

N. B.– Part III of the Gazette No. 2,185 of 17.07.2020 was not published.



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

අංක 2,186 – 2020 ජූලි මස 24 වැනි සිකුරාදා – 2020.07.24  
No. 2,186 – FRIDAY, JULY 24, 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 14th August, 2020 should reach Government Press on or before 12.00 noon on 31st 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](http://www.documents.gov.lk)



**1. General Qualifications required :**

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

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

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

**2. Conditions of Service-General :**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**4. Terms of Engagement :**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RULES AND INSTRUCTIONS FOR 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

### VACANCIES FOR SRI LANKA REGULAR/VOLUNTEER NAVAL FORCE DIRECT ENTRY OFFICERS YEAR 2020

1. VACANCIES exist in the Sri Lanka Regular/Volunteer Naval Force for Male/ Female Officers.
2. Applications are invited from Male/Female candidates possessing the qualifications given below:-

(a) **Executive Branch (Regular Naval Force)**

Rank	- Sub Lieutenant (Male)
Educational Qualification	- A General Degree in Science from recognized University in Sri Lanka
Age	- Below 30 years

(b) **Executive Branch (Volunteer Naval Force)**

Rank	- Acting Sub Lieutenant (Male/ Female)
Educational Qualification	- A General Degree from recognized University in Sri Lanka
Age	- Below 30 years

(c) **Shipwright Engineering Branch (Regular Naval Force)**

Rank	- Lieutenant (Male)
Educational Qualification	- Bsc in (Mechanical/Production/Material Science) Engineering/ Naval Architecture or equivalent Degree from any (Local/Foreign) University which is recognized by University Grants Commission of Sri Lanka. - Should have obtained 02 "C" & 01 "S" at one sitting in G. C. E. A/L (Local) in Mathematics stream (Combined Mathematics, Chemistry and Physics)
Age	- Below 32 years

(d) **Dental Branch (Regular Naval Force)**

(1) *Officer Cadet (Male/Female)*

Educational Qualification	- Following 1st, 2nd, 3rd and 4th semester - BDS course.
Age	- Between 18 to 22 years.

(2) *Midshipman (Male/Female)*

Educational Qualification	- Completion of the 1st, 2nd, 3rd and 4th semester BDS Examination,
Age	- Between 18 to 24 years.

(3) *Acting Sub Lieutenant (Male/Female)*

Educational Qualification	- Completion of the 5th and 6th semester BDS Examination.
Age	- Between 18 to 26 years.

(4) *Sub Lieutenant (Male/Female)*

Educational Qualification	- Completion of the 7th, 8th, 9th and 10th semester BDS Examination.
Age	- Below 30 years.

(5) *Surgeon Lieutenant (Male/Female)*

- Educational Qualification - BDS equivalent qualification with permanent registration at the Sri Lanka Medical Council (SLMC)  
Age - Below 35 years.

(e) **Band Branch (Regular Naval Force)**

- Rank - Sub Lieutenant (Male)  
Educational Qualification - 1. Special Degree in Music - University of the visual and performing Arts Sri Lanka ;  
or  
2. Degree in Fine Arts (Music) University which is recognized by the University Grant Commission ;  
or  
3. ATCL/ALCM/ARAM/ARCM or Higher Qualification in Western Music.  
(Visharadh Diploma in Music Bhatkande Music Institute will be added Qualification)  
Age - Below 30 years

3. *Other Requirements.* – Candidates must fulfill the following general conditions for the enlistment to the Sri Lanka Regular / Volunteer Naval Force :

- (a) Nationality - Must be a citizen of Sri Lanka.  
(b) Age - Should be as indicated for relevant branches as at closing date for application.  
(c) Height (Regular) - Male - Should not be below 66 inches  
Female - Should not be below 64 inches  
Height (Volunteer) - Male - Should not be below 65 inches  
Female - Should not be below 63 inches  
(d) Weight (Regular/Volunteer) - Male - Should not be below 52kg.  
Female - Should not be below 41kg.  
(e) Chest (Regular/Volunteer) - Male - Should not be below 32 inches  
(f) Colour Vision (Regular/Volunteer) - STD II (Actual vision)  
(g) Visual Acuity (Regular/Volunteer) - Left eye 6/6 and Right eye 6/6  
- 6/6 to 6/12 without spectacles for Dental Officers and Students (corrected by spectacles to 6/6)  
(h) Educational Qualification - Having passed the G. C. E. (O/L) Examination with two credits including Mathematics and English in not more than two sittings.  
Having obtained minimum qualification for University entry based on the G. C. E. (A/L) Examinations results. (A certified copy of the results sheet issued by the commission general of examinations should be sent along with the application form)  
(i) Civil Status - Married/Unmarried

4. Due consideration will be given to outstanding achievements in the field of sports.

5. Applications of candidates who do not fulfill the aforesaid requirements of Para 2 and 3 will be rejected. On arrival for the first interview the height, vision and weight will be measured. Candidates whose height, age, vision and weight are below the standards specified in the *Gazette* Notification will not be interviewed. Any candidate who may have a

special skill or value to the service may be considered at the discretion of the Commander of the Sri Lanka Navy even though the candidate may not have the requisite height and age.

