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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,190 – 2020 අගෝස්තු මස 21 වැනි සිකුරාදා – 2020.08.21
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PART I: SECTION (IIA) – ADVERTISING

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

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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 11th September, 2020 should reach Government Press on or before 12.00 noon on 28th August, 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

PARLIAMENT OF SRI LANKA

Vacancies

POST OF DEPUTY CO - ORDINATING ENGINEER

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of "Deputy Co - Ordinating Engineer" on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the "Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte" on or before September 04, 2020. The "Post of Deputy Coordinating Engineer" should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Salary Scale.*– According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale specified for this post is Rs. 62,595 - 7 x 1,630 / 6 x 2,170 - 87,025 /- (The minimum initial gross monthly remuneration together with all the allowances including chartered engineers' allowance will be approximately Rs. 150,000.00)

2. *Age Limit.*– Should be not less than 30 years and not more than 45 years of age by the closing date for applications (Upper age limit will not be applicable for the applicants who have been confirmed in their posts in Government/ Provincial Government service and on the Staff of the Secretary - General of Parliament)

3. *Educational Qualifications.*– Should have obtained a Bachelor of Science degree in Electrical/Electronic Engineering from a University recognized by the University Grants Commission.

4. *Professional Qualifications.*– Should be a corporate member of a recognized institute of Engineering as stated in the Engineering Council, Sri Lanka, Act, No. 4 of 2017.

5. *Experience.*– Experience in the field of Electrical/ Electronic Engineering preferably in building maintenance.

Note: candidates possessing the qualifications mentioned under (3) above and having not less than 10 years of experience in the Staff of the Secretary General of Parliament can also apply for this vacancy.

6. *Method of Recruitment.*– Through an interview

7. *Terms and Conditions of Service :*

- (i) This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.
- (ii) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- (iii) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.
- (iv) Selected candidates will be subjected to a medical examination.
- (v) A Security Clearance Report with respect to the selected candidate will be obtained prior to his/ her appointment.

8. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so.

- (a) Birth Certificate,
- (b) Certificates of Educational Qualifications,
- (c) Certificates of Professional Qualifications,
- (d) Certificates of Experience.

9. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments / Institutions.

10. Canvassing in any form will be a disqualification.

11. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions will be

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service)

Secretary - General of Parliament,

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

Signature of Head of Department/Institution.
(Official Stamp)

Date :_____.

08-639

PARLIAMENT OF SRI LANKA

Vacancies

APPLICATIONS are invited from citizens of Sri Lanka who
are physically sound and of excellent moral character for
the following posts on the Staff of the Secretary-General of
Parliament.

Applications prepared in accordance with the specimen
given below should be sent along with the copies of
certificates to prove educational, professional qualifications
and experience under registered cover to reach the
"Secretary-General of Parliament, Parliament of Sri Lanka,
Sri Jayewardenepura Kotte" on or before September 04,
2020 indicating the post applied for, on the top left-hand
corner of the envelope. (This advertisement also available
on the website: www.parliament.lk)

N.B. : Candidates who wish to apply for more than
one post should submit separate applications for
each post

01. **Hansard Reporter (Sinhala)**
Hansard Reporter (Tamil)
Hansard Reporter (English)

1.1 *Salary Scale :*

According to the Schedule I of the Management
Services Circular 06/2016 dated 07.11.2016,
the monthly salary scale for this post is
Rs. 47,340 - 3 x 755/13 x 1,030 - Rs. 62,995. (On
this salary scale, the minimum initial monthly
remuneration together with all the allowances
will be approximately Rs.95, 000 /=-)

1.2 *Job Description :*

Make a shorthand record of Parliamentary
proceedings and Parliamentary Committees and
reproduce a full and correct report.

1.3 *Age Limit :*

Not less than 18 years and not more than 45 years
of age as at the closing date for applications.
(The upper age limit shall not be applicable for
those who are already confirmed in the Public/
Provincial Public/Parliamentary Service).

1.4 *Educational Qualifications :*

- (a) Should have passed not less than
06 subjects at General Certificate of
Education (O/L) Examination with 05
credit passes including the relevant
language and Mathematics in not more
than two sittings.

