

N. B.– Part III of the Gazette No. 2246 of 17.09.2021 was not published.



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

අංක 2,247 – 2021 සැප්තැම්බර් මස 24 වැනි සිකුරාදා – 2021.09.24  
No. 2,247 – FRIDAY, SEPTEMBER 24, 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 15th October, 2021 should reach Government Press on or before 12.00 noon on 01st October, 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](http://www.documents.gov.lk)



1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Examinations, Results of Examinations & c.

### MINISTRY OF PUBLIC SERVICES, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

#### Open Competitive Examination for Recruitment to Grade II of Class 2 of Sri Lanka Information and Communication Technology Service - 2021

APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the Open Competitive Examination for recruitment to the Posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service. The relevant application is published on the website of the Department of Examinations of Sri Lanka [www.doenets.lk](http://www.doenets.lk) and the applications can only be submitted online. Once the application is submitted online, it should be downloaded and the printed copy of the same should be sent by registered post to reach the Commissioner General of Examinations, Institutional Examination Organization Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before the closing date of applications after attesting the signature of the applicant. The top left corner of the envelope containing the application should clearly bear the words "Open Competitive Examination for recruitment to Grade II of Class 2 of Sri Lanka Information and Communication Technology Service 2021". The closing date of applications is **25th October 2021** this examination will be held in **January 2022 in Colombo**.

**Note 1 :** It is compulsory to send the printed copy of the application by post and the complaints made on the loss or delay of application in the post will not be considered. The candidate shall bear the losses which may occur due to their delay in sending applications until the closing date.

02. Applicants, who satisfy the prescribed qualifications, shall be selected on merit for appointment to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service on the results of a written examination to be conducted by the Commissioner General of Examinations.

03. Number of vacancies expected to be filled is 162 Effective date of appointments shall be determined by the appointing authority. Further, the appointing authority reserves the right to refrain from filling any or all of the vacancies.

04. Three percent (3%) of the number of vacancies filled by this examination will be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify will be selected for appointments. The minimum level of marks candidates should score to be selected for appointment is 50%. A candidate selected for an appointment will be referred to a Special Medical Board and, by a report obtained from a medical specialist he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.

05. *Salary Scale*.- In terms of the Public Administration Circular No. 03/2016 dated 25.02.2016, monthly salary scale entitled to Grade 2 class II and 2 - I of Sri Lanka Information and Communication Technology Service is Rs. 36,585 - 10 x 660 - 11 x 755 - 15 x 930 - Rs. 65,440 (MN-06-2016)

06. This post is permanent and pensionable. The officers, who are selected from this examination for the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service. are subjected to any policy decisions taken by the Government with regard to the pension scheme to which they are entitled, in the future.

07. *Qualifications*.- Following qualifications are applicable for the recruitment to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service.

- (a). Shall be a citizen of Sri Lanka.
- (b). Shall be not less than 21 years and not more than 35 years of age on the closing date of applications. (Accordingly, only the persons whose birthday fall on or before **25.10.2003** and on or after **25.10.1986** are qualified to apply for this examination)

- (c). Shall have an excellent character.  
(d). All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

(e). *Educational Qualifications:-*

1. Shall have obtained a degree in Computer Science/ Information Technology from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution.

*or*

2.

- (i). Shall have obtained a degree with Computer Science/ Information Technology as a major subject from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution (at least 1/3 of the degree should be comprised of Computer Science/Information Technology)

*and*

- (ii). Shall have obtained a post graduate diploma in Computer science/Information Technology from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution.

*or*

3.

- (i). Shall have obtained a degree from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution.

*and*

- (ii). Shall have obtained a post graduate degree in Computer Science / Information Technology from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution.

**Note 2:** It is compulsory for every applicant to have satisfied all the relevant qualifications on or before the closing date of applications.

8.0. *Scheme of the examination and syllabus:-*

- 8.1. The examination will consist of three papers. This examination will be held in Sinhala, Tamil and English medium. Candidates will not be allowed to change the language medium applied once it selected.

- 8.2. Subjects and the marks allocated for each subject are mentioned below.

