

N. B.— (i) Part III, IV(A) and IV(B) of the Gazette No. 2231 of 04.06.2021 were not published.



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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,232 – 2021 ජූනි මස 11 වැනි සිකුරාදා – 2021.06.11
No. 2,232 – FRIDAY, JUNE 11, 2021

(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 02nd July, 2021 should reach Government Press on or before 12.00 noon on 18th June, 2021.

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, 2021.

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.

Examinations, Results of Examinations & c.

Amendment

STATE MINISTRY OF HOME AFFAIRS

Competitive Examination for Grama Niiadhari Grade III Recruitment - 2020 (2021)

COMPETITIVE Examination for the Recruitment of Grama Niiadhari Grade III Published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka No 2,230 dated 2021.05.28 in reference with the Announcement of the Examination 2020 (2021)

02. The last date for calling applications mentioned in paragraph 9.1 of the Notice is extended to 19.07.2021 and **the date of completion of the qualifications mentioned in paragraph 6 remains unchanged as 28.06.2021.**

03. Further the necessary facilities have been provided to apply online for this Examination. The necessary instructions have been posted on the website www.donets.lk and please follow the instructions given there.

04. Candidates who have already applied for this Examination are advised not to re- apply.

N. H. M. CHITHRANANDA,
Secretary,
State Ministry of Home Affairs.

State Ministry of Home Affairs,
“Nila Medura”, Elvitigala Mawatha,
Colombo 05,
On 04th June, 2021.

06-240

STATE MINISTRY OF HOME AFFAIRS

Competitive Examination for Promotion to Supra Grade of Grama Niladari on Merit Basis-2021

AS per the order of the Public Service Commission, applications are hereby invited from the officers of Grama Niladhari Service possessing qualifications prescribed in Section 5 below, for promotion to Supra Grade of the said service, on merit basis. The examination will be held by

the Commissioner-General of Examination in the month of September, 2021, and the list containing the examination centers and the numbers is annexed hereto as Schedule 01 whilst the list of district numbers is annexed here to as Schedule 02, at the end of this notification.

Conditions of Promotion: In the order of aggregate of marks secured at the written examination and the marks calculated at the structured interview based on the seniority and merit, applicants shall be appointed to 71 vacancies in Administrative Grama Niladhari post to be filled on merit basis.

02. Method of promotion :

- (i) An examination will be conducted by the Commissioner General of Examinations on behalf of the Public Service Commission for the candidates who apply for this examination and accordingly, priority will be determined on the order of the aggregate of marks secured by the candidates based on the results of the examination and the marks calculated based on the seniority and merit, by the interview board consisting of three members appointed by the Public Service Commission.
- (ii) From a priority list prepared in accordance with the marks secured at the written examination, a number of candidates two times the number of available vacancies shall be qualified to be called for the interview.
- (iii) In attaching the officers who are appointed to Supra Grade, initially the opportunity will be given for the officers already in service to get transfers to the existing vacancies and for 60% of the remainder of vacancies after above transfers being made, officers shall be attached, depending on the seniority secured at the examination, to a divisional secretariat other than the divisional secretariat where the officer is presently attached, within the district and at a time when the number of applicants who have fulfilled qualifications exceed the number of vacancies available within the district, such applicants shall be attached to the available vacancies outside the district. The appointments of those candidates who do not accept the appointments in the service stations thus appointed to shall be cancelled and

further, such candidates shall not be entitled to make any request for an appointment based on the results of this examination later.

(iv) This examination will be conducted only in Sinhala and Tamil mediums and the applicants shall not be allowed to change the selected language medium subsequently.

03. (i) **Scheme of Examination:** Candidates shall sit for the subject "Aptitude and Case Study". The time allocated for this question paper will be 1 1/2% hours and candidates are required to secure at least 40 out of 100 marks to be qualified at the examination.

(ii) **Syllabus:** The knowledge of the candidates on general knowledge, decision making ability, logical answering, and office administration in performing duties with regard to the duty subjects assigned to office administration and Grama Niladharies, will be expected.

04. Fields under which marks will be allocated in determining seniority and merit

(i) Seniority (Maximum marks 60)
(Marks will be awarded, in accordance with the Public Service Commission Circular 01/2019)

(ii) Merit (After being appointed to Grade I) (Maximum marks 35)

(ii-i) For commendations received (Maximum marks 15)
03 marks each for certificate of commendation made as per Form General 230B and 01 mark each for commendation made by a certificate other than Form General 230B

(ii-ii) For the achievements/places secured at Grama Niladhari Management Competition
(Maximum marks 20)

All island first place	-15 marks
All island second place	-12 marks
All island third place	-10 marks
First place at district competition	- 08 marks
Second place at district competition	- 06 marks
Third place at district competition	- 04 marks
First place at the competition within Divisional Secretary's Division	- 03 marks
Second place at the competition within Divisional Secretary's Division	- 02 marks
Third place at the competition within Divisional Secretary's Division	- 01 mark

(Marks shall only be allocated for the highest achievement out of the achievements made at each level in a year.)

(iii) Merit shown at the interview (Maximum marks 05)

05. **Qualifications:** Candidates shall have fulfilled the following qualifications as at the closing date of application.

(i) Shall have completed an active and satisfactory service of five (05) years in Grade I of Grama Niladhari Service and passed the prescribed efficiency bar examinations or be entitled to receive a grace period under Public Service Commission Circular 03/2016 to pass the said efficiency bar.

(ii) Shall have earned salary increments within last five (05) years.

06. **Salary Scheme :**

(i) **Salary Code No.:** Salary Code Number: MN7- 2016 (Rs. 41,580-11x 755-18 x 1030- Rs. 68,425/-) 2nd Step (Provisions of the Public Administration Circular 03/2016 dated 25.02.2016 are applicable in preparing salaries according to this salary scale)

(ii) The officers who have not completed the efficiency bar in Grade I will be provided a grace period of one year from the date of promotion to Special Grade.

07. *Method of application :*

- (i) A specimen application for this examination is published at the end of this notification. When preparing the application, the name of the examination in the heading shall be mentioned in English language as well in applications prepared in both Sinhala and Tamil mediums. The candidates shall prepare their applications strictly in accordance with the specimen application. The application shall be prepared in A4 size papers using both sides of the paper. Number 01 to 05 of the application shall be included in first page while the remaining numbers in the rest of the pages. Applications can be type written, but they should be filled by the candidate him/ herself clearly in his/her own handwriting following the instructions given in this notification.
- (ii) Application shall be perfected in duplicate. One copy of the application shall be sent to the Divisional Secretary to be filed in the personal file whilst the other copy shall be sent to the Commissioner General of Examinations.
- (iii) All candidates shall send their applications by registered post to reach the Commissioner General of Examinations, Institutional and Examination Organization Branch, P.O. Box. 1503, Colombo, through the Divisional Secretary of the respective division, on or before **12 July 2021**.
- (iv) The top left hand corner of the envelop should be marked, "Examination for Promotion to Supra Grade of Grama Niladhari on Merit Basis-2021". The applications received after the closing date of application shall be rejected.
- (v) No any document or a copy of such document shall be attached to the application. However, the candidate shall keep the documents mentioned by him/her and the documents required to prove ones qualifications ready in hand to be submitted whenever requested.