6. *Conditions of service :-*

- (a) Candidates will be enlisted into the Sri Lanka Regular/Volunteer Naval Force as Male/ Female officers and will undergo a Basic Training Course. The duration of the course will depend on the branch for which the enlistment is made.
- (b) Regular/Volunteer Naval Force Male/Female Officers will be required to undergo a training at any place in Sri Lanka or abroad as decided by the Commander of the Sri Lanka Navy in consultation with the Ministry of Defence.
- (c) All Officers are liable to be posted for duty or training in any country of the world at any time.
- (d) During the period of training and thereafter, Regular/Volunteer Naval Force Male/ Female Officers will be subject to Naval Law.
- (e) In the event a Regular/Volunteer Naval Force male/ female Officer voluntarily terminates his/ her candidature during the training, he/she will be required to refund to the Government of Sri Lanka all expenses incurred up to that time by the Government of Sri Lanka on account of such regular/volunteer male/ female Officer.
- (f) If at any time during his/her course a Regular/Volunteer Naval Force male/ female Officer is reported by the authorities as being unsuitable for reasons of misconduct or due to causes within his/ her control to qualify for a commission, he/ she will be required to refund to the Sri Lanka Navy all expenses in carry on his/ her training and will be required to enter into a bond to this effect with the Commander of the Sri Lanka Navy acting on behalf of the Government of Sri Lanka.
- (g) During the period of training, Regular/Volunteer Naval Force male/ female Officers will be provided with food and accommodation by the wardrooms of the Sri Lanka Navy.
- (h) Married male/ female Officers may be provided with married quarters if available. Recovery of rental will be as applicable to public servants.

7. *Official Language Requirements.*– The selected candidates will be required to comply with regulations and articles already made or may hereafter be made for giving effect to the Language Policy of the Official Language Act, No. 33 of 1956.

8. *Pay and Allowances.*– The payments will be made with effect from 01.01.2020 as per the Management Services Circular No. 03/2016.

<i>Description</i>	<i>Cadet Officer</i>	<i>Midshipman</i>	<i>Acting Sub Lieutenant</i>	<i>Sub Lieutenant</i>	<i>Lieutenant</i>
Basic Salary	32,380.00	32,750.00	41,905.00	47,615.00	55,625.00
Cost of living	7,800.00	7,800.00	7,800.00	7,800.00	7,800.00
Uniform - Allowance	525.00	525.00	525.00	525.00	525.00
Hard line Allowance	-	-	600.00	600.00	600.00
Additional Allowance	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Special Adjustment Allowance	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Total	44,705.00	45,075.00	54,830.00	61,875.00	69,885.00

- (a) Ration Money Allowance will be given to male/female officers who are victualling out.
- (b) Qualification pay, where applicable, will be given up to a maximum of Rs. 637.50 per month.
- (c) Three sets of railway warrants per year will be issued (for male/female officer, spouse, children and dependents if applicable).

- (d) An additional set of railway warrants or imbursement of bus fare for Officers living in wardrooms to visit their homes once a month.
- (e) Uniforms and ancillary items will be issued free of charge.
- (f) Medical facilities will be provided free of charge (for male/female officer, spouse, children and dependents if applicable)
- (g) Married male/female officers who do not occupy Government married quarters, will be entitled to a rent allowance of Rs. 3,200.00 to Rs. 7,700.00.
- (h) Dental male/female officers will be entitled to extra duty allowance and 1/20 allowance after the internship as approved by the Ministry of Health.
- (i) Engineering officers will be entitled to a special allowance approved by the Government.

9. *Instructions to Applicants :-*

- (a) Applications should be in the form of the specimen given below and should be completed clearly in detail in the applicant's own handwriting. Duly completed applications should be forwarded to Senior Staff Officer (Recruitments), Navy Headquarters, P.O. Box 593, Colombo-01 under registered cover on or before 1200 hrs on 15th August 2020. The top left corner of the envelope containing the application should bear "Direct Entry - Regular/Volunteer Male/Female Officers". Applications received after the closing date and time and applications that do not comply with the requirements stipulated in the Gazette notification will not be entertained. Further information please visit the website [www.navy.lk](http://www.navy.lk) or call 011-7195118/011-7195154.
- (b) Candidates who are in Public Service/Corporations/ Boards/ Civil Establishments should forward their applications through the Heads of Departments/Corporations/ Boards/Civil Establishments with a certificate to the effect that the candidate will be released if selected.
- (c) Candidates will be required to produce the originals of the following documents in the interview or any other occasion and certified copies of the following documents when forwarding the applications :-
  - (1) Certificate of Registration of Birth;
  - (2) Certificates of educational /higher educational/ professional education/ Degree qualifications required for the branch applied for;
  - (3) School leaving certificate/Character Certificate;
  - (4) Grama Niladhari certificate (obtained within six months);
  - (5) Certificates of professional/ technical experience (if any) gained from a recognized institution;
  - (6) Two recent character certificates. (From responsible person who knows the applicant for more than two years or the present employer)
  - (7) Certificates of sports activities, cadetting etc.
- (d) Applications of candidates who fail to produce the documents when requested will not be considered.
- (e) No documents or original copies of documents should be attached to the application form.
- (f) The Sri Lanka Navy will not be responsible for the loss of any originals of certificates if enclosed with the application form.

10. Any statement in the application which is found to be incorrect will render the applicant liable to disqualification or dismissal when the false statement is revealed before the selection or after the selection, respectively.

11. *Selection Interviews* :-

(a) Candidates who fulfill the above requirements should undergo a preliminary medical test conducted by the Sri Lanka Navy. Candidates so passed will be required to undergo a Physical Endurance Test as mentioned below. Candidates those who pass the Physical Endurance Test shall have to appear in an interview as prescribed by the Commander of Sri Lanka Navy. The final selection will be made from the so selected candidates upon subjecting them to another interview before a Selection Board appointed by the Ministry of Defence.