(Relevant Medium of Language.- Hansard
Reporter (Sinhala) - Sinhala Language/
Hansard Reporter (Tamil) - Tamil
Language / Hansard Reporter (English) -
English Language)

And

Should have passed 04 subjects at General
Certificate of Education (Advanced Level)
Examination (Old Syllabus) / 03 subjects
at General Certificate of Education
(Advanced Level Examination) (New
Syllabus) in one sitting.

OR

- (b) Should have passed not less than
06 subjects at General Certificate of
Education (O/L) Examination with 05
credit passes including the relevant
language and Mathematics in not more
than two sittings.

(Relevant Medium of Language.- Hansard
Reporter (Sinhala) - Sinhala Language/

Hansard Reporter (Tamil) - Tamil Language / Hansard Reporter (English) - English Language)

And

Not less than 10 years of experience in the Post of Stenographer in a government/provincial government/semi government organization.

1.5 *Professional Qualifications :*

A certificate in shorthand & type writing / word processing issued by a recognized institution. (This certificate is not mandatory for applicant having more than 10 years of experience as a stenographer in a public/provincial public/semi government institution)

1.5.1 *Hansard Reporter (Sinhala) :*

(a) Shorthand - 110 w.p.m (90% accuracy)

Typewriting - 30 w.p.m (95% accuracy)

(b) High proficiency in Sinhala Language and a wide general knowledge.

(c) Knowledge in English and Tamil Languages and computer literacy will be an added qualification.

(d) *Terms and conditions for confirmation in the post :*

Selected candidates for the post of Hansard Reporter (Sinhala) will have to pass a typewriting test at the speed of 30 w.p.m with 95% accuracy within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

1.5.2. *Hansard Reporter (Tamil) :*

(a) Shorthand -110 w.p.m.(90% accuracy)

Typewriting - 30 w.p.m.(95% accuracy)

(b) High proficiency in Tamil Language and a wide general knowledge.

(c) Knowledge in English and Sinhala Languages and computer literacy will be an added qualification.

(d) *Terms and conditions for confirmation in the post :*

Selected candidates for the post of Hansard Reporter (Tamil) will have to pass a typewriting test at the speed of 30 w.p.m with 95% accuracy within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

1.5.3 Hansard Reporter (English)

(a) Shorthand -120 w.p.m (90% accuracy)

Typewriting - 40 w.p.m (95% accuracy)

(b) High proficiency in English Language and a wide general knowledge.

(c) Knowledge in Sinhala and Tamil Languages and computer literacy will be an added qualification.

(d) *Terms and conditions for confirmation in the post :*

Selected candidates for the post of Hansard Reporter (English) will have to pass a shorthand test at the speed of 140 w.p.m with 90% accuracy and a typewriting test at the speed of 40 w.p.m with 95% accuracy respectively within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

2. **Committee Reporter - English**

2.1 *Salary Scale :*

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 43,565 - 9 x 755/ 6 x 930 - Rs. 55,940/= (On this salary scale, the minimum initial monthly remuneration together

with all the allowances will be approximately Rs.89,000/=).

2.2 *Job Description :*

Make a shorthand record of Parliamentary Committee proceedings and reproduce a full and correct report.

2.3 *Age Limit :*

Not less than 18 years and not more than 45 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service).

2.4 *Educational Qualifications :*

Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.

(Relevant Medium of Language : Committee Reporter (English) - English Language)

And

Should have passed 04 subjects at General Certificate of Education (Advanced Level) Examination (Old Syllabus) / 03 subjects at General Certificate of Education (Advanced Level Examination) (New Syllabus) in one sitting.

OR

Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.

(Relevant Medium of Language : Committee Reporter (English) - English Language)

And

Not less than 10 years of experience in the Post of Stenographer in a government/provincial government/semi government organization.

2.5 *Professional Qualifications :*

A certificate in shorthand & type writing/ word processing issued by a recognized institution. (This certificate is not mandatory for applicant having more than 10 years of

experience as a stenographer in a public/provincial public/semi government institution)

(a) Shorthand -110 w.p.m (90% accuracy)

Typewriting - 40 w.p.m (95% accuracy)

(b) High proficiency in English Language and a wide general knowledge.

(c) Knowledge in Sinhala and Tamil Languages and computer literacy will be an added qualification.