08. *Examination fee.*– The examination fee is Rs. 500/=. Examination fee should be paid at any post office island-wide to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations and the receipt thus obtained should be affixed to the relevant cage of the applications form with its margin and the receipt

number, date and the post office should be mentioned on the application. It is advisable to keep a photocopy of the receipt with the candidate. The fee will not be refunded under any circumstances. No money orders or stamps shall be accepted as examination fee and such applications shall be rejected without any notice.

09. *Admission to the examination :*

- (i) Commissioner General of Examinations will issue admission cards in respect of each candidate who has submitted applications correctly, informing the date of the examination to be held. On first day of the examination, the candidates appearing for the examination shall render their signature attested admission card to the Supervisor of the examination hall. Without such admission card, no candidate shall be allowed either to enter the examination hall or to sit for the examination.
- (ii) The issuance of an admission card to a candidate shall not be considered that he/ she has fulfilled requisite qualifications to sit for the examination.
- (iii) All candidates are bound to abide by the rules and regulations imposed by the Commissioner General of Examinations with respect to holding the examination. If such rules and regulations were violated, he/ she shall be subjected to a punishment imposed by the Commissioner General of Examinations.
- (iv) The Heads of the Department will grant duty leave for the candidates who possess the admission cards issued by the Commissioner General of Examinations enabling them to sit for the examination. No traveling charges shall be paid.
- (v) Candidates will be required to prove their identity to the satisfaction of the Supervisor of the examination hall for all the subjects they appear at the examination. For this purpose, any of the following documents will be accepted.

- I. National Identity Card,
- II. Valid Passport
- III. Valid Driving License

Further, the candidates shall expose their identity without covering their face and ears when they enter the examination hall. Applicants who refuse to do so will not be allowed inside the examination hall. Further, the applicants shall remain with their face and ears uncovered from the moment they entered the examination hall until they leave the examination hall, enabling the examination authorities to identify the applicant.

(vi) *Examination results :*

As specified in the Para 03 of this notification, a list of candidates who pass the written examination shall be provided to the Secretary, State Ministry of Home Affairs. Following the receipt of the relevant merit marks, the final priority list of results prepared in the order of aggregate marks, both at the written examination and merit, will be forwarded to the Secretary, State Ministry of Home Affairs. As ordered by the Secretary, State Ministry of Home Affairs, results of the examination will be either sent by post personally to each applicant who sat for the examination or shall be posted on the website www.results.exams.gov.lk.

10. A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If there is an applicant whose admission card is not received at least five (05) days of such advertisement, it should be inquired from the

Institutional and Examination Organization Division of Sri Lanka Examinations Department in the manner specified in the advertisement. In making such inquiry, the name of the examination applied for by the candidate, full name of the candidate, National Identity Card number and the address should be clearly mentioned. If the applicant is a resident outside Colombo, it would be more effective to send a letter of request along with said information via the fax number mentioned in the notification, also indicating a fax number of the applicant in order to receive a copy of the admission card without delay. (Fax No: 011-2784232) In making such inquiry, in order to prove any information requested by Department of examination, it would be useful to keep the photocopies of the application form, the receipt kept at your possession after paying the examination fee, and the receipt of postal registration in hand.

11. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil and English mediums, the notification in Sinhala medium shall be treated as the correct one and thus, action will be taken accordingly.

N. H. M. CHITHRANANDA,
Secretary,
State Ministry of Home Affairs.

State Ministry of Home Affairs,
Nila Medura,
Elvitigala Mawatha,
Colombo 05,
04th June, 2021.

(For office use only)

SPECIMEN FORM OF APPLICATION

Competitive Examination for Promotion to Supra Grade of Grama Niladhari on Merit Basis - 2021

(No. 1 - 5 shall be on the first page and the ites from No. 6 onwards shall be on the rest of the pages)

Medium of Examination:

Sinhala - 2
Tamil - 3

(Indicate the relevant number in the cage)

District where the candidate serves

(Indicate the district and the district number as per the Schedule No. 02)

District Number

Town in which you wish to sit for the examination

1	<input type="text"/>
2	<input type="text"/>

(Indicate the town and the town number as per the Schedule No. 01)

Town No:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 1

(NB: The application shall be filled clearly by the candidate in his/ her own handwriting)

01. (i) Name in full (In English Block Capitals)
(E.g. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- (ii) Name with initials (In English Block Capitals):
(With initials at the end, E.g. GUNAWARDHANA, H.M.S.K.)
- (iii) Name in full (In Sinhala/Tamil):
02. (i) Office Address :
- (ii) Address to which the admission should be sent :
(In English Block Capitals)
03. (i) Sex : Male - 0 Female - 1 (Indicate the relevant number in the cage)
- (ii) Date of Birth : Year : Month : Date :
- (iii) National Identity Card No. :

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- (iv) T. P. Number Mobile : Office :
04. (i) Divisional Secretariat Division attached to :
- (ii) Grama Niladhari Division and number:
05. Date of appointment/ absorption to the post held at present and reference number and date of the letter:
- Period of service:
Years: Months : Days :
06. If the candidate has been absorbed into Grama Niladhari Service, indicate following particulars:
(Fill the relevant paragraph only)
- (i) Date of entry into the service of Special Service Officer:
(Period of service):
- (ii) Date of entry into the Cultivation Officers' Service:
(Period of service):
- (iii) Date of entry into the Agriculture Extension Service:
(Period of service):
- (iv) Date of entry to any other similar service:
(Period of service):
07. Are you an old or new entrant for the purpose of Official language Policy:
08. (i) Have you earned all the salary increments during the period of service:
- (ii) If not state the details:
09. If you have been released at present for the service in a corporation or another service, state the particulars:
-
10. If you have obtained no-pay leave for a foreign employment or for any other purpose, state the particulars:
-

11. Have any disciplinary actions being taken against you? If so, state the details:.....

N.B. :- As specified in the *Gazette* Notification, the receipt for the examination fee, obtained from the Post Office in favour of the applicant shall be affixed here firmly so as not to be detached.