(b) Requirements to pass the Physical Endurance Test

<i>Age Group</i>	<i>800M RUN</i>	<i>CURL UP (2MN)</i>	<i>PUSH UP (2MN)</i>
18 – 24 Male	3.30 – 5.30 Minutes	19 or More	21 or More
18 – 24 Female	4 – 6 Minutes	13 or More	05 or More
25 – 29 Male	4 – 6 Minutes	17 or More	20 or More
25 – 29 Female	4.30 – 6.30 Minutes	12 or More	03 or More
30 – 34 Male	4.30 – 6.30 Minutes	15 or More	14 or More
30 – 34 Female	5 – 7 Minutes	09 or More	02 or More
35 – 39 Male	5 – 7 Minutes	13 or More	12 or More
35 – 39 Female	5.30 – 7.30 Minutes	06 or More	02 or More

(c) Only the candidates who successfully complete the Physical Endurance Test will be called for the Preliminary Interview on the same day and those who pass the preliminary interview will be called for the Second Interview. The candidates selected from the second interview will be called for the Final Interview and the candidates who obtain the highest marks from the respective branches will be selected according to the vacancies available.

(d) Candidates selected for interviews will be informed in writing and by post, of the date, time and place of such interviews. Travelling or other expenses will not be paid in this respect.

(e) On every occasion an applicant is summoned for an interview, he/ she should produce his/her National Identity Card issued by the Department of Registration of Persons.

(f) Candidates likely to be qualified after the final interviews will be required to present themselves before a Sri Lanka Navy Medical Board.

(g) Anyone who desires to recommend a candidate should do so by giving his/ her a testimonial. Any form of canvassing or attempt to influence in the selection of a candidate will result in disqualification of such candidate.

(h) Candidates who are found unsuitable for enlistment will not be notified.

(i) Candidates selected for Dental Branch who are undergoing the University studies will be released to respective universities after enlistments necessary with full pay leave to complete their studies. In such event relevant candidates will be required to enter in to a bond to this effect with the Commander of the Sri Lanka Navy acting as the representative of the Government of Sri Lanka.

*Note:* This *Gazette* notification is published in Sinhala and English. In the event of any inconsistency between Sinhala and English texts of this *Gazette* notification, the Sinhala text shall prevail.

DNS ULUGETENNE, RSP & Bar, VSV, USP, ndc, psc  
Vice Admiral,  
Commander of the Navy.

Naval Headquarters,  
P.O. Box 593,  
Colombo 01.



APPLICATION FOR REGULAR /VOLUNTEER MALE/  
FEMALE OFFICERS IN THE SRI LANKA NAVY

01. Nationality :\_\_\_\_\_.  
(State whether a citizen of Sri Lanka by descent or by registration and if registration, quote number and date of the certificate)
02. Branch and Post applied for :\_\_\_\_\_.
03. Full Name (As per the National Identity Card) :\_\_\_\_\_.
04. National Identity Card Number :\_\_\_\_\_.
05. Permanent Address :\_\_\_\_\_.
06. Postal Address :\_\_\_\_\_.
- 07, E-mail Address :\_\_\_\_\_.
08. Date of Birth :\_\_\_\_\_.
09. Age (As at 15th August, 2020) :\_\_\_\_\_.  
Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.
10. Height :\_\_\_\_\_ (inches)  
Chest :\_\_\_\_\_ (inches)  
Weight :\_\_\_\_\_ (Kg.)
11. Nearest Police Station to permanent address :\_\_\_\_\_.
12. District :\_\_\_\_\_.
13. Electorate :\_\_\_\_\_.
14. Grama Niladhari Division :\_\_\_\_\_.
15. Telephone Number :\_\_\_\_\_.
16. Civil Status :\_\_\_\_\_.
17. Gender :\_\_\_\_\_.
18. Schools Attended :\_\_\_\_\_.
19. Particulars of School or University attended :

Name of the School/ University	Type of Examination	Year of Examination	Subjects passed (including grading)
	G. C. E. (O/L) G. C. E. (A/L) Other		

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

Name and address of employer	Nature of Employment	Period of Service	
		To	From

21. Particulars of parents :

Full Name	Place of birth	Occupation	Present Address
Father			
Mother			

22. Any special qualification for the post :\_\_\_\_\_.
23. Details of available achievements in sports. (Give details of competitions and sports teams participated in with dates and achievements reached :\_\_\_\_\_.
24. Other achievements at School /University or in outside Organizations. (Give details with dates/ years etc.) : \_\_\_\_\_.
25. Any previous service in the Armed Forces or Volunteer Force, Cadet Corps or Boy Scouts Organization :\_\_\_\_\_.
26. Have you applied earlier to join the Sri Lanka Navy Force or any of the Armed Services or Police, if so give details and the outcome of such applications :\_\_\_\_\_.
27. Have you had a conviction or received a suspended sentence by a civil or military court, if so give details :\_\_\_\_\_.
28. If employed in a Government Department or in the Public Sector /Board /Corporation (including the Central Bank, State Banks, Universities, Civil Organizations controlled by the Government, Companies etc.,) reasons for termination of employment :\_\_\_\_\_.

29. Particulars of testimonials :

Name	Designation	Postal Address

30. Declaration to be signed by the applicant :

I, declare on my honour that aforesaid details given by me are true and correct to the best of my knowledge and belief. I have read and understood the procedure which will be adopted and the regulations which will apply in respect of those candidates who are selected for commission in the Sri Lanka Navy published in the *Gazette* of the Government of Sri Lanka.