(d) Terms and conditions for confirmation in the post:

Selected candidates for the post of Committee Reporter (English) will have to pass a shorthand test at the speed of 120 w.p.m with 90% accuracy and a typewriting test at the speed of 40 w.p.m with 95% accuracy respectively within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

3. **Stenographer - (English)**

3.1 *Salary Scale :*

According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, the monthly salary scale for this post is Rs. 32,330 - 3 x 380/10 x 445/4 x 660 - Rs. 40,560. (On this salary scale, the initial monthly gross remuneration together with all the allowances will be approximately Rs.69,000 /=-)

3.2 *Age Limit :*

Not less than 18 years and not more than 45 years of age as at the closing date for applications. (The upper age limit shall not be applicable for those who are already confirmed in the Public/Provincial Public/Parliamentary Service).

3.3 *Educational Qualifications :*

(a) Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.

(Relevant Medium of Language : Stenographer (English) - English Language)

And

Should have passed 04 subjects at General Certificate of Education (Advanced Level) Examination (Old Syllabus) / 03 subjects at General Certificate of Education (Advanced Level Examination) (New Syllabus) in one sitting.

OR

- (b) Should have passed not less than 06 subjects at General Certificate of Education (O/L) Examination with 05 credit passes including the relevant language and Mathematics in not more than two sittings.

(Relevant Medium of Language :
Stenographer (English) - English Language)

And

Not less than 10 years of experience in the Post of Stenographer in a government/provincial government/semi government organization.

3.4 Professional Qualifications :

A certificate in shorthand and type writing / word processing issued by a recognized institution. (This certificate is not mandatory for applicant having more than 10 years of experience as a stenographer in a public/provincial public/semi government institution).

- (a) Shorthand -100 w.p.m (90% accuracy)
Typewriting - 40 w.p.m (95% accuracy)
- (b) High proficiency in English Language and a wide general knowledge.
- (c) Knowledge in Sinhala and Tamil Languages and computer literacy will be an added qualification.
- (d) Terms and conditions for confirmation in the post:

Selected candidates for the post of Stenographer (English) will have to pass a typewriting test at the speed of 40 w.p.m with 95% accuracy respectively within one year of appointment. Candidates who fail to get through this exam will be subject to termination of service or reversion to the substantial post as the case may be.

4. *Method of Recruitment.*– Recruitment will be made through tests on shorthand speed, Language, editing and an

Interview (at the shorthand speed test; candidates are expected to note down a passage in shorthand which is read at the relevant speed for the applied post; and to transcribe the same with 90 % of accuracy within the given period of time)

5. Terms and Conditions of Service :

- (a) These posts are permanent. Pension entitlement pertaining to these posts will be determined according to the policy decisions taken by the Government in future. Appointment will be made subject to a three-year probation period. If a person who has been confirmed in Public / Provincial Public Service is selected, he / she will be appointed subject to an acting period of one year.
- (b) Selected candidates will be subject to Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.
- (c) Selected candidates should contribute to Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/ her salary with a percentage specified by the government and will be subject to a medical examination.
- (d) A Security Clearance Report with respect to the selected candidate will be obtained prior to his/ her appointment.

6. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, only when called upon to do so.

- (a) Birth Certificate ;
(b) Certificates of Educational Qualifications ;
(c) Certificates confirming professional qualifications ;
(d) Certificates confirming experience.

7. Applicants serving in Public Service/Provincial Public Service/State Corporations/ Statutory Boards should send their applications through relevant Heads of Departments/ Institutions.

8. Canvassing in any form will be a disqualification.

9. Any information in the application found incorrect will result the applicant being disqualified if such inaccuracy is disclosed before selection, and to dismissal if disclosed after appointment.

selection, or to be dismissed without any compensation if such detection is made after appointment.

_____,
Signature of the Applicant.

Date : _____.

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service)

Secretary - General of Parliament,

I recommend and forward the application of Mr / Mrs / Miss.....
holding the post of
in this Institution. I certify that he/she has been confirmed in this post. His/her work and conduct are satisfactory and he/she has not been subjected to any disciplinary action and there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

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

Date : _____.