Firmly affix the receipt by one margin so as not to be detached

Receipt No. :
Post Office:
Date:
Amount in Rupees:

I,..... hereby certify that the above particulars furnished by me are true and correct. I am also aware that if the information furnished herein is found to be false or incorrect, I am liable to be dispossessed of my rights for promotion to Supra Grade of this service and further, I am liable to be subjected to disciplinary action and further, I declare that I have no objection for such action. I also agree to be bound by the orders of the Commissioner General of Examinations with respect to holding this examination.

.....,
Signature of the officer.

Date:.....

PART II

To be filled by the Divisional Secretary

I hereby certify that,

- (i) The particulars furnished above by Mr./Mrs ./Miss have been checked with his/ her personal file and found to be true and correct,
- (ii) The prescribed examination fee has been paid and the receipt has been affixed,
- (iii) There is no intension to take any disciplinary action against the officer,
- (iv) His/ her service has been satisfactory during the immediately preceding five years and he/ she has been appointed to Grade of Grama Niladhari service from and a copy of the application submitted herewith is filed in the officer's personal file.

.....,
Divisional Secretary.

Name:.....
Designation:.....
Official Stamp:.....
Date:.....
(Delete inapplicable words)

SCHEDULE No. 01

EXAMINATION CENTERS

This examination shall be held in Colombo, Kandy, Galle, Jaffna, Batticaloa, Kurunegala, Anuradhapura, Badulla, and Ratnapura. The relevant towns and the town numbers are stated in the following table. The relevant section of the application shall be filled in accordance with the table containing the towns and town numbers. Applicants shall not be allowed to change the town/ towns applied subsequently.

<i>Town</i>	<i>Town Number</i>
Colombo	001
Kandy	002
Galle	003
Jaffna	004
Batticaloa	005
Kurunegala	006
Anuradhapura	007
Badulla	008
Ratnapura	009

If any center mentioned above does not have a sufficient number of candidates such center shall be cancelled and the relevant candidates shall be directed to one of the nearest centers.

Further, at a time when sufficient number applicants have not applied for all the proposed towns or a majority of towns in order for examination centers to be established, action will be taken by the Commissioner General of Examinations to hold the examination only in Colombo.

SCHEDULE No. 02

LIST OF DISTRICT NUMBERS

<i>Index No.</i>	<i>District</i>	<i>District Number</i>
1	Colombo	01
2	Gampaha	02

<i>Index No.</i>	<i>District</i>	<i>District Number</i>
3	Kalutara	03
4	Kandy	04
5	Matale	05
6	Nuwara Eliya	06
7	Galle	07
8	Matara	08
9	Hambanthota	09
10	Jaffna	10
11	Mannar	11
12	Vavuniya	12
13	Mullaitivu	13
14	Kilinochchi	14
15	Batticaloa	15
16	Ampara	16
17	Trincomalee	17
18	Kurunegala	18
19	Puttalam	19
20	Anuradhapura	20
21	Polonnaruwa	21
22	Badulla	22
23	Monaragala	23
24	Ratnapura	24
25	Kegalle	25

STATE MINISTRY OF HOME AFFAIRS

Limited Competitive Examination for Promotion to Supra Grade of Grama Niladhari- 2021

IN order to promote to Grama Niladhari Supra Grade on limited basis with respect to the year 2021, applications are hereby invited from the officers of the Grama Niladhari Service who have fulfilled the qualifications prescribed in Clause 04 of this *Gazette* Notification. The relevant examination will be held by the Commissioner-General of Examinations in the month of September, 2021, and the list containing the examination centers and the numbers is annexed hereto as Schedule 01 whilst the list of district numbers is annexed here to as Schedule 02, at the end of this notification.

01. Method of Promotion :

- (i) There are 48 vacancies to be filled on limited basis and the candidates who fulfill the qualifications prescribed in Clause 04 below should sit for the written examination conducted by the Commissioner General of Examinations. Qualifications will be examined by an interview board/boards consisting of three officers appointed by the Public Service Commission. When calling applicants for the general interview, number of candidates equivalent to the aggregate of the number of vacancies to be filled through the limited competitive examination and 25% of the aforesaid number of vacancies, shall be called for the interview based on the priority list prepared in the order of merit shown by the applicants who have obtained the amount of pass marks or above at the written examination.
- (ii) In attaching the officers who are appointed to Supra Grade, initially the opportunity will be given for the officers already in service to get transfers to the existing vacancies and for 40% of the remainder of vacancies within the district after the above transfers are done, the relevant officers shall be attached to a Divisional Secretariat within the district other than the Divisional Secretariat to which the officer is currently attached, based on the seniority secured at the examination and at a time when the number of applicants who have fulfilled qualifications exceed the number of vacancies available within the district, such applicants shall be attached to the available vacancies outside the district. The appointments of those who do not accept appointments at the service stations so attached, shall be cancelled and further they shall not be entitled to make any request for an appointment based on the results of this examination, at a later occasion.

02. Scheme of Examination- Candidates shall sit for the following examination and the examination shall be conducted only in Sinhala and Tamil mediums and the candidates shall not be allowed to change the language medium selected subsequently.

	<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Time</i>
1	Office Management and Office Methods	01	100 marks	1 1/2 hours
2	Establishment Functions & Public Service Commission Procedural Rules and Public Finance Management	02	100 marks	1 1/2 hours
3	Case Study and Professional Knowledge	03	100 marks	1 1/2 hours
4	General Paper	04	100 marks	1 1/2 hours

Candidates should secure a minimum of 40% of marks for each paper in order to obtain minimum qualifications at the examination.

03. Syllabus :

(i) Office Management and Office Methods (Subject No. 01)

Under Office Management, candidates are required to answer a question paper consisting questions on organization structure, principles of organizations, task analysis and task evaluation, leadership supervision and decision making ability, communication, public relations coordination and problem solving and for the purpose of Office Methods, the questions covering the subject areas of principles on office methods, office procedures, documents and filing, planning and handling of forms, office correspondents, control over the utilization of office equipment, office layout and environment, job description, work and systems study, measurement of work and preparation of work steps should be answered.

(ii) Establishment Functions & Public Service Commission Procedural Rules and Public Finance Management (Subject No. 02)

Under Establishment Functions & Public Service Commission Procedural Rules, the candidates are expected to answer the questions on general knowledge on procedures to be followed when making recruitments to public service, establishment functions of public officers, delegation of powers for the tasks such as appointments, transfers, promotions and termination of service of public servants, disciplinary and welfare of public servants, privileges entitled to by public officers and the general knowledge on regulations, procedures and circulars that have already been issued and are to be issued in future by government and Public Service Commission on establishment functions, and for the purpose of Public Finance Management the questions related to annual estimates and the responsibilities of an Accounting Officer, cash control, delegation of responsibilities on financial matters, cash receipts, accounting and acceptance of money, payments, public finance trusteeship, imprests and bank account, supplies and services, tender activities, board of surveys, audit queries, ledgers and summaries of income and expenditure of government offices, bank reconciliations and books on financial control, and the general knowledge on the regulations

and circulars issued so far by the Government should be answered.