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

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

07-856

## 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 Sri Lanka Government Librarians' Service - 2019 (2020)

1.0 ACCORDING to the provisions of the Sri Lanka Government Librarians' Service Minute published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka of No. 2024/35 dated 21.06.2017, the limited competitive examination for recruitment to Grade III of Sri Lanka Government Librarians' Service shall be held in Colombo in the month of November 2020 by the Commissioner General of Examinations.

2.0 The applicants who have satisfied qualifications based on the merit on the results of this examination will be selected for appointment to the posts in grade III of Sri Lanka Government Librarians' Service. The number and the effective date of appointments shall be determined by the Director General of Combined Services. The Appointing Authority shall reserve the right not to fill all or certain number of vacancies.

3.0 *Salary*:- According to the Public Administration Circular No: 03/2016 dated 25.02.2016, salary code number applicable to Grade III of Sri Lanka Government Librarians' Service is MN -3-2016 and the monthly salary scale is Rs. 31,040 - 10x445 - 11x660 - 10x730 - 10x750 - Rs. 57,550.

4.0 This post is permanent and pensionable.

#### 5.0 *Service conditions* :

- I. An officer appointed to the Grade III of Sri Lanka Government Librarians' Service on the results of the Limited Competitive Examination shall be subjected to a period of acting of one year from the date of appointment. Such officer shall be confirmed in the post if the Appointing Authority is satisfied to the effect that his/her work, conduct and attendance are satisfactory during the said period of acting. However the officer should pass the first Efficiency Bar examination within three (03) years from the date of appointment.

- II. 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.

- III. The officer is required to obtain the proficiency 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.

6.0 *Qualifications*: - Applicants are required to possess following qualifications for sitting this examination.

#### 6.1 *Educational Qualifications* :

Shall have passed G.C.E. (O/L) examination with six (06) subjects including Sinhala/Tamil/English language and Mathematics with at least two credit passes at not more than two sittings.

#### 6.2 *Professional Qualifications* :

(a) Shall have completed the first year of the three year diploma in Library Science from a university recognized by the University Grants Commission.

Or

(b) Shall have successfully completed the first year of the three year diploma in Library Science offered by Sri Lanka Library Association.

#### 6.3 *Experience*:

(a) Shall have been confirmed in the post of Library Assistant/Library Employee of service category of departmental preliminary non skilled (PL-01) in public service and completed an active service period of 10 years in the said post.

(b) If the certificate has been obtained by completing at least one of the above diploma course mentioned in (a) and (b) of 6.2 above, it is sufficient for such applicants to have been confirmed in the post of library assistant/library employee

of Departmental Primary Unskilled Service Category (PL-01) and completed an active service period of 05 years as at Closing Date of Applications.

**Note:**

1. (i) The maximum age limit shall not be applicable in this regard.
- (ii) As mentioned in (a) and (b) above, officers in Public Service are strictly allowed to sit for this competitive examination. **(Officers in Provincial Public Services are not allowed to sit for this competitive examination).**
2. It is compulsory for every applicant to satisfy all the qualifications relevant to the post on or before the closing date of applications.
3. Every applicant shall be physically and mentally fit in every aspect to perform the duties of the post and to serve in any part of Sri Lanka.
4. Applicants shall be of excellent character.
5. Shall have been confirmed in public service (mentioned in above 6.3 a and b) as at closing date of application. Should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 and that fact shall be certified by the Head of the Department.

7.0 *Scheme of Examination.*– This examination will consist of three question papers. The examination will be held in Sinhala, Tamil and English media and the applicants will not be allowed to change the medium of examination selected by them.

Subjects	Duration	Marks	Pass mark
1. Library Science	03 hours	100	40%
2. Intelligence Test	01 hour	100	40%
3. General Knowledge	01 hour	100	40%

The syllabus prescribed for the above subjects is as follows :

7.1 (01) *Library science :*

1. **Libraries and Librarianship**  
Libraries and history of libraries  
Role of the members of libraries.

commencement and evolution of the books, various documents and non printed media.

Organization of professionals:  
Sri Lanka Library Association.  
American and British Library Associations.  
Types of libraries  
Libraries in schools and academic institutions  
Libraries in the Government Ministries, and Departments  
Public libraries  
Library committees.  
Conservation and preservation.

2. **Knowledge and Organization of Information**

Classification of books, objectives and benefits of the same basic rules of classification of books  
Dewey decimal classification  
Cataloguing and objectives of cataloguing, Anglo-American Cataloging Rules-2 (AACR)  
Entries and book description  
Types of catalogues.

3. **Library Resources and Information Services**

Various library resources  
Selection of library resources and the selection process.  
Acquisition, and its process.  
Processing.  
Stock verification and weeding process.

4. **Information Communication Technology**

Effects of the computer technology on library services.  
• Duration is 03 hours.

7.2 (02) **Intelligence Test :**

This paper will be designed to assess the applicant's capacity for comprehension, quantification and perception of time-space relations by measuring applicant's inference and responses to problems presented in verbal, numerical and spatial context.

- Paper consisting of 50 questions in the nature of multiple choice questions and questions for short answers. All the questions are compulsory. Duration is 01 hour.

### 7.3 (03) General Knowledge

This paper will be designed to assess the applicants' awareness and understanding of social, cultural, educational, political, economical and any other relating factors operating at national, regional and global environment or organizations as well as our society and also to assess general knowledge of applicants in Library Science and library field.