08-640

PARLIAMENT OF SRI LANKA

**Post of Air Conditioning and Refrigeration
Technician**

APPLICATIONS are invited from the citizens of Sri Lanka who are physically sound and of excellent moral character for the post of "**Air Conditioning and Refrigeration Technician**" on the Staff of the Secretary-General of Parliament.

Applications prepared in accordance with the specimen given below should be sent under registered cover to reach the "**Secretary-General of Parliament, Parliament of Sri Lanka, Sri Jayewardenepura Kotte**" on or before **September 04, 2020**. The "Post of Air Conditioning & Refrigeration Technician" should be indicated on the top left-hand corner of the envelope. (This information is also available on the website: www.parliament.lk)

1. *Salary Scale.*– According to the Schedule I of the Management Services Circular 06/2016 dated 07.11.2016, monthly salary scale specified for this post is Rs. 28,250-9x 300/10x 330/3x 380- 35,390/- (The minimum initial gross monthly remuneration together with all the allowances will be approximately Rs. 62,000.00)

2. *Age Limit.*– Should be not less than 18 years and not more than 35 years of age by the closing date for applications.

3. *Educational Qualifications.*– Should have passed G.C.E. (Ordinary Level) Examination in 6 subjects including Sinhala/Tamil, Mathematics and English in not more than two sittings.

4. *Professional Qualifications.*– Should have successfully completed a Certificate level course equivalent to NVQ Level 4 in the field of Air Conditioning and Refrigeration Technical work.

5. *Experience.*– Not less than 3 years of experience in a recognized institution in the field of Air Conditioning and Refrigeration Technical work.

6. *Method of Recruitment.*– Through a trade test and an interview

7. *Terms and Conditions of Service :*

(i) This post is permanent. Pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made subject to a three-year (3) probation period. If a person who has been confirmed in a permanent, pensionable post in the Public/ Provincial Public service is selected, he / she will be appointed subject to an acting period of one year.

(ii) Selected candidates will be subjected to the Financial and Departmental Regulations applicable to the staff of the Secretary - General of Parliament.

(iii) Selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage specified by the Government.

(iv) Selected candidates will be subjected to a medical examination.

(v) A Security Clearance Report with respect to the selected candidate will be obtained prior to his / her appointment.

8. Applicants should attach the copies of the following certificates (not originals) to their applications. Originals of the certificates should be produced, when called upon to do so.

- (a) Birth Certificate ;
- (b) Certificates of Educational Qualifications ;
- (c) Certificates of Professional Qualifications ;
- (d) Certificates of Experience.

9. Applicants serving in the Public/ Provincial Public Service should send their applications through relevant Heads of Departments/Institutions.

10. Canvassing in any form will be a disqualification.

11. Applications received after the closing date or sent without copies of the relevant certificates or not sent through Heads of Departments / Institutions will be rejected. Applications sent through Heads of Departments /Institutions but received after the closing date, and applications not prepared in accordance with the specimen will also be rejected.

W. B. D. DASANAYAKE,
Secretary - General of Parliament.

Parliament of Sri Lanka,
Sri Jayewardenepura Kotte.
21st August, 2020

PARLIAMENT OF SRI LANKA

SPECIMEN APPLICATION FORM

POST OF AIR CONDITIONING AND REFRIGERATION TECHNICIAN

- 01. (a) Name with initials (in Sinhala/Tamil) :_____.
- (b) Names denoted by initials (in Sinhala/Tamil) : _____.
- (c) Full Name (in block Capitals): (Mr./Mrs./Miss) : _____.

02. N.I.C. :

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03. (a) Private Address :_____.

Telephone No. :

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(b) Official Address :_____.

Telephone No. :

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(c) Please indicate the address the admission to be posted :

Private : Official :

04. (a) Date of birth :

Year :_____. Month :_____. Date :_____.

(A copy of the birth Certificate should be attached)

(b) Age as at closing date of applications :

Years :_____. Months :_____. Days :_____.

05. Civil Status: (Married/Unmarried) :_____.

06. Gender: (Male/Female) :_____.

07. State whether a citizen of Sri Lanka: (Yes/No) :_____.

08. Education Qualifications :- (Copies of the certificates should be attached) :

Examination	Subjects	Pass	Year
G. C.E (O/L)	Sinhala/Tamil		
	Mathematics		
	English		

09. Higher Educational/Professional Qualifications (Copies of the certificates should be attached) :_____.

10. Experience : (Copies of the certificates should be attached) :_____.

11. Details of the Present Employment:

(a) Name and Address of the Institution :_____.