(iii) Case Studies and Professional Knowledge- (Subject No. 03)

It is expected to test the knowledge of the candidate on the duties assigned to Grama Niladharies by various Acts and Ordinances, ministries, departments, provincial councils and other government statutory institutions, and a case study related to the said duty subjects assigns to Grama Niladharies, is also included.

(iv) General Paper- (Subject No. 04)

It is expected to test the general knowledge of the candidate on the nature of public administration, public administration structure, public policies and new public reforms, fundamental rights, human rights, Human Rights Commission, the Ombudsman, Public Petitions Committee of the Parliament, office culture, ethics and morals, proper arrangement of office environment, welfare activities of the staff, sociological recognition of civil and official status and the duties of public officers towards recipients.

04. Qualifications- Candidates should have fulfilled the following qualifications as at the closing date of applications.

Professional qualification and experience :

(i) Shall be an officer in the Grade I of the Grama Niladhari Service

or

(ii) Shall be a Grade II Grama Niladhari Officer with at least an active and satisfactory service of not less than eight (08) years in Grade II as at the stipulated date

or

(iii) Shall be a graduate with at least an active and satisfactory service period of not less than five (05) years in the Grade II of the Grama Niladhari Service.

Other :

(i) Shall have passed Grade II Efficiency Bar Examination

(ii) Active and satisfactory service period within immediately preceding five (05) years shall be

calculated as per the Public Service Commission Circular 01/2020

- iii. Shall have completed the necessary qualifications for recruitment to the post in every manner, as at the date specified in notice of calling applications/*Gazette* notification.

Note:

- (i) The previous service period of the Grade II officers who have been absorbed into the Grade III under the Section II of 14.1 of the Recruitment Scheme for Grama Niladharies approved by the Public Service Commission with effect from 29.09.2010 and promoted to Grade II as per the provisions available under Section 10.1.1 of the said Scheme of Recruitment, shall be considered as a relevant service period.

05. Salary Scheme :

- i. Salary Code No.: MN7-2016 (Rs. 41,580-11X755-18X1030-68,425/-) 2nd Step (In preparing salaries under this salary scale, provisions of the Public Administration Circular 03/2016 dated 25.02.2016 shall apply.)

06. Method of application :

- A specimen application for this examination is published at the end of this notification. The candidates shall prepare their applications strictly in accordance with the specimen application. The application shall be prepared in A4 size papers using both sides of the paper. Number 01 to 05 of the application shall be included in first page while the remaining numbers in the rest of the pages. Applications can be type written, but they should be filled by the candidate him/ herself clearly in his/her own handwriting following the instructions given in this notification.
- When preparing the application, the name of the examination in the heading shall be mentioned in English language as well in applications prepared in both Sinhala and Tamil mediums.
- Application shall be perfected in duplicate. The copy of the application shall be sent to the Divisional Secretary to be filed in the personal file whilst the original shall be sent to the Commissioner General of Examinations.

- All candidates shall send their applications by registered post to reach the Commissioner General of Examinations, Institutional and Examination Organization Branch, P.O. Box. 1503, Colombo, through the Divisional Secretary of the respective division, on or before **12 July 2021**.
- The top left hand corner of the envelop should be marked, "Limited Competitive Examination for Promotion to Supra Grade of Grama Niladhari-2021". The applications received after the closing date of application shall be rejected.
- No any document or a copy of such document shall be attached to the application. However, the candidate shall keep the documents mentioned by him/her and the documents required to prove ones qualifications ready in hand, to be furnished whenever requested.

07. *Examination Fee.*– The examination fee is Rs. 500/=. Examination fee should be paid at any post office island-wide to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations and the receipt thus obtained should be affixed to the relevant cage of the applications form with its margin and the receipt number, date and the post office should be mentioned on the application. It will be useful to keep a photocopy of the receipt with the candidate. The fee will not be refunded under any circumstances. No money orders or stamps shall be accepted as examination fee and such applications shall be rejected without any notice.

08.

(i) Admission to the examination :

- Commissioner General of Examinations shall issue admission cards in respect of each candidate who has submitted applications correctly, informing the date of the examination to be held. Candidates appearing for the examination shall render their admission card to the Supervisor of the examination hall. Without such admission card, no candidate shall be allowed either to enter the examination hall or to sit for the examination.
- Candidate shall submit their signature attested admission card to the Supervisor of the examination hall on the first day of the examination.

- All the candidates should have knowledge of the rules and regulations of the examination published in the *Government Gazette* Notification and they shall be bound to follow such rules and regulations.
- Head of the Department will grant duty leave for the candidates who possess the admission cards issued by the Commissioner General of Examinations enabling them to sit for the examination.
- Candidates shall be required to prove their identity to the satisfaction of the Supervisor of the examination hall for all the subjects they appear at the examination. For this purpose, any of the following documents will be accepted.

I. National Identity Card,

II. Valid Passport,

III. Valid Driving License

Further, the candidates shall expose their identity without covering their face and ears when they enter the examination hall. Applicants who refuse to do so will not be allowed inside the examination hall. Further, the applicants shall remain with their face and ears uncovered from the moment they entered the examination hall until they leave the examination hall, enabling the examination authorities to identify the applicant.

(ii) *Examination results* :

As specified in Para 02 of this notification, according to a list of priority prepared as per the merit shown amongst the candidates who secure not less than 40% of marks for each subject at the written examination, a list including the number of candidates equivalent to the aggregate of the number of vacancies to be filled through the limited competitive examination and 25% of the said number of vacancies, will be provided to the Secretary, State Ministry of Home Affairs. Results of the examination will be either sent personally to each applicant who sat for the examination or will be posted on the website www.results.exams.gov.lk.

09. (i) A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If there is an applicant whose admission card is not received at least five (05) days of such advertisement, it should be inquired from the Institutional and Examination Organization Division of Sri Lanka Examinations Department in the manner specified in the advertisement. In making such inquiry, the name of the examination applied for by the candidate, full name of the candidate, National Identity Card number and the address should be clearly mentioned. If the applicant is a resident outside Colombo, it would be more effective to send a letter of request along with said information via the fax number mentioned in the notification, also indicating a fax number of the applicant in order to receive a copy of the admission card without delay. (Fax No.: 011-2784232) In making such inquiry, in order to prove any information requested by Department of examination, it would be useful to keep the photocopies of the application form, the receipt kept at your possession after paying the examination fee, and the receipt of postal registration in hand.