- Paper consisting of 50 questions in the nature of multiple choice questions and questions for short answers. All the questions are compulsory. Duration is 01 hour.

**Note :** Applicants should score a minimum of 40% marks for each paper to become qualified for an appointment. Appointments will be made strictly following the order of merit so as to fill the number of vacancies reserved for limited competitive examination.

**8.0 Examination Fees.-** Examination fee is Rs. 600/-. This fee can be paid to any Post Office or Sub Post Office under the head 20- 03-02-13 of the Commissioner General of Examinations. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of the receipt for future reference.) It is kindly informed that any fee would not be charged in addition to the said exam fee. Under no circumstances the examination fee will be refunded and money orders and stamps are not accepted.

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

- (a) Cages from 1.0 to 3.4 should appear on the first side of the page.
- (b) Cages from 4.0 onwards should appear on the other pages using both sides of the sheet of paper and the application should be filled in the same language applicant expects to sit for the exam.
- (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.

9.1 Since applications which are incomplete and not prepared in accordance with the specimen form included in the notification shall be rejected without any notice, applicants shall

ensure that the application complies with the specimen given in the notification, all the particulars included in the application are accurate, the examination fee has been paid and the details relevant to the same have been included in the application and the receipt is affixed before submitting the application. Further, it would be advisable to keep a photocopy of the completed application form and the receipt relevant to the examination fee and the applicants shall be responsible for any loss incurred by them due to incomplete applications.

9.2 All applicants who have paid prescribed examination fees on or before the closing date of applications and affixed the relevant receipt and completed the application accurately shall be issued admission cards by the Commissioner General of Examinations, on the presumption that only those who possess qualifications as indicated in the *Gazette* notification have forwarded their applications. Issuance of an admission card to an applicant to sit for the competitive examination does not mean to have accepted that she/he possesses all the qualifications to sit for the examination or for this post. If it was found at the instant where the applicants have been called for the interview for verification of qualifications that the applicant does not possess the required qualifications, his or her candidature will be cancelled.

9.3 The words “**Limited Competitive Examination for Recruitment to Grade III of Sri Lanka Government Librarians’ Service - 2019(2020)**” should be written on the top left-hand corner of the envelope in which the application is enclosed

9.4 *Examination Results :*

The results sheet prepared on the order of aggregate of marks of the applicants who secure not less than 40% for each subject as per note in 7.0 of this notification shall be submitted to the Director General of Combined Services, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. Action shall be taken by the Department of Examinations to send the results to all the applicants

personally or publish the results in the website of the Department of Examinations, Sri Lanka [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

10.0 Applications duly perfected should be sent by registered post through the Head of the Department to reach the following address on or before **24th of August 2020** and the applicants are requested to submit their applications to the Heads of Department in advance.

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

11.0 *Appearing for the Examination.* - A notification will be published in the newspapers by the Sri Lanka Examination Department as soon as the admission cards are issued to the applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps should be taken to notify the Organization (Institutional and Foreign Examinations) Branch of the Department of Examinations in the manner specified in the advertisement. When making such notice the name of the examination, full name of the applicant, national identity card number and address shall be indicated accurately. In case of applicants outside Colombo, it would be advisable to send a letter of request including the said details indicating a fax number to which a copy of the admission card can be obtained promptly to the fax number mentioned in the advertisement. It would be advisable to keep the following in hand at the time of calling in order to prove any detail inquired by the Department of Examinations: *i.e.* copies of the application form kept at your possession, the receipt obtained for the payment of the examination fee and receipt of registration of the application.

12.0 The Head of Department should be prepared to release the officer if he/she is selected for an appointment. The Head of Department shall issue a certificate attached at the end of the application. Further, Heads of Departments shall approve duty leave for applicants who have been issued admission cards for the examination by the Commissioner General of Examinations. Travelling expenses shall not be paid.

12.1 *Certifying the signature.* - The signature of the applicant in the application and the admission card for the examination shall have been attested by the Head of Department or an authorized staff officer.

12.2 Every applicant should furnish the admission card in which his/ her signature has been attested to the supervisor of the examination on the first day on which he/she sit for the examination.

13.0 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.

- (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, when entering the examination hall. 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. If someone refuses to follow this, he/ she can be allowed to sit for the examination. However, examination results shall not be issued for such candidates, since their identity cannot be proved.

14.0 *Penalty for Furnishing False Information.* - The applicant should be very careful to include correct particulars in the application. If it is found that any applicant is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a applicant is false, he/she is liable to dismissal from the public service at any time.

15.0 Applicants shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and issuing results. The rules imposed for the applicants are printed separately in the *Gazette* Notification. They are liable to be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

16.0 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 shall be determined by the Director General of Combined Services. All the applicants

shall be bound to act in accordance with the common rules and regulations indicated in this *Gazette* notification.

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

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Independence Square,  
Colombo 07,  
09th of July 2020.