<i>SUBJECTS</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
1. Information and Communication Technology	2 hours	100	40
2. Aptitude	1 hour	100	40
3. General Intelligence	1 hour	100	40

8.3.

1. *Information and Communication Technology:*

The paper shall consist to thoroughly measure the knowledge and ability on supervision in the fields such as principles on Information and Communication Technology, Computer architecture and operating

systems / software, hardware, knowledge on Information and Communication Technology for the productive implementation of the e-government concept, knowledge on system analysis, design, testing, implementation and maintenance, knowledge on creating and maintaining data base, hardware, data communication and computer network, internet, designing websites and new internet services, e-mail, life cycle of the projects of Information and Communication Technology.

2. *Aptitude.-*

The paper shall consist of questions to measure the ability on statistics and critical reasoning. The question paper shall consist of fifty (50) questions of **multiple choice** and **short answers** and **all the questions should be answered.**

3. *General Intelligence.-*

It is expected to assess the level of intelligence of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions, in response to problems presented in relation to numerical, lingual and figurative structure and inter-relations. Question paper shall consist of questions of multiple choice and short answers and all the questions should be answered.

**Note 3:** These question papers have been designed to test the competency and skills of the candidate for the duties of the service. Even though this is a competitive examination, a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks will be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall strictly be made on the order of the marks scored in order to fill the number of vacancies allocated for the competitive examination.

- 8.4. The result sheet containing the name list of applicants, who have passed the examination, equivalent to the number of vacancies expected to be filled, will be issued to the Director General of Combined Services by the Commissioner General of Examinations. In addition to the above, action will be taken by the Department of Examinations to issue results personally to all the applicants or to publish the results on the web site of the Department of Examinations, Sri Lanka - [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

*Interview.-*

An interview for verification of qualifications will be conducted in respect of the candidates, who have secured the highest level of aggregate marks determined by the Director General of Combined Services out of the candidates who have sat for all the question paper of the written examination. The date of the interview will be determined by the Director General of Combined Services.

09. *Penalty for furnishing false information.-*

The candidates should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false he/she is liable to dismissal at any time from the Public Service.

10. *Conditions of the Examination.-*

- (i). The examination will be held in the language medium of Sinhala, Tamil and English. Candidates shall sit for the examination in a language of their preference. A candidate should sit for all the papers of the examination in one and the same language. A candidate shall not be permitted to change the language medium of the examination, indicated in the application. Every candidate shall appear for all three question papers.

- (ii). Online Examination Application should strictly be filled in English. Once the Department of Examination receives both the soft copy of the application submitted online and the printed copy of the application sent via registered post, the soft copy and the printed copy will be verified and the candidates will be notified *via* SMS to the mobile phone number used to access the system or *via* email whether the application was accepted/ not accepted by the Department as a valid application. Before completing the online application you should download the common instructions sheet, and the instruction should be strictly followed. Any alteration done after taking the print out of the application will not be considered as a valid modification. Incomplete applications are rejected without any notice.

Examination fee is Rs. 600/-. Payments should be made only *via* following methods of payments provided by the online system.

- (a). Any Bank Credit Cards,
- (b). Debit Cards with online payment facilities,
- (c). Bank of Ceylon Online Banking method,
- (d). Bank of Ceylon Teller Slip Payment,
- (e). Postal Department Payment at any Post Office.

**Note 4 :** Instructions on making payment through above methods are published under technical instructions relevant to the examination on the web site.

- (iv). Receipt of payment will be notified *via* an SMS or e-mail. The total of the examination fees should be paid and the applications with payment of lesser or higher amounts shall be rejected. Department of Examination shall not be responsible for any error occurs during the payment of examination fees *via* above methods of payments.
- (v). Under no circumstances the examination fee will be refunded or transferred to pay any other examination fee.
- (vi). The signature of the applicant placed on the application and admission card should also be attested. An applicant who submits the application through an institution should get his/her signature attested by the Head of the Institution or any officer authorized by him. Other applicants should get their signature attested by a Principal of Government School/Retired Officer, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary Public a commissioned officer in three armed forces, a permanent staff officer in the Public or Provincial Public Service or higher or a chief incumbent of a Buddhist temple or clergy of any other religion who holds a considerable position.