(b) Present Post :_____.

(c) Date of First Appointment :_____.

- (d) Monthly basic salary :————.
(e) Allowances :————.
(f) Gross Salary :————.

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

12. Have you been convicted for a criminal offence by a Court of Law? (Yes/No)
If yes, give details :————.

**Direct Recruitment to the Grade III of
Sri Lanka Accountants' Service on Professional
Qualifications and Merit – 2017/2018**

13. Have you served under the Government before? :
(Yes/No)
If yes, give details :————.

APPLICATIONS are called for recruitment to the post of Accountant Grade III of Sri Lanka Accountants' Service as per Para 7.4 of the Service Minute of Sri Lanka Accountants' Service published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No.1670/33 dated 10.09.2010. The application prepared in accordance with the specimen form annexed to this notification should be sent by registered post to the Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government on or before **21st September 2020**. The words "Application for direct recruitment for the posts in Grade III of the Sri Lanka Accountants' Service" should be written on the top left hand corner of the envelope enclosing applications.

I do hereby certify that the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

_____,
Signature of the Applicant.

Date :————.

Certification of Head of Department/Institution
(Only for applicants serving in the Public Service/
Provincial Public Service)

Secretary - General of Parliament,

I recommend and forward the application of Mr./ Mrs./ Miss.....
holding the post of
in this Institution. I certify that he/she has been confirmed in the post. His/Her work and conduct are satisfactory and he/she has not been subjected to any disciplinary action and there is no intention to make such inquiry. He/she can be released/cannot be released from the service if selected for this post.

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

Date :————.

02. *Method of Recruitment.*— Applications will be called through a public notification from the persons who possess following qualifications and the officers will be selected on the results of a Structured Interview conducted by an interview board appointed by the Public Service Commission in order to fill not more than 26 vacancies in Grade III of the Sri Lanka Accountants' Service on merit basis as per professional qualifications. Candidates can appear at the structured interview in a language he/she prefers.

03. *Conditions of Service.*— Selected candidates will be appointed to the grade III of Sri Lanka Accountants' Service subject to the Procedural Rules of the Public Service Commission, conditions stipulated in the Minute of the Sri Lanka Accountants' Service Published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1670/33 dated 10.09.2010 and the amendments made thereto or to be made hereafter.

- (i) This appointment is permanent and pensionable. You should be subjected to the policy decisions made by the government with regard to the pension scheme you are entitled to, in future. Further, you should contribute to the Widows' and Orphans'/ Widowers' and Orphans' Pension Scheme. You should make the contributions as prescribed by the government from time to time.

(ii) Officers should acquire language proficiency as per Public Administration Circular No. 1/2014.

(iii) This appointment is subjected to the procedural rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial regulations of the Government, other regulations of the Government, Circulars and instructions and revisions made to the above from time to time.

(iv) The language medium of appointment will be the language medium in which the candidate appears for the interview.

04. *Salary structure and monthly salary scale.* – As per the salary circular *i.e.* Public Administration Circular No. 3/2016, this post is entitled to the Monthly salary scale – SL 1 – 2016 – Rs. 47,615 – 10x1,335- 8x1630-17x2170 – Rs. 110,895, as per the salary Category SL 1-2016.

(Salaries are paid as per the provisions in the Public Administration Circular No. 03/2016 dated 25.02.2016 as mentioned in Schedule II therein).

05 *Professional Qualifications :*

(i) Should have passed the final Examination of the Institute of Chartered Accountants of Sri Lanka

Or

(ii) Should have passed the Final Examination of an Institute of Chartered Accountants in a Commonwealth Country.

Or

(iii) Should have passed the Final Examination of an institute of Chartered Management Accountants in a Commonwealth Country

Or

(iv) Should have passed the Final Examination of the institute of Chartered Certified Accountants.

Or

(v) Should have passed the final Examination of the Association of Chartered Certified Accountants of United Kingdom.

06. *Physical Fitness.* – All candidates should be physically fit in all aspect to serve in any part of Sri Lanka.