### SPECIMEN APPLICATION FORM

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO  
GRADE III OF SRI LANKA GOVERNMENT LIBRARIANS'  
SERVICE - 2019(2020)

(For office use only)

Language Medium :

Sinhala - 2  
Tamil - 3  
English - 4

(Indicate the relevant number  
clearly in the relevant 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 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 Sex : Female - 1   
Male - 0

(Indicate relevant number in the cage)

3.2 National Identity Card No. :

3.3 Mobile Phone Number:

3.4 Date of birth:

Date :    Month :   Year :

#### 4.0 Particulars of the Service:

- 4.1 Name of the institution where the applicant serves at present : \_\_\_\_\_.
- 4.2 Ministry or Department to which it belongs : \_\_\_\_\_.
- 4.3 Clearly indicate the office and Head of the Institution, where your personal file is maintained : \_\_\_\_\_.
- 4.4 Designation of the Present Post : \_\_\_\_\_.
- 4.5 Date of appointment to the present post : \_\_\_\_\_.
- 4.6 Whether you have been confirmed in the present post : \_\_\_\_\_.
- 4.7 If confirmed, the date of eligibility for confirmation : \_\_\_\_\_.
- 4.8 Reference No. and date of the letter of confirmation in the present post : \_\_\_\_\_.

#### 5.0 Educational qualifications :

Particulars of three-year Diploma course of which the first year has been passed by the applicant to be eligible to sit for this examination as per Para 6.2 (a) and (b) of the examination notification.

- I. University/Institute : \_\_\_\_\_.
- II. Name of the Diploma : \_\_\_\_\_.
- III. Year in which the applicant passed the first year of the course : \_\_\_\_\_.

#### 6.0 Particulars of the receipt obtained for the examination fee :

- I. Post office/ sub post office to which the payment has been made : \_\_\_\_\_.
- II. Number and the date of the receipt : \_\_\_\_\_.
- III. Amount paid : \_\_\_\_\_.

*Receipt is to be affixed here so as not to be detached.*  
**(Please keep a photocopy of the receipt)**

#### 7.0 Applicant's Certificate :

- I. 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 be caused as a result of any information not being

completed and/or any information erroneously being included here. Further I also state that all sections herein have been correctly filled.

- II. I am aware that if any particulars contained herein are found to be false, I am liable to be disqualified before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- III. I hereby agree to abide by all the rules and regulations imposed by the Commissioner General of Examinations for the purpose of holding this examination.
- IV. I do not change any information mentioned herein later.

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

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

*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 application.

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

\_\_\_\_\_  
 Signature of the Officer attesting the signature.

Full name of the Officer, attesting the Signature : \_\_\_\_\_.  
 Designation : \_\_\_\_\_.  
 Address : \_\_\_\_\_.  
 (To be confirmed by official stamp)

*Certification by the Head of the Department*

I certify that,

- I. Mr/Mrs/Ms ..... the applicant, is presently employed in this department,
- II. He/She has been confirmed in the post of Library Assistant/ Library Attendant and has completed a 10 years of active period of service on or before the closing date of applications,
- III. A letter has been issued to him/her confirming in the post of Library Assistant/ Library Attendant,

- IV. 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 the closing date of applications,
- V. He/ She can be released from the present post if selected for a post on the result of the examination,
- VI. The particulars indicated in his/her application have been compared with the documents of the Department and found to be correct and further he/ she is eligible to sit for the examination according to the regulations of the examination notification.

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

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

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

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

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

**Note-**

- The signature should be certified only by the Head of the Department or an authorized staff officer. The officer, who certifies, should be satisfied each and every way with the accuracy of information provided.
- The applications of those who do not meet the eligibility criteria shall not be submitted to the Commissioner General of Examinations.

07-688

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

**Open Competitive Examination for Recruitment  
 to Grade III of Sri Lanka Government Librarians'  
 Service - 2019 (2020)**

1.0 ACCORDING to the provisions of the Sri Lanka Government Librarians' Service Minute published in the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka* of No. : 2024/35 dated 21.06.2017,

open competitive examination for recruitment to Grade III of Sri Lanka Government Librarians' Service shall be held in Colombo in the month of November 2020 by the Commissioner General of Examinations.

2.0 The applicants who have satisfied qualifications based on the merit on the results of this examination will be selected for appointment to the posts in grade III of Sri Lanka Government Librarians' Service. The number and the effective date of appointments shall be determined by the Director General of Combined Services. The Appointing Authority shall reserve the right not to fill all or certain number of vacancies.

3.0 *Salary*:- According to the Public Administration Circular No. : 03/2016 dated 25.02.2016, salary code number applicable to Grade III of Sri Lanka Government Librarians' Service is MN -3-2016 and the monthly salary scale is Rs. 31,040 - 10x445 - 11 x660 - 10x730 - 10x750 - Rs. 57,550.

4.0 This post is permanent and pensionable. The pension and the pension scheme entitled to the officers appointed to Grade III of Sri Lanka Librarians' Service shall be determined in accordance with the policy decision made by the Government in future.

5.0 *Service conditions* :

I. An officer appointed to the Grade III of Sri Lanka Government Librarians' Service on the results of the Open Competitive Examination shall be subjected to a probation period of three (03) years from the date of appointment. If an officer passes the first Efficiency Bar examination conducted by the Commissioner General of Examinations and the Head of the Department is satisfied to the effect that his/her work, conduct and attendance are satisfactory, it shall be informed to the Director General of Combined Services at the end of three years and the Director General of Combined Services shall confirm the officer in the post, of he is also satisfied on the same.

II. 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.

III. The officer is required to obtain the proficiency 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.

6.0 *Qualifications*: - Applicants are required to possess following qualifications for recruitment to posts in Grade III of Sri Lanka Government Librarians' Service.

- (a) Shall be a citizen of Sri Lanka
- (b) Applicants shall be of excellent character.
- (c) Shall be not less than 18 years and not more than 30 years of age as at the closing date of applications.