(ii) Issuance of an admission card to a candidate will not be treated as an acceptance that he/she has fulfilled the requisite qualifications to sit for the examination.

10. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examinations.

11. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil and English mediums, the notification in Sinhala medium shall be treated as the correct one and thus, action will be taken accordingly.

N. H. M. CHITHRANANDA,
Secretary,
State Ministry of Home Affairs.

State Ministry of Home Affairs,
Nila Medura,
Elvitigala Mawatha,
Colombo 05,
04th June, 2021.

(iii) Present Grade :
Period of Service in the said Grade :
Years:..... Months :..... Days :.....

06. If the candidate has been absorbed into Grama Niladhari Service, indicate following particulars:

(Fill the relevant paragraph only)

- (i) Date of entry into the service of Special Service Officer:.....
(Period of service):
- (ii) Date of entry into the Cultivation Officers' Service:
(Period of service):
- (iii) Date of entry into the Agriculture Extension Service:
(Period of service):
- (iv) Date of entry to any other similar service:.....
(Period of service):

07. Are you an old or new entrant for the purpose of Official language Policy:

- 08. (i) Have you earned all the salary increments during the period of service:
- (ii) If not state the details:

09. If you have been released at present for the service in a corporation or another service, state the particulars:.....
.....

10. If you have obtained no-pay leave for a foreign employment or for any other purpose, state the particulars:
.....

11. Have any disciplinary actions being taken against you? If so, state the details:

N.B :- As specified in the Gazette Notification, the receipt for the examination fee, obtained from the Post Office in favour of the applicant shall be affixed here firmly so as not to be detached.

Firmly affix the receipt by one margin so as not be detached

Receipt No. :

Post Office:

Date:

Amount in Rupees:

I,..... hereby certify that the above particulars furnished by me are true and correct. I am also aware that if the information furnished herein is found to be false or incorrect, I am liable to be dispossessed of my rights for promotion to Supra Grade of this service and further, I am liable to be subjected to disciplinary action and, I declare that I have no objection for such action. I also agree to be bound by the orders of the Commissioner General of Examinations with respect to holding this examination.

.....,
Signature of the officer.

Date:.....

PART II

To be filled by the Divisional Secretary

I hereby certify that,

- (i) The particulars furnished above by Mr./Mrs ./Miss have been checked with his/ her personal file and found to be true and correct,
- (ii) The prescribed examination fee has been paid and the receipt has been affixed,

- (iii) There is no intension to take any disciplinary action against the officer,
- (iv) His/ her service has been satisfactory during the immediately preceding five years and he/ she has been appointed to Grade of Grama Niladhari service from and a copy of the application submitted herewith is filed in the officer's personal file.

.....,
Divisional Secretary.

Name:.....
Designation:.....
Official Stamp:.....
Date:.....

(Delete inapplicable words)

SCHEDULE - No. 01

EXAMINATION CENTERS

This examination shall be held in Colombo, Kandy, Galle, Jaffna, Batticaloa, Kurunegala, Anuradhapura, Badulla, and Ratnapura. The relevant towns and the town numbers are stated in the following table. The relevant section of the application shall be filled in accordance with the table containing the towns and town numbers. Applicants shall not be allowed to change the town/ towns applied at later occasion.

<i>Town</i>	<i>Town Number</i>
Colombo	001
Kandy	002
Galle	003
Janna	004
Batticaloa	005
Kurunegala	006
Anuradhapura	007
Badulla	008
Ratnapura	009

If any center mentioned above does not have a sufficient number of candidates such center shall be cancelled and the relevant candidates shall be directed to one of the nearest centers.

Further, at a time when sufficient number applicants have not applied for all the proposed towns or a majority of towns in order for examination centers to be established, action will be taken by the Commissioner General of Examinations to hold the examination only in Colombo.

SCHEDULE - No. 02

LIST OF DISTRICT NUMBERS

<i>Index No.</i>	<i>District</i>	<i>District Number</i>
1	Colombo	01
2	Gampaha	02
3	Kalutara	03
4	Kandy	04
5	Matale	05
6	Nuwara Eliya	06
7	Galle	07
8	Matarata	08
9	Hambanthota	09
10	Jaffna	10
11	Mannar	11
12	Vavuniya	12
13	Mullaitivu	13
14	Kilinochchi	14
15	Batticaloa	15
16	Ampara	16
17	Trincomalee	17
18	Kurunegala	18
19	Puttalam	19
20	Anuradhapura	20
21	Polonnaruwa	21
22	Badulla	22
23	Monaragala	23
24	Ratnapura	24
25	Kegalle	25

MINISTRY OF HEALTH

Recruitment of Graduates for the Orientation and Coordination Courses of the Service of Professions Supplementary to Medicine - 2021

1. APPLICATIONS are called from eligible Sri Lankan citizen who possess a Degree obtain from a university recognized by the University Grants Commission, for the recruitment to the following Orientation and Coordination courses of the Service of Professions Supplementary to Medicine of Ministry of Health.

02. Academic and other special qualifications relevant to the post :

<i>Code No.</i>	<i>Orientation and Coordination Course</i>	<i>Degree Required to be Completed</i>
1.	Medical Laboratory Technologist	B.Sc. MLS
2.	Pharmacist	B. Pharm B.Sc. Pharmacy
3.	Radiographer	B.Sc. Radiotherapy B.Sc. Radiography
4.	Physiotherapist	Bachelor in Physiotherapy B.Sc. Physiotherapy
5.	Occupational Therapist	Bachelor in Occupational Therapy B.Sc. Occupational Therapy

(*Note.*— If the applicant is a holder of a foreign degree, he/she should be registered with the Sri Lanka Medical Council to work in Sri Lanka for each of the above posts.)

03. *Other General Qualifications :*

- Should be not less than 18 years and not more than 35 years of age as at 25.06.2021
- The effective date of the degree should be a date prior to the closing date of application.
- Should be fit mentally and physically.