**Note 5 :** Entrance to the examination hall shall not be permitted without an admission card. Every applicant should furnish the admission card in which his/her signature has been attested to the supervisor of the examination on the first day on which he/she sits for the examination. Issuance of an admission card to an applicant does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination and to hold the post.

- (vii). Commissioner General of Examinations will issue admissions to applicants who are within the age limit mentioned in the notification and have paid relevant examination fee and submitted the perfected application online and the printed copy of the same by post on or before the closing date of applications, on the assumption that only those who have satisfied qualifications mentioned in the *Gazette* have applied. A notification will be published in newspapers and on the official website of the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations, Institutional Examination Organization Branch in the manner specified in the advertisement. when such inquiry is made, the candidate should clearly mention the name of the examination, full name of the applicant, National Identity Card number and address, In case of applicants outside Colombo, it will be more effective to send a letter of request to the fax number mentioned in the said advertisement furnishing a fax number to which the admission card should be sent. Further, it would be advisable to keep the copy of the application kept in your possession, copy of the receipt relevant to the payment of examination fee, and the receipt of registration of the printed copy of the application to prove any information requested by the Department of Examinations.

- (viii). Commissioner General of Examinations shall reserve the right to postpone or to cancel the Examination.
- (ix). All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting and issuing results of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations. Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications for this post. If it is found at the interview that the applicant does not possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.
- (x). A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted.
- (a) National Identity Card,  
(b) A valid Passport,  
(c) Valid driving license in Sri Lanka.

Candidates should enter the examination hall without covering face and ears enabling to verify the identity. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain with face and ears uncovered until they leave the examination hall enabling the examination supervisors to confirm their identity.

(xi). *Issuance of results.*-

Result sheet prepared on the order of the merit including the names of the candidates equal to the number of vacancies expected to be filled by selecting who have secured marks not less than 40% for each subject at the written examination and who have secured 50% or more out of the aggregate marks of the examination shall be submitted to the Director General of Combined Services by the Commissioner General of Examinations.

The results of all the applicants who have sat for the examination shall be informed personally or published on the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk) by the Commissioner General of Examinations.

Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and issuance of results. They shall be liable to be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

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

12. In case of any inconsistency among Sinhala, Tamil and English texts of this notification, the Sinhala notification shall prevail.

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

Ministry of Public Services, Provincial Councils and Local Government,  
“Independence Square”,  
Colombo-07,  
13th September, 2021.

**MINISTRY OF PUBLIC SERVICES, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT**

**Limited Competitive Examination for Recruitment to Grade II of Class 2 of  
Sri Lanka Information and Communication Technology Service - 2021**

01. APPLICATIONS are hereby called from qualified citizens of Sri Lanka for the Limited competitive Examination for recruitment to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service. The relevant application is published on the website of the Department of Examinations of Sri Lanka [www.doenets.lk](http://www.doenets.lk) and the applications can only be submitted online. Once the application is submitted online, it should be downloaded and the printed copy of the same should be sent by registered post to reach the Commissioner General of Examinations, Institutional Examination Organization Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before the closing date of applications after attesting the signature of the applicant. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for recruitment to Grade II of Class 2 of Sri Lanka Information and Communication Technology Service 2021". The closing date of applications is **25th October 2021** this examination will be held in **January 2022 in Colombo**.

*Note I:* It is compulsory to send the printed copy of the application by post and the complaints made on the loss or delay of application in the post will not be considered. The candidate shall bear the losses which occur due to their delay in sending applications until the closing date.

02. Officers, who satisfy prescribed qualifications, shall be selected on merit for appointment to the posts in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service on the results of a written examination to be conducted by the Commissioner General of Examinations. This examination shall be held only in Colombo.

03. Number of vacancies expected to be filled is 69 Effective date of appointments shall be determined by the appointing authority. Further, the appointing authority reserves the right to refrain from filling any or all of the vacancies.