**(Accordingly applicants whose date of birth falls on or before 24.08.2002 and on or after 24.08.1990 are strictly eligible to apply for the examination)**

(d) *Educational Qualifications* :

I. Shall have passed the G.C.E. (O/L) examination at **one sitting** with six (06) subjects including credit passes for Sinhala/Tamil/English and Mathematics and two other subjects

and

II. Shall have passed the G.C.E (A/L) examination at **one sitting** with all subjects (Except General Test and General English)

(e) *Professional Qualifications* :

I. Shall have completed the three year diploma in Library Science at a university recognized by the university grants commission.

Or

II. Shall have completed the three year diploma in Library Science offered by Sri Lanka Library Association.

Or

III. 'Shall have acquired a higher qualifications in Library Science than the (i) and (ii) above. (Such qualifications shall be determined by the Director General of Combined Services communicating with the authorities of the relevant universities and Sri Lanka Library Association).



**Note:**

- i. It is compulsory that all the applicants should satisfy all the relevant qualifications on or before the closing date of the application.
- ii. Every applicant shall be physically and mentally fit in every aspect to perform the duties of the post and to serve in any part of Sri Lanka.

7.0 *Scheme of Examination.*– This examination shall consist of three question papers. The examination shall be held in Sinhala, Tamil and English medium and the applicants will not be allowed to change the medium of examination selected by them.

Subjects	Marks	Duration	Pass mark
i. Library Science	100	03 hours	40%
ii. Intelligence Test	100	01 hour	40%
iii. General Knowledge	100	01 hour	40%

The syllabus prescribed for the above subjects is as follows :

**7.1 (01) Library Science**

**(1) Libraries and Librarianship**

- Libraries and history of libraries, main libraries of the modern and ancient world
- Origin and evolution of the art of writing and other written media including books
- Origin of printing technology, expansion and the influence of the printing technology on libraries and the subject of social development
- Types of libraries
  - Special libraries
    - Structure, functions and services of libraries in the institutions such as Government Ministries, Departments and Co-operations and research libraries.
  - Academic libraries
    - Structure, functions and services of libraries in universities and other higher educational institutions.
  - School libraries
  - Public libraries

- Libraries in pirivenas, temples and libraries in other religious institutions
- Library committees -Structure, necessity, significance and role
- Organizations of professionals in relation to field of library science and functions of such organizations - National & international levels (Sri Lanka, India, America, Britain)
- Buildings of libraries - Planning and other aspects to be considered
  - Establishments of a library in an existing building, organization or improvement
- Maintenance, conservation and preservation of library equipment
- Disasters and disaster management

**(2) Organization of Information and Knowledge**

- Objectives and benefits of book classification
- Main classification methods applied in the libraries in Sri Lanka: Dewey decimal classification, universal decimal classification
- Objectives of cataloguing, Anglo-American Cataloguing Rules (AACR)
- Bibliographical description
- Compilation of entries using AACR-2

**(3) Library Resources and Information Services**

- Various library resources
- Improving collections, policies for improving collections and importance of the same
- Acquisition, process including selection of library resources :
  - i. Principals and sources of the selection of library resources;
  - ii. Technological services including acquisition process, processing;
  - iii. Stock taking and weeding process.
- Publishing, copyright and censorship
- Current awareness service
- Educational programmes for readers
- Public relations and publicity for libraries

#### (4) Information Communication Technology

Application of computer technology in libraries, significance and productivity of information technology in library activities and functions

- A question paper consisting of structured essay type questions covering above 4 fields. All the questions are compulsory. Duration is 03 hours.

#### 7.2 (02) Intelligence Test

This paper will be designed to assess the applicant's capacity for comprehension, quantification and perception of time-space relations by measuring applicant's inference and responses to problems presented in verbal, numerical and spatial contexts.

- A question paper consisting of 50 multiple choice questions and questions for short answers. All the questions are compulsory. Duration is 1 hour.

#### 7.3 (03) General Knowledge

This paper will be designed to assess the applicants awareness and understanding of social, cultural, educational, political, economic and any other relating factors operating at national, regional and global environment or organizations as well as our society and also to assess general knowledge of applicants in Library Science and library field.

- A question paper consisting of 50 multiple choice questions and questions for short answers. All the questions are compulsory. Duration is 1 hour.

**Note:** Applicants should score a minimum of forty percent (40%) marks for each paper to become qualified for an appointment. Appointments will be made strictly following the order of marks so as to fill the number of vacancies reserved for open competitive examination.

8.0 *Examination Fees.*- Examination fee is Rs. 600/-. This fee can be paid to any post office or sub post office under the head 20-03-02-13 of the Commissioner General of Examinations and the receipt obtained in the name of 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 the receipt for future reference.) It would be kindly informed that any fee is not charged in addition to the said exam fee. Under no circumstances the examination fee will be refunded and money orders and stamps are not accepted.

9.0 *Applications.*- Applications should be prepared in the following manner using paper of size A4 (21 X 29 cm) (normal halvesheets)

- (a) Cages from 1.0 to 3.5 should appear on the first side of the page.
- (b) Cages from 4.0 onwards should appear on the other pages using both sides of the sheet of paper and the application should be filled in the same language applicant expects to sit for the exam.
- (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 not prepared in accordance with the specimen form and which are incomplete and not perfected accurately shall be rejected without any notice. Applications of those who haven't paid the examination fee on or before the due date shall also be rejected. Applicants should be responsible for any loss incurred by them due to incomplete applications. It would be advisable to keep a photocopy of the completed application form and the receipt. It is the responsibility of the applicant to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice and the prescribed examination fee has been paid and the particulars are included in the application and the receipt is affixed. If otherwise the application may be rejected.