04. *Method of application :*

- The application should be prepared using A4 size papers in accordance with the specimen form of application appended to this notification. (Numbers from 01 to 09 of the application should appear on the first side of the paper and numbers from 10 to 13 should appear on the other side of the paper).
- The receipt obtained by paying Rs.500.00 to the credit of the account of “Director General of Health Services - Collection of Exam Fees” Number 7041318 of the Bank of Ceylon, Thaprobane Branch, should be affixed so as not be detached, on the place where it is mentioned “Receipt” in the application. (Please keep a copy of the receipt with you)
- Candidate’s signature should be attested by a Principal of Government School/ Justice of the Peace/ Commissioner for Oaths/ Attorney at Law/Notary Public/ Authorized Officer in Tri-forces/An Officer who holds a *gazetted* post in Public Service or Provincial Public Service and obtain a consolidated salary more than Rs.393,684.00 per annum.
- The word “Recruitment of Graduates as Trainees for the Training of the Service of Professions Supplementary to Medicine - 2021” and relevant degree and academic year should be mentioned on the top left hand corner of the envelop of size 9"x4" in which the duly completed application is enclosed and it should be sent to reach the Director (Administration) II, Ministry of Health, “Suwasiripaya”, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 under registered post on or before 25.06.2021.

05. Employees in Public or Semi - Government institutions should submit their applications through the respective Head of the Department.

06. Received of applications will not be informed and applications which will be received after the closing date will be rejected. The applications which are not complying to the instructions and the relevant specimen form given in this notification, will be rejected without any notice.

07. Eligible persons will be selected to each training course according to the merit list prepared on the basis of the effective date of the Degree and GPA relevant to each training course. The priority will be given to the graduates those who have completed the degree after 14.06.2019 which was the closing date of previous *gazette* notification regarding recruitment of these graduates.

08. If the number of applicants is higher than the number of existing vacancies, a written examination which consists of a question paper on General Knowledge and Aptitude of 01 hour, will be held to select for recruitment for the Orientation and Coordination Course and a number equal to the number of existing vacancies will be recruitment for the training on the merit of marks obtained at the examination. At the interview, applicants should produce the Originals and Certified Copies of the following documents.

- (a) Birth Certificate.
- (b) Original of the Degree Certificate (A certified copy should also be sent with the application).
- (c) Original Certificates of the results of the G.C.E. (O/L) and G.C.E. (A/L) Examinations.
- (d) National Identity Card or valid Passport or valid Driving License.
- (e) Should be continuously resided in the district from which you are applying for a period of 03 years immediately prior to the closing date of applications which is 25.06.2021. (A Certificate issued by the Grama Niladari to confirm the residence (Certificate of the Grama Niladari-DS4))

09. *The Training Procedure :*

- I. Applicant selected from the interview will be attached to training schools for a period of 06 months to follow the relevant orientation and coordination course. The courses should be followed in the medium of English.

II. Trainees admitted to the training schools will be subject to the rules and regulations prevail in the training schools and the orders imposed by the Ministry of Health, from time to time.

III. The trainees who will not complete the training successfully at the end of the training period or whose work and conduct are not satisfactory or who fail to adhere to the conditions of the training school, may be terminated without compensation at any time.

IV. An allowance will be paid to the trainees during the training period in terms of Provisions of Public Administration Circular 03/2016.

V. At the time you are admitted to the training school, you should enter into an agreement and bond of surety with the Director General of Health Services that you will complete the training successfully, that you will not leave the training programme that you will serve in the relevant post at least for a period of 05 years (If you will receive an appointment after completing the said entire training). In case you leave or abandon the training during the training period or your training is terminated as per the above section III or you fail to serve in the relevant post for a period of 05 years in the relevant post after appointment, you shall repay the Ministry of Health the allowance paid to you during the training period, expenses incurred by the Government and the amount of the surety bond. If not, legal action will be instituted in terms of the agreement to recover said amount.

10. *Terms of Engagement.*– At the end of the training, it will be decided to grant/ not to grant permanent appointments considering the number of vacancies existing for the time being. Accordingly, if the Ministry of Health, decides to grant permanent appointments in the relevant post, action will be taken to appoint the candidates to the Class III of the relevant post in terms of the conditions of the scheme of Recruitment relevant to the course concerned considering the number of existing vacancies. In terms of Public Administration Circular 03/2016, the salary scale Rs. 32,080-445x10-660x11- 730x10-750x10- Rs. 58,590 of MT-06-2016 is applicable to the posts given above under the code numbers 1,2,3,4 and 5 of the Service of Professions Supplementary to Medicine, and payment are made in terms of the provisions of Public Administration Circular 03/2016.

11. The particulars of education and other qualifications in the application should be filled carefully and accurately. If the above mentioned certificates are found to be counterfeit after recruitment to the training or after appointment, action will be taken to refer the case to the criminal Investigation Department for legal action, and also to cancel the appointment and to dismiss from the training/ Post, and to enter his/ her name in the black list of those who are not permitted to be re-employed in the public service after taking legal action against him/ her. And action will be taken to recover the allowance paid to him/ her during the training period, expenses incurred by the Government, and the amount of Agreement and Surety Bond.

12. Selected applicants should submit themselves for a medical examination during the first month of the training to obtain a certification that he/ she is physically and mentally fit to follow the course and serve in any part of the Island, and if an applicant is found to be unfit at the medical examination he/ she will be disqualified for the training.

13. All persons selected as above will be subject to all laws and regulation applicable to the Public Officers, the provisions of the Establishment Code of Democratic Socialist Republic of Sri Lanka, policies imposed by the Ministry of Health, Financial Regulations and other regulations and rules and orders that may be imposed by the Government from time to time.

14. The Ministry is not bound to provide residential facilities in the training schools for the applicants recruited for the training. If such facilities are provided, rent assessed for a room, water and electricity bills will be charged.

15. If any problem arises regarding recruitment to the training or any matter covered or uncovered by this Gazette notification, the decision of Secretary of Ministry of Health will be final. In case of any inconsistency between the Sinhala, Tamil and English texts, the text in Sinhala will prevail.

Dr. S. H. MUNASINGHE,
Secretary,
Ministry of Health,

Ministry of Health,
“Suwasiripaya”,
No.385, Rev Baddegama Wimalawansa Thero Mawatha,
Colombo 10.
05th June, 2021.

Code Number relevant to the Training Course (According to the <i>Gazette</i> Notification)

SPECIMEN FORM OF APPLICATION

RECRUITMENT OF GRADUATES FOR ORIENTATION AND COORDINATION TRAINING
COURSE OF THE SERVICES OF PROFESSIONS SUPPLEMENTARY TO MEDICINE - 2021
(Read the *Gazette* notification carefully before filling the application)

Course applying for (In Sinhala/Tamil):

Course applying for (In English):

01. (a) Name with Initials:.....
(In English Block Capitals) Ex. A.B.C.SILVA
(b) Name in Full (In English Block Capital):-.....
(c) Name in Full (Sinhala/Tamil):-

11. Certificate of the applicant:-

- (a) I certify I have carefully read and understood the *Gazette* Notification and filled the application subject to all the conditions mentioned therein, and I do not take part in any other full time course and the particulars furnished by me in the application are true and correct to the best of my knowledge.
- (b) I am aware that if this declaration or any particulars contained in the application are found to be false, I am liable to be disqualified for the training, and if so found after appointment, I am liable to be dismissed.