04. *Salary Scale*:- In terms of Public Administration Circular No. 03/2016 dated 25.02.2016, monthly salary scale entitled to Grade 2 - II of Sri Lanka Information and Communication Technology Service is Rs. 36,585 - 10 x 660 - 11 x 755 - 15 x 930 - Rs. 65,440 (MN-06-2016)

05. This post is permanent and pensionable. You shall make contributions to the Widows' and Orphans'/Widowers' and Orphans' Pension Scheme.

06. *Qualifications*:- Following qualifications should have been satisfied to be appointed to the posts in Grade II of class 2 of Sri Lanka Information and Communication Technology Service.

(a). Shall be a citizen of Sri Lanka.

(b). Shall be of an excellent character.

(c). All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

(d). Experience.-

i. Should be an officer in Class 3 Grade I or Grade II of Sri Lanka Information and Communication Technology Service and should not have been subject to a disciplinary punishment in terms of the provisions set out in Public Service Commission Circular No. 01/2020.

or

ii. Should be a confirmed officer in appointment, who has completed an active and satisfactory period of service of 05 years in Class 3 Grade III of Sri Lanka Information and Communication Technology Service and should not

have been subject to a disciplinary punishment in terms of the provisions set out in Public Service Commission Circular No. 01/2020.

*and*

iii. Shall have satisfied the educational qualifications mentioned in 6.1 of this notification.

6.1. Educational Qualifications.-

1. Shall have obtained a degree in Computer Science/Information Technology from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution.

*or*

2.

(i). Shall have obtained a degree with Computer Science/ Information Technology as a major subject from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution (at least 1/3 of the degree should be comprised of Computer Science/ Information Technology)

*and*

(ii). Shall have obtained a post graduate diploma in Computer Science/Information Technology from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution.

*or*

3.

(i). Shall have obtained a degree from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution.

*and*

(ii). Shall have obtained a post graduate degree in Computer Science/ Information Technology from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a Degree Awarding Institution.

**Note 2 :** It is compulsory for every applicant to have satisfied all the relevant qualifications on or before the closing date of applications.

07. *Scheme of the examination and syllabus :*

The examination will consist of two papers. This examination will be held in Sinhala, Tamil and English medium. Candidates will not be allowed to change the language medium applied once it is selected.

<i>QUESTION PAPER</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Marks</i>
1. Aptitude	1 hour	100	40
2. Case study on Information and Communication Technology	2 hours	100	40

01. Aptitude test. - This paper shall consist of questions to test the candidate's ability on statistics and critical reasoning.

The question paper shall consist of fifty (50) questions of multiple choice and short answers and all the questions should be answered.

02. *Case study on Information and Communication Technology:-*

It is expected to measure the creative thinking and the ability for solving problems of the candidates giving a case/ cases combining one or several problems in relation to Information and Communication Technology field of the public service in association with the practice of Public Service relevant to Establishments Code, Procedural Rules of Public Service Commission and Financial Regulations. This paper will consist of structured and essay type questions. All the questions should be answered.

**Note 3 :** This question paper has been designed to measure competency and skills of the candidate for the duties of the duties of the service. Even though this is a competitive examination, a candidate is required to obtain at least 40% of marks allocated for each subject whilst obtaining at least 50% of the total marks. Marks shall be deducted in every answer sheet for illegible handwriting and spelling mistakes. Appointments shall strictly be made on the order of the marks scored in order to fill the number of vacancies allocated for the competitive examination.

