0 1.1 Name in full : _____.
(In English block capitals)
1.2 Name in full : _____.
(In Sinhala/Tamil)
1.3 Name with initials : _____.
(In Sinhala/Tamil)

2.0 2.1 Permanent address : _____.
(In English block capitals)

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

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

3.0 3.1 Number of the N.I.C. :

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

3.2 Sex : Male - 0 Female -1
(Indicate relevant number in the cage)

3.3 Date of birth : Year :

--	--	--	--

 Month :

--	--

 Date :

--	--

3.4 Age as at **24.08.2020** : Years :

--	--

 Months :

--	--

 Days :

--	--

3.5 Mobile Phone No. :

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

4.0 4.1 Since when you have been residing in the District ? : _____.

4.2 Divisional Secretary's / Assistant Government Agent's Division : _____.

4.3 Grama Niladhari Division : _____.

5.0 Educational qualifications :

5.1 Particulars of G.C.E (O/L) Examination :

I Year and Month of the Examination : _____.

II Index Number of Candidate : _____.

III Results :

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

5.2 Particulars of G.C.E (A/L) Examination :

I Year and Month of the Examination : _____.

II Index Number of Candidate : _____.

III Results :

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

5.3 If possessing a degree from a recognized University,

I Name of the University :

II Degree..... :

III Year of Examination :

6.0 Other qualifications :_____.

7.0 Have you ever been convicted of any offence in a court of Law?

(Indicate ✓ in the Relevant cage)

(Indicate particulars, if the answer is yes)

Yes

No

8.0 Particulars of the receipt obtained for the examination fee:

I Office to which the payment was made :_____.

II Number and date of the receipt :_____.

III Amount :_____.

Affix the receipt firmly here.
(It would be advisable to keep a photocopy with the candidate)

9.0 Candidate's Certificate :

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to suffer any loss that may cause as a result of incompleteness of sections and/or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) I hereby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.
- (d) I shall not change any information mentioned herein subsequently.

Date :_____.

_____,
Signature of Applicant.

10.0 Attestation of Applicant's Signature :

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

Date :_____.

_____,
Signature of the Officer attesting the signature.

Name in full of the Officer, attesting the Signature :_____.

Designation :_____.

Address:_____.

(To be confirmed by official stamp)

SCHEDULE - I		<i>District</i>	<i>Town</i>	<i>No. of the Town</i>	
THE LIST OF THE NAMES OF DISTRICTS					
<i>District</i>	<i>District Number</i>				
Colombo	01		Moratuwa	08	
Gampaha	02		Piliyandala	09	
Kalutara	03		Homagama	10	
Matale	04		Maharagama	11	
Kandy	05	(02) Gampaha	Hanwella	12	
Nuwaraeliya	06		Avissawella	13	
Galle	07		Negombo	14	
Matara	08		Minuwangoda	15	
Hambantota	09		Divulapitiya	16	
Jaffna	10		Veyangoda	17	
Mannar	11		Gampaha	18	
Mulativu	12		Ja-Ela	19	
Vavuniya	13		Wattala	20	
Trincomalee	14	(03) Kalutara	Kelaniya	21	
Batticaloa	15		Dompe	22	
Ampara	16		Horana	23	
Puttalam	17		Panadura	24	
Kurunegala	18		Kalutara	25	
Anuradhapura	19	(04) Matale	Matugama	26	
Polonnaruwa	20		Aluthgama	27	
Badulla	21		Matale	28	
Monaragala	22		Galewela	29	
Kegalle	23	(05) Kandy	Naula	30	
Ratnapura	24		Laggala Pallegama	31	
Kilinochchi	25		Kandy	32	
			Katugastota	33	
			Teldeniya	34	
			Wattegama	35	
			Nugawela	36	
			Galagedara	37	
			Gampola	38	
SCHEDULE - II					
TOWNS WHERE EXAMINATION CENTERS WILL BE LOCATED					
<i>District</i>	<i>Town</i>	<i>No. of the Town</i>			
(01) Colombo	Kotahena	01	(06) Nuwara Eliya	Hedunuwewa	39
	Maradana	02		Nuwara Eliya	40
	Borella	03		Watumulla	41
	Kurunduwatta	04		Hatton	42
	Bambalapitiya	05	(07) Galle	Ginigathhena	43
	Havelock Town	06		Ambalangoda	44
	Nugegoda	07		Galle	45
				Baddegama	46

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>	<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
(08) Matara	Weligama	47	(18) Kurunegala	Kuliyapitiya	87
	Matara	48		Bingiriya	88
	Kamburupitiya	49		Narammala	89
	Hakmana	50		Polgahawela	90
	Deiyandara	51		Kurunegala	91
	Dikwella	52		Ibbagamuwa	92
	Akuressa	53		Dodangaslanda	93
	Kotopola	54		Morathiha	94
(09) Hambantota	Beliatta	55		Nikaweratiya	95
	Walasmulla	56		Maho	96
	Weeraketiya	57	(19) Anuradhapura	Medawachchiya	97
	Tangalle	58		Kekirawa	98
	Ambalantota	59		Anuradhapura	99
	Hambantota	60		Galenbindunuwewa	100
	Tissamaharama	61		Kahatagasdigiliya	101
(10) Jaffna	Chavakachcheri	62	(20) Polonnaruwa	Polonnaruwa	102
	Jaffna	63		Hingurakgoda	103
	Thellipallai	64	(21) Badulla	Bandarawela	104
	Point Pedro	65		Welimada	105
(11) Mannar	Mannar	66		Badulla	106
	Murukkan	67	Passara	107	
(12) Mullativu	Mullativu	68		Mahiyanganaya	108
				Girandurukotte	109
(13) Vavuniya	Vavuniya	69		Hasalaka	110
(14) Trincomalee	Kantalai	70	(22) Monaragala	Bibile	111
	Trincomalee	71		Monaragala	112
	Muttur	72		Wellawaya	113
	Padavi Parakramapura	73	(23) Kegalle	Kegalle	114
	Kinniya	74		Rambukkana	115
(15) Batticaloa	Batticaloa	75		Mawanella	116
	Eravur	76		Ruwanwella	117
	Kathankudi	77	(24) Ratnapura	Eheliyagoda	118
(16) Ampara	Ampara	78		Ratnapura	119
	Serankada	79		Pelmadulla	120
	Kalmunai	80		Balangoda	121
	Akkaraeipattu	81		Kalawana	122
	Sammanthurai	82		Embilipitiya	123
	(17) Puttalam	Wennappuwa	83	(25) Kilinochchi	Kilinochchi
Madampe		84	Pallai		125
Chilaw		85			
Puttalam		86	07-505		