Affix the receipt obtained by paying the relevant amount to the credit of the Account of ‘Director General of Health Services - Collection of Exam Fees’ Number 7041308 of the Bank of Ceylon, Thaprobane Branch.

.....,
Signature of the Applicant.

Date :.....

12. Attestation of the Applicant’s Signature:-

I hereby certify that Mr./Mrs./Miss..... who is submitting this application is personally known to me and he/she placed his/her signature in my presence on

.....
Date

.....,
Signature of the Attester..

Full Name of the Attester :.....
 Designation :.....
 Address :.....

13. *Certification of the Head of Department, if the applicant is in Public Service/Provincial Public Service (Delete irrelevant words) :*

- (i) I hereby certify that the above applicant Mr./Mrs ./Miss..... holds the post of in this Department.
- (ii) I hereby certify that the particulars furnished in the above application are true and he/she can/cannot be released if he/she is selected to the post.

.....
Date

.....,
Signature of the Head of the Department.

Name of the Head of the Department :.....
 Designation :.....
 Address :.....
 (Official frank of the Head of the Department)

JUDICIAL SERVICE COMMISSION

Open Competitive Examination for the Recruitment of Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2021

01. IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in *Extraordinary Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for the recruitment of Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service - 2021.

It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.

02. *Conditions of Service :*

- 2.1 A selected applicant shall be appointed to Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants' Service subject to general conditions governing the appointments in Public Service, terms and conditions set out in the Scheduled Public Officers' Service Minute published by the *Extraordinary Gazette* of the Democratic Socialist Republic of Sri Lanka No. 2088/26 dated 11.09.2018, amendments already made and will be made thereto in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations.
- 2.2 This appointment is subject to a probation period of three years. The Efficiency Bar Examination should be passed before 05 years from the recruitment to Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service as prescribed in the Service Minute.
- 2.3 The appointments of the applicants who fail to assume duties in the post to which they are

appointed on the due date and/or applicants who refuse or neglect to assume duties in a post or in an area into which they are appointed, shall be cancelled by the Secretary, Judicial Service Commission on the direction of the Judicial Service Commission.

- 2.4 The proficiency in the other official language should be achieved in accordance with the level relevant to Grade III of the Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) in the Court Management Assistants' Service of the Scheduled Public Officers' Service within 05 years after being appointed to the post as per the Public Administration Circular 01/2014 and amendments that will be made there to and Judicial Service Commission Circular No. 396 and amendments made there to.

03. *Salary :* As per Judicial Service Commission Circular No. 386 dated 24/06/2016 issued subsequent to PA circular No. 03/2016 by the Judicial Service Commission, the monthly salary scale prescribed to Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants' Service of the Scheduled Public Officers' Service is (MN 2 - 2016) Rs. 28,940 - 10 x 300 - 11 x 350 - 10 x 560 - 10 x 660 - Rs. 47,990/- (Initial Salary – Rs. 28,940). Salary will be paid from the effective date of the appointment.

04. This post is permanent and pensionable.

05. *Qualifications:* Following qualifications shall have been completed to be recruited to Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service.

- (a) Be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 32 years of age on the closing date of applications.
- (c) Be a person of excellent moral character.
- (d) All the applicants recruited to the Scheduled Public Officers' Service shall have a sound physical and mental fitness to serve in any part of the Island and to perform the duties of the post.
- (e) Should have fulfilled following educational qualifications.

(I) Shall have passed six (06) subjects with credit passes for four (04) subjects with

Mathematics and two (02) subjects from the subjects Sinhala, Tamil, English Language/ English Literature at the G.C.E. (Ordinary Level) Examination at one sitting.

and

(II) Shall have passed all the Subjects in G.C.E. (Advanced Level) Examination at one sitting (Except the common General Test and General English) (Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.

(III) Knowledge in other international languages will be an added qualification.

N.B. - It is compulsory that every applicant should have fulfilled all the qualifications required for the respective post by 12th July 2021 or prior to said date.

06. *Scheme of examination:-*

(a) The examination consists of three (03) question papers :

<i>Question Paper</i>	<i>Total Marks</i>	<i>Minimum marks required to pass</i>
01 Language Proficiency	100	40
02 Aptitude	100	40
03 Translation	100	*

(* Judicial Service Commission may determine the minimum marks required to pass the subject ‘Translation’ taking the number of vacancies into consideration.)

This examination will be held in Sinhala medium and Tamil medium. An applicant may sit for the examination only in one medium as he/she desires.

Applicant should answer the question papers, “Language Proficiency” and “Aptitude” only in the medium he has applied to sit for the examination.

Applicant should select the “Translation” question paper relevant to the category he is applying. This paper is designed to test the aptitude and ability of the candidate to perform his official duties.

Syllabus of the Examination :

	<i>Name of the Question Paper</i>	<i>Syllabus</i>
01	Language Proficiency	The question paper may consist of subject related questions designed to test the candidate’s ability of expression, comprehension, spellings, language and essay, drafting letters, making graphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
02	Aptitude	This paper may consist of subject related questions designed to test the candidate’s skill at numbers, power of critical reasoning and general intelligence.
03	Translation	Sinhala into English Language English into Sinhala Language
		Sinhala into Tamil Language Tamil into Sinhala Language
		Tamil into English Language English into Tamil Language

Note : Illegible handwriting may be penalized.

These papers will consist of multiple choice questions, short questions, questions on structured essays, essays and/or practical questions.

07. A number of applicants equal to the number of vacancies allocated for said examination may be appointed following descending order, beginning from the highest scorer of marks amongst the applicants who have passed all the subjects of the examination after an interview for verification of qualifications. However, the Judicial Service Commission may determine not to fill a certain number of vacancies.

Results of the Examination.– Results will be issued to the applicants by post by the Secretary, Judicial Service Commission.

08. *Penalty for furnishing false information.*– Any misstatement or suppression of a fact which is considered material will render the applicant liable to disqualification, if such statement or suppression is discovered before the selection and to dismissal or discontinuance if discovered after the selection.

09. *Examination fees .*– The examination fee is Rs.400/= . The receipt obtained by paying said amount to People’s Bank, Dam Street Branch to the credit of the account of ‘Secretary, Judicial Service Commission’ No:297100199025039 should be affixed using one edge of the receipt on the due place of the application so as not to be detached. (A photocopy of the receipt should be kept with the applicant for future use) The fee will not be refunded under any circumstances, while money orders and stamps will not be accepted in respect of the fee.