08. *Penalty for furnishing false Information :*

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

09. *Conditions of the Examination :*

- (i). The examination will be held in the language medium of Sinhala, Tamil and English. Candidates shall sit for the examination in a language of their preference. A candidate should sit for all the papers of the examination in one and the same language. A candidate shall not be permitted to change the language medium of the examination, indicated in the application. Every candidate shall appear for all two question papers.
- (ii). Online Examination Application should strictly be filled in English. Once the Department of Examination receives both the soft copy of the application submitted online and the printed copy of the application sent *via* registered post, the soft copy and the printed copy will be verified and the candidates will be notified *via* SMS to the mobile phone number used to access the system or *via* e-mail whether the application was accepted/not accepted by the Department as a valid application. Before completing the online application you should download the common instructions sheet, and the instruction should be strictly followed. Any alteration done after taking the print out of the application will not be considered as a valid modification. Incomplete application are rejected without any notice.
- (iii). Examination fee is Rs. 600/-. Payments should be made only *via* following methods of payments provided by the online system.
  - (i). Any Bank Credit Cards
  - (ii). Debit Cards with online payment facilities
  - (iii). Bank of Ceylon Online Banking method
  - (iv). Bank of Ceylon Teller Slip Payment
  - (v). Postal Department Payment at any Post Office.

**Note 4 :** Instructions on making payment through above methods are published under technical instructions relevant to the examination on the web site.

- (iv). Receipt of payment will be notified via an SMS or e-mail. The total of the examination fees should be paid and the applications with payment of lesser or higher amounts shall be rejected. Department of Examination shall not be responsible for any error occurs during the payment of examination fees *via* above methods of payments.
- (v). Under no circumstances the examination fee will be refunded or transferred to pay any other examination fee.
- (vi). The signature of the applicant placed on the application and admission card should also be attested. An applicant who submits the application through an institution should get his/her signature attested by the Head of the Institution or any officer authorized by him.

**Note 5:** Entrance to the examination hall shall not be permitted without an admission card. Every applicant should furnish the admission card in which his/her signature has been attested to the supervisor of the examination on the first day on which he/she sit for the examination. Issuance of an admission card to an applicant does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination and to hold the post.

- (vii). Commissioner General of Examinations will issue admissions to applicants who are within the age limit mentioned in the notification and have paid relevant examination fee and submitted the perfected application online and the printed copy of the same by post on or before the closing date of applications, on the assumption that only those who have satisfied qualifications mentioned in the *Gazette* have applied. A notification will be published in newspapers and on the official website of the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations, Institutional Examination Organization Branch in the manner specified in the advertisement. when such inquiry is made, the candidate should clearly mention the name of the examination, full name of the applicant, National Identity Card number and address, In case of applicants outside Colombo, it will be more effective to send a letter of request to the fax number mentioned in the said advertisement furnishing a fax number to which the admission card should be sent. Further, it would be advisable to keep the copy of the application kept in your possession, copy of the receipt relevant to the payment of examination fee, and the receipt of registration of the printed copy of the application to prove any information requested by the Department of Examinations.
- (viii). Commissioner General of Examinations shall reserve the right to postpone or to cancel the Examination.
- (ix). All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting and issuing results of this examination. Further, candidates will be subjected to the punishment imposed by the Commissioner General of Examinations for violation of those rules and regulations. Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications for this post. If it is found at the interview that the applicant does not possess the required qualifications as per the *Gazette* Notification, his or her candidature shall be cancelled.
- (x). A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted.
  - (a) National Identity Card
  - (b) A valid Passport
  - (c) Valid driving license in Sri Lanka

Candidates should enter the examination hall without covering face and ears enabling to verify the identity. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain with their face and ears uncovered until they leave the examination hall enabling the examination supervisors to confirm their identity.

- (xi). *Issuance of results.*- Result sheet prepared on the order of the merit including the names of the candidates equal to the number of vacancies expected to be filled by selecting who have secured marks not less than 40% for each subject at the written examination and who have secured 50% or more out of the aggregate marks of the examination shall be submitted to the Director General of Combined Services by the Commissioner General of Examinations.

The results of all the applicants who have sat for the examination shall be informed personally or published on the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk) by the Commissioner General of Examinations.

10. Head of Departments should grant duty leave for the officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to sit for the examination. No travel expenses shall be paid.

Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications required for sitting the examination. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they shall be liable to be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

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

12. In case of any inconsistency among Sinhala, Tamil and English texts of this notification, the Sinhala notification shall prevail.

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

Ministry of Public Services, Provincial Councils and Local Government,  
“Independence Square”,  
Colombo-07,  
13th September, 2021.