- 9.1 All applicants who are within the age limit indicated in the notification have forwarded the applications along with the receipt obtained by paying the prescribed examination fees on or before the closing date of applications shall be issued admission cards, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications as indicated in the *Gazette* Notification and within the range of age mentioned in the notification. Issuance of an admission card to a applicant to sit for the competitive examination does not mean to have accepted that he/ she possesses all the qualifications to sit for this examination or for this post. If it was found at the interview

that the applicant does not possess the required qualifications, his or her candidature shall be cancelled.

9.2 The words “**Open Competitive Examination for Recruitment to Grade III of Sri Lanka Government Librarians’ Service - 2019(2020)**” should be written on the top left-hand corner of the envelope in which the application is enclosed.

9.3 Applicant's signature in the application form should have been attested by a Principal of a Government School, Justice of the Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a gazetted post in the Police Service or an Officer in Staff Grade holding a permanent post in the Public Service.

9.4 Applications duly perfected should be sent by registered post to reach the following address on or before **24th August 2020**.

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

10.0 *Sitting for the Examination.* – A notification shall be published in newspapers by the Department of Examinations, Sri Lanka as soon as the admission cards are issued to the applicants. If the admission card is not received even after 2 or 3 days of such notification, steps should be taken to notify the Organization (Institutional and Foreign Examinations) Branch of the Department of Examinations, Sri Lanka in the manner specified in the advertisement. When making such notice the name of the examination, full name of the applicant, national identity card number and address shall be indicated accurately. In case of applicants outside Colombo, it would be advisable to send a letter of request including the said details indicating a fax number to which a copy of the admission card can be obtained promptly to the fax number mentioned in the advertisement. Further, it would be advisable to keep a copy of the completed application form and the receipt obtained by payment of examination fee/ the receipt relevant to the examination fee, if the payment of examination fee is applicable and receipt of registration of the application to prove any particular requested by the Department of Examinations. Every applicant shall furnish

the admission card in which his/her signature has been attested to the supervisor of the examination on the first day on which he/ she sit for the examination.

11.0 *Examination Results.* – The results sheet prepared on the order of aggregate of marks of the applicants who secure not less than 40% for each subject as per note in 7.0 of this notification shall be submitted to the Director General of Combined Services, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government. Action shall be taken by the Department of Examinations to send the results to all the applicants personally or publish the results in the website of the Department of Examinations, Sri Lanka [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

12.0 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.

- (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, when entering the examination hall. 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. If someone refuses to follow this, he/ she can be allowed to sit for the examination. However, examination results shall not be issued for such candidates, since their identity cannot be proved.

13.0 *Penalty for Furnishing False Information.* – The applicant should be very careful to include correct particulars in the application. If it is found that any applicant is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a applicant is false, he/she is liable to dismissal at any time from the public service.

14.0 Applicants shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations

and issuing results. They are liable to be subjected to any punishment imposed by the 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 Director General of Combined Services. All applicants are bound to comply with the general examination rules published in this Gazette.

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

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Independence Square,  
Colombo 07,  
09th of July 2020.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE  
III OF SRI LANKA GOVERNMENT LIBRARIANS'  
SERVICE - 2019(2020)

(For office use only)

Language Medium of Examination :

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

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

3.2 National Identity Card No. :

3.3 Mobile Phone Number :

3.4 Date of birth:  
Date :   Month :   Year :

3.5 Age as at 24.08.2020 :  
Years :  Months :  Days :

4.0 Educational qualifications:

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

- I Year and Month of the Examination : \_\_\_\_\_.
- II Index Number : \_\_\_\_\_.
- III Results :

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

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

- I Year and Month of the Examination : \_\_\_\_\_.
- II Index Number : \_\_\_\_\_.
- III Results :

Subject	Grade
1.	
2.	
3.	
4.	

4.3 Particulars of three-year diploma/ the qualification in relation to Library Science obtained by the applicant to sit for the examination as per Para 6.0 (e) of the examination notification :

- I. Name of the University/Institute : \_\_\_\_\_.
- II. Diploma/Degree : \_\_\_\_\_.
- III. Effective date of the Diploma/Degree : \_\_\_\_\_.

5.0 Other qualifications :\_\_\_\_\_.

6.0 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  
.....    
.....

7.0 Particulars of the receipt obtained for the examination fee:  
Post office/Sub Post Office to which the payment was made :\_\_\_\_\_  
Number and date of the receipt :\_\_\_\_\_  
Amount :\_\_\_\_\_.

Receipt is to be affixed here so as not to be detached.  
(Please keep a photocopy with the applicant)

8.0 Applicant's Certificate:

I. 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.

II. 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.

III. I hereby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.

IV. I shall not change any information mentioned herein subsequently.

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

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

9.0 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 affirmed by official stamp)

10.0 Recommendation of the Head of Department :  
(This part is strictly applicable to the officers in Public Service at present)

I hereby certify that Mr./Mrs./Miss ..... who is submitting this application, is serving in a permanent post at this Department, he/she has satisfied the qualifications for applying for this post as per this examination notification and it is possible to release him/her from the post held at present, if selected for the said post.

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

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

Name :\_\_\_\_\_  
Post :\_\_\_\_\_  
Address :\_\_\_\_\_  
(To be affirmed by the official stamp)

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