10. *Method of applying :*

(a) Applications should be prepared in compliance with the specimen application form annexed to this notification using both sides of the paper of size 8 1/2" x 12" (A 4) and it should be completed in applicant’s own handwriting. Computerized / Typed applications can also be used for this purpose.

Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. (It would be advisable to keep a photocopy of the completed

application form) It is the responsibility of the applicant to make sure that the application form prepared by him/her complies with the specimen given in the examination notice, as otherwise the application may be rejected.

(b) Applications duly prepared should be sent by registered post to reach the address “Secretary, Judicial Service Commission Secretariat, Colombo 12” on or before 12th July 2021.

The words “Open Competitive Examination for the Recruitment of Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants’ Service in the Scheduled Public Officers³ Service - 2021” should be clearly written on the top left hand corner of the envelope in which the application is enclosed. Any application received after 12th July 2021 will be rejected.

(c) Applicant’s signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, an Attorney at - Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in Staff Grade in the Public Service.

(d) Applicants who are already in Government Service and who have fulfilled above qualifications should submit their applications through their respective Head of the Department.

(e) Applications which have not been duly completed in every respect will be rejected. No complaints regarding applications lost or delayed in the post will be entertained.

11. *Admission to the examination.*– Receipt of applications will not be notified. Admission cards will be issued to the applicants by post. If the admission card is not received it should be brought to the notice of the Judicial Service Commission Secretariat. When informing, the name of the examination applied for, full name of the applicant, address and National Identity Card Number should be mentioned. In case of an applicant outside Colombo, a letter of request consisting of above mentioned details and a fax number for sending a copy of the admission should be faxed

to the fax number 011 2 421 206 or 011 2 446 111 of the Judicial Service Commission Secretariat. Further to that it would be advisable for the applicant to keep a copy of application form, copy of the receipt relevant to payment of examination fee and the postal article of posting of the application to substantiate any information when requested by the Judicial Service Commission Secretariat.

12. *Identity of applicants.* – Applicants will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. Any of the following documents will be accepted for this.

- (a) National Identity Card issued by the Department of Registration of Persons
- (b) A valid Passport
- (c) A valid Driving License

13. *Sitting for the examination :*

- (a) The Secretary of the Judicial Service Commission will issue admission cards to all applicants who have sent applications which are complete in every respect. An applicant who does not present the admission card will not be permitted to sit for the examination.
- (b) Applicant should appear for the examination at the centre specified for him/her. All the applicants should get the signature placed in the admission card relevant to the examination centre attested and present it to the head of the examination hall on the first day they sit for the examination. Applicants shall be bound by the rules and regulations imposed by the Secretary of the Judicial Service Commission for the purpose of conducting the examination. If an applicant violates these rules, he/she is liable for a punishment imposed by the Secretary of the Judicial Service Commission.

Note. – Issuance of an admission card to an applicant does not necessarily mean that he/she has the required qualifications to sit for the examination.

14. Any matter not provided for in these rules will be dealt with as determined by the Secretary of the Judicial Service Commission subject to the instructions of the Judicial Service Commission.

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

By order of the Judicial Service Commission,

H. SANJEEWA SOMARATNE,
Secretary,
Judicial Service Commission.

Judicial Service Commission Secretariat,
Colombo 12,
07th June, 2021.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT
OF COURT INTERPRETER (SINHAIA/TAMIL) (SINHALA/
ENGLISH) (TAMIL/ENGLISH) GRADE III OF THE COURT
MANAGEMENT ASSISTANTS' SERVICE IN THE SCHEDULED
PUBLIC OFFICERS' SERVICE - 2021

(For office use only.)

01. Medium :

Language medium of examination:

Sinhala - 1

Tamil - 2

(Indicate the correct number in the cage)

02. Interpreter post applying for

Sinhala/Tamil

Sinhala / English

Tamil / English

(Indicate the mark ✓ in the relevant box)

03. Personal details:

3.1 Name with initials: Mr/Mrs /Miss.....

(In English block capitals)

(Eg . A.P.K.SIRIWARDANA)

3.2 Name in full:

(In English block capitals)

3.3 Name in full :

(In Sinhaia/Tamil)

3.4 Personal Address (In Sinhaia/Tamil):

.....

3.5 Personal Address (In English block capitals) :
.....

3.6 Residing district:

3.7 National Identity Card number :

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3.8 Date of birth :

Date: Month: Year:

3.9 Age as at 12.07.2021:

Years: Months: Days:

3.10 Sex: Male - 1 Female-2
(Indicate relevant number in the cage)

3.11 Civil status: Married - 1 Unmarried - 2
(Indicate relevant number in the cage)

3.12 Contact number:
Permanent:
Mobile:
Fax:

04. Educational qualifications:

- 4.1 Particulars of G.C.E (O/L) Examination:
 (1) Year and month of the examination :
 (2) Index number :
 (3) 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:
 (1) Year and month of the examination :
 (2) Index number :
 (3) Results :

Subject	Grade
1.	
2.	
3.	
4.	
5.	

4.3 Qualifications in relation to knowledge on International languages :

International language	Qualification	Institute

05. Other qualifications:

06. Have you ever been convicted for any offence by any Court?
(Indicate the mark (✓) in the relevant box) (if yes, give particulars)

Yes : No :

07. Particulars of the receipt obtained for the examination fee:

Bank to which the payment was made :
 Number and date of the receipt:
 Amount :

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

08. Applicant's certificate:

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge . I agree to bear any consequence that may cause as a result of incompleteness of sections and/ or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) Further to that, I hereby agree to abide by all the conditions imposed by the Secretary of the Judicial Service Commission for the purpose of holding this examination.

(d) I shall not change any information mentioned herein subsequently.

*Certification of the Head of Department
(Only for the applicants in Public Service)*

.....
Date Signature of applicant.

I hereby recommend that Mr./Mrs./Miss serving in this has fulfilled educational qualifications required to apply for Court Interpreter (Sinhala/Tamil) (Sinhala/English) (Tamil/English) Grade III of the Court Management Assistants⁵ Service in the Scheduled Public Officers' Service that he/she could be released from the present post if selected for this post, that he/she is not more than 32 years of age by 12.07.2021, that he/she placed his/her signature in my presence and that I submit his/her application herewith.

09. Attestation of applicants' 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 applicant has paid the prescribed examination fee and pasted the receipt on the application.

Date :
Signature of the Head of Department :
Official Stamp:

.....
Date Signature of the Officer attesting the signature.

Name in full of the officer attesting the signature :
Designation :
Address :
(To be confirmed by official stamp)

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