07. *Other Qualifications :*

(i) Should be a citizen of Sri Lanka

(ii) Should be of excellent moral character

(iii) A person holding priesthood in any of the religious sect will be ineligible to face the structured interview as per 7.4.2.6 (iii) of the minute of Sri Lanka Accountants' Service.

(iv) Date of Eligibility

A candidate will be deemed to have fulfilled necessary qualification for appointment to the service if he has completed the above necessary qualifications in all aspects as at the date of publication of the *Gazette* notification calling for application. Copies of certificates should be attached to the application in support of qualifications.

08. *Age Limit.* – Candidates should be not less than 22 years and not more than 35 years on the date of publication of the *Gazette* notification.

09. Candidates should forward following documents along with the application :

(a) A Copy of the Birth Certificate

(b) Copies of the highest educational and professional certificates

(c) Two certificates of character (one of them should be from the principal/ Lecturer or Professor of the University)

10. *Structured marking scheme for direct appointment on merit basis.* – Marks will be allocated strictly for one of the highest qualifications gained in addition to the basic professional qualification.

Serial No.	Subject	Marks	Maximum Marks
01	<p><i>Professional Qualifications :</i></p> <p>I. Being a Higher Diploma Holder in Accountancy or Commerce obtained from the Sri Lanka Technical College/Sri Lanka Institute of Higher Technical Education.</p> <p>II. A pass in the Licentiate II /Intermediate examination/ Accounting and Business Certificate II/ Business Level of the Institute of Chartered Accountants of Sri Lanka, a pass in the Stage II examination of the Chartered Institute of Management Accountants, a pass in the Professional Part I of the Association of Chartered Certified Accountants.</p> <p>III. A pass in Final Part I examination of the Institute of Chartered Accountants of Sri Lanka, A pass in the Stage III examination of Chartered Institute of Management Accountants or a pass in the Professional Part II examination of the Association of Chartered Certified Accountants.</p> <p>IV. Having obtained the Associated Membership of the Institute of Chartered Accountants of Sri Lanka, Chartered Institute of Management Accountants or Association of Chartered Certified Accountants or any other recognized professional qualifications.</p> <p>V. Possession of a Fellowship of the Institute of Chartered Accountants of Sri Lanka or Chartered Institute of Management Accountants or Association of Chartered Certified Accountants or any other recognized professional qualifications.</p>	<p>15</p> <p>20</p> <p>30</p> <p>40</p> <p>50</p>	50
02	<p>Educational qualifications</p> <p>I. General Degree - Pass</p> <p>II. Special Degree -Pass</p> <p>III. General Degree with 2nd Class</p> <p>IV. Special Degree with 2nd Class</p> <p>V. General Degree with 1st Class</p> <p>VI. Special Degree with 1st Class</p> <p>VII. Postgraduate Diploma</p> <p>(In the relevant fields such as Public Finance Management, Finance Management, Public Finance, Accounting, Development Finance, Commerce, Economics, Business Administration, Public Management, Information Technology, Public Policies and Project Management)</p> <p>VIII. Postgraduate Degree – without a thesis</p> <p>(In the relevant fields such as Public Finance Management, Finance Management, Public Finance, Accounting, Development Finance, Commerce, Economics, Business Administration, Public Management, Information Technology, Public Policies and Project Management)</p> <p>ix. Postgraduate Degree – with a thesis</p> <p>(In the relevant fields such as Public Finance Management, Finance Management, Public Finance, Accounting, Development Finance, Commerce, Economics, Business Administration, Public Management, Information Technology, Public Policies and Project Management)</p>	<p>10</p> <p>12</p> <p>12</p> <p>13</p> <p>13</p> <p>15</p> <p>17</p> <p>20</p> <p>25</p>	25

Serial No.	Subject	Marks	Maximum Marks
03	Experience Experience gained after satisfying the professional qualifications will be considered here. Total of 20 marks for experience of 04 years by allocating 05 marks for each year		20
04	For Board of Interview These marks will be awarded by the Board of Interview based on the skills shown in facing the interview		05
	Total		100

11. An officer who is already in the public Service/ Provincial Public Service should forward his/her original application through head of the department to reach the **"Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government, Independence Square, Colombo 07"**. Another copy of the application may be directly forwarded to the same address before the closing date of application.