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## MINISTRY OF HEALTH

### **Recruitment (Open) to the Post of Research Officer in Grade II of Field/Office Based Officer Segment 01 Service Category (MN 06-2006 A) - 2021**

APPLICATIONS are called from the Sri Lankan citizens who possess following qualifications for recruitment (open) to fill 01 vacancy in the post of Research Officer in Grade II of Field/ Office Based Officer Segment 01 Service Category (MN 06 - 2006 A) which exist in the hospitals and institutes under the Ministry of Health.

#### 01. Method of Recruitment

From the applicants who have satisfied the qualifications mentioned in the notification, the Candidates who secure highest marks on the results of the written examination conducted by the secretary of the Ministry of Health or an institute approved by him, will be recruited from an interview conducted to check the eligibility considering the number of Vacancies.

## 02. Basic Qualifications

### 2.1 Educational Qualifications

(i) Should have obtained a Special Degree in Chemistry or Zoology or Botany from a university recognized by the University Grants Commission and a Post-graduate Degree in Chemistry or Zoology or Botany.

or

(ii) Should have obtained a BSc. General Degree with the subjects Chemistry, Zoology and Botany from a university recognized by the University Grants Commission and a Post-graduate Degree in Chemistry or Zoology or Botany.

### 2.2 Physical Qualifications

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post

### 2.3 Other Qualifications

- (a). The candidate should be a citizen of Sri Lanka
- (b). The candidate should be excellent in character
- (c). The candidate should have satisfied all qualifications as at the closing date of applications

## 03. Age Limit

Applicants should be not less than 21 years of age and not more than 35 years of age as at the closing date of applications.

## 04. Salary Scale

The salary scale applicable to this post is Rs. 36,585 – 10x660 – 11x755x15x930 – 65,440 (MN –06-2016 (A) in terms of the Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016.

## 05. Written Examination

<i>QUESTION PAPER</i>	<i>SYLLABUS</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
1. Intelligence Test	This paper will be designed to assess the candidates' capacity for comprehension, quantification and perception of time space relations by measuring candidates, inference and responses to problems presented in verbal numerical and spatial contexts.	1 1/2 hour	100	40%
2. Knowledge related to the subject	This paper will be based on the matters related to the field of poisons information.	3 hours	100	40%

06. Terms of Engagement in Service

- (i). Recruiters shall be willing to serve in any part of the Island.
- (ii). This post is pensionable. You shall be subject to any policy decision taken by the government in future with regard to the pension scheme you are entitled to. Further, you shall contribute to Widows' and Orphans' / Widowers' and Orphans' Pension Scheme. You shall pay contributions to this fund as declared by the government from time to time.
- (iii). You should acquire the relevant proficiency in the official language in terms of the Public Administration Circular No. 18/2020.
- (iv). This appointment will be subjected to a probation period of three years.
- (v). The appointment will be 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 and other Departmental orders.

07. Method of Application

- (i). Closing date of applications is **31.11.2021**. Applications should be sent to reach the address Director (Admin) 07, Ministry of Health, 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 by registered post on or before **31.10.2021** Applications received after the closing date will be rejected.
- (ii). A specimen form of application is appended to this notification. Application should be prepared on a sheet of size A4 and No. 01 to No. 06 should appear on the first page and No. 07 to No. 10 should appear on the second page. The application should be completed by the candidate in his/her own handwriting.
- (iii). "Application for Recruitment(Open) to the Post of Research Officer" should be indicated in the top left-hand corner of the envelope in which the application is enclosed.
- (iv). Correspondence in this connection may proceed *viz* e-mail. Therefore, it is required to provide an e-mail address which is in use and be on the alert.
- (v). Examination fee is Rs. 500/-. The receipt obtained by paying this amount from any Bank of Ceylon branch to be credited to the Account No.7041318 in the name of "Director General of Health Services" of the Thaprobane Branch, Bank of Ceylon should be affixed in the cage given in the application so as not to be detached. (Money orders and stamps will not be accepted.) Under no circumstance, the examination fee will be refunded.
- (vi). Candidate's signature under the No. 09 in the application form should be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner for Oaths, an Attorney at Law, a Notary Public, a Commissioned Officer in the armed forces, an officer holding a gazetted post in the Police Service or an officer holding a permanent post in the Public Service whose annual consolidated salary is more than Rs. 273,060/=.
- (vii). Officers who are already in the Public Service or Provincial Public Service should forward their applications through the respective Head of Department.
- (viii). Applications not in compliance with the specimen form of application appended to this, will be rejected. No complaint that an application or a related document has been lost or delayed in post shall be considered. Receipt of applications will not be acknowledged. Eligible candidates will be called for the examination and they will be notified thereon two weeks prior to the examination to the address indicated in the application.

(Candidates who have submitted applications completed in all respects will only be called for the interview.)

08. Identity of Candidates

Any of the following documents will be accepted to prove the identity at the written examination.

1. National Identity Card issued by the Department for Registration of Persons
2. Valid Passport

09. Providing false information

If any information provided in the application sent by you is found to be false or incorrect before the recruitment, your candidature will be cancelled. If found so after the recruitment, action will be taken to dismiss from the service subject to relevant procedures.

- In the event of any inconsistency between Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.
- The decision of the Appointing Authority will be final with regard to this appointment.

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

Ministry of Health,  
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo-10,  
14th September, 2021.

SPECIMEN FORM OF APPLICATION

RECRUITMENT (OPEN) TO THE POST OF RESEARCH OFFICER IN GRADE II OF THE MINISTRY OF HEALTH – 2021

Medium of Examination

District of Residence

(Sinhala - S/ English - E/ Tamil - T)

01. 1.1 Name of the Applicant with Initials: Mr./Mrs/Miss .....  
(In English Block Capitals):- Ex: SILVA A. B.  
1.2 Name in Full (In English Block Capitals): .....  
1.3 Name in Full (In Sinhala /Tamil): .....

02. 2.1 Address (Private) : .....  
(In English Block Capitals)  
.....  
.....  
.....  
.....
- 2.2 Address (Private) : .....  
(In Sinhala /Tamil )  
.....  
.....  
.....  
.....

- 2.3 Address (Official) : .....  
(in English Block Capitals)  
.....  
.....  
.....  
.....
- 2.4 Address (Official) : .....  
(In Sinhala /Tamil )  
.....  
.....  
.....  
.....

(Change of the address should be informed immediately)

- 2.5 Telephone No. (Personal): .....  
2.6 Telephone No. (Official): .....  
2.7 E-mail Address: .....

03. 3.1 Date of Birth: Date   Month   Year

3.2 Age as at the closing date of application Years:..... Months :..... Days :.....

04. National Identity Card No :.....

05. Gender :.....

06. Qualifications :.....  
(Qualifications under paragraph 02 of the notification)  
6.1 Educational Qualifications :.....  
6.2 Professional Qualifications :.....

07. Details of the receipt obtained by paying the examination fee. .  
7.1 Office to which the examination fee was paid :.....  
7.2 Receipt No. and Date :.....  
7.3 Amount paid :.....

Affix here the receipt obtained by paying the amount of Rs. 500/- to a Bank of Ceylon branch so as not to be detached.

08. Certification of the Applicant:

I solemnly declare that the information given herein are true and correct. I agree that if any information herein is found to be incorrect or false prior to the selection, my application will be rejected and if found so after the selection I am liable to be dismissed from service without any compensation.

Date: .....

.....  
Signature of the Applicant.

09. Attestation of the Signature of the Applicant.

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

.....  
Signature of the Attestor.  
(Official frank)

Name in full: .....  
Designation: .....  
Address: .....

10. Certificate of the Head of Department/ Institute (Applicable only for the officers in the Public Service or Provincial Public Service)

This applicant Mr./Mrs./Miss.....has been serving in this Department/Provincial Council/Institute from .....I hereby state that he/she/can/cannot be released from the current post if selected, and I certify that he/she placed his/her signature in my presence.

.....  
Signature of the Head of Department/Institute.

Name: .....  
Designation: .....  
Date: .....  
Department/Institute: .....  
(Authenticate with the official frank) .....