12. *Method of Application :*

- (a) The application should be prepared by the candidate himself strictly in accordance with the specimen form annexed to this notification on sheet of paper of A 4 size.
- (b) Item No. 01 to 05 of the application should be on the first page. The application should be perfected in the language in which the candidate is eligible to face the interview. However, the Heading should be written in English (Block Capitals) as well in addition to the official language when preparing the application.
- (c) Incomplete applications are liable to be rejected. No appeals will be considered in respect of loss of applications in the post and applications received after the closing date.
- (d) If any particulars furnished by candidates are found incorrect and has been done so within his / her knowledge or that he/she has willfully suppressed a material fact he/she will be liable to disqualification to receive an appointment and dismissal from the public Service.

13. The effective date of appointment and the number of appointments is decided by the Public Service Commission. Public Service Commission reserves the right to fill a certain number of Vacancies or all the Vacancies.

14. Selected candidates should pass the First Efficiency Bar Examination in the following subjects prior to the confirmation in his/her post at the end of the probation period.

- (i) Government Financial Procedures
- (ii) Law and Management
- (iii) Administration
- (iv) Report writing and presenting information to the management

15. In the event of any inconsistency between the notices published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

On the order of the Public Service Commission,

J.J. RATHNASIRI,
Secretary,
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,
04th August, 2020.

DIRECT RECRUITMENT TO THE GRADE III OF SRI LANKA ACCOUNTANTS' SERVICE ON PROFESSIONAL QUALIFICATIONS AND MERIT– 2017/2018

No.

(For office use only)

Medium of interview:

Sinhala – 1, Tamil – 2, English -3

(please write the relevant number in the cage) Changing of given medium is not permitted.

01. 1.1 Name with initials: Mr./ Mrs./ Miss. :_____.

(In Capital Letters) Ex: Mr. PERERA, D.T

1.2 Full name :_____.

(In Capital letters)

1.3 Full name :_____.

(In Sinhala/Tamil)

1.4 National Identity Card No. :

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02. 2.1 Permanent address :_____.

2.2 Official address :_____.

(An officer in the public or provincial Public Service should give his/her official address. Any change of address should be communicated immediately)

2.3 Telephone Number :_____.

03. 3.1 Date of Birth : Year :_____. Month :_____. Date :_____.

3.2 Age as at the date on which the *Gazette* notification is published:

Years :_____, Months :_____, Days :_____.

04. Sex :

Female	Male
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05. Marital Status:

Married	Unmarried
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06. Particulars of obtaining the basic qualification mentioned in No. 05 of the notification of calling for applications :

Qualification	Institution	Date
.....
.....
.....

(Copies of the certificates should be produced along with the application.)

07. Highest Examination passed in Language Proficiency:

	(i) Sinhala	(ii) Tamil	(iii) English
(1)			
(2)			
(3)			

08. Academic and professional qualifications:

(Please give details of all degrees, distinction, professional and or technical qualification etc. obtained with date and class secured if any, subjects offered and names of institution. It is compulsory to produce the copies of the certificates required to prove eligibility along with the application)

Academic and professional qualifications	Institution	Pass (Class)	Effective Date	Subjects

09. Present occupation and previous Posts held: Please indicate the date of appointments, date of leaving, the annual salary received at last and the cause of termination of employment. (Copies of the certificates required to prove the service experience should be produced along with the application)

Post	from	to	Annual Salary (Rs.)	Causes of termination of employment
(1)				
(2)				
(3)				
(4)				
(5)				

10. Have you been charged in a Court of Law for any criminal offence? If so, state full particulars with dates, quoting number of case :_____.

11. Any further particulars :_____.

12. Give the names and addresses of two persons known to you, other than whose certificates of character are being furnished, from whom particulars about you could be obtained.

(1)

(2)

I hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained herein are found false or incorrect, I am liable to disqualification/dismissal without any compensation.

_____,
Signature of the Candidate.

Date :_____.

Certificate of the Head of Department

Recommendation of the Head of the Department if the candidate is in the Public Service or Provincial Public Service :

I hereby certify that the candidate named Mr./Mrs./Miss has been serving at the, since and his/her work and conduct has been satisfactory.

Signature and the Official stamp
of the Head of the Department.

Date : _____.

08-550