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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,420 – 2025 ජනවාරි මස 17 වැනි සිකුරාදා – 2025.01.17
No. 2,420 – FRIDAY, JANUARY, 17, 2025

(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

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

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 07th February, 2025, should reach Government Press on or before 12.00 noon on 24th January, 2025.

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."

K. G. PRADEEP PUSHPA KUMARA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
02nd January, 2025.

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 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.

Post - Vacant

REGISTRAR GENERAL'S DEPARTMENT

Post of Registrar of Births, Deaths and Marriages (Kandyan General)

Sinhala Medium

ANURADHAPURA DISTRICT

APPLICATIONS are called for the Post of Registrar of Births, Deaths and Marriages/ Additional Marriages for the Divisions set out in the Schedule hereof;

01. Applicant should be a permanent resident of relevant Births, Deaths and Marriages/ Additional Marriages Division and entitled to reasonable properties and should be a person with outstanding personality who has acquired sufficient interest and influence amongst the residents of the area.
02. Both Male and Female candidates can apply for this post.
03. Applicant should be not less than 30 years and not more than 55 years of age as at the closing date of the applications. (Maximum age of retirement is 70 years)
04. Applicants for the Post of Registrar of Marriages should be married and should not be a widow/widower or divorced.
05. Applicant should have passed minimum of 06 subjects including Sinhala language with 02 Credit passes in not more than Two (02) sittings in GCE(O/L) examination together with the ability to perform duties in secondary language as per the language requirement of the populate within the Division or else should have passed in any other similar examination.

N.B. In case a subject contains 02 parts at GCE(O/L) or any other similar examination, it shall be considered as one subject and pass is applicable only if the applicant passes both parts of the said subject.
06. Applicant should have the ability to establish the office in a centrally located building that ensures respect of the post and easy access by all or majority of residents.
07. Additional details such as Village name list/ Grama Niladhari Divisions of the relevant Division of Births, Deaths and Marriages/ Additional Marriages, relevant educational and other qualifications required for this post, could be obtained from notices exhibited in public places within the Division such as District Secretariat, Divisional Secretariat or relevant land and District Registries, Grama Niladhari Offices, Samurdhi Development Society Offices and Post Offices depicted in the schedule hereunder.
08. Relevant application and the said "Annex-01" inclusive of Village name list/ Grama Niladhari Divisions could be collected from District Secretariat (GA Office), relevant land and District Registry or Divisional Secretariat. Applications could also be downloaded from the official website (www.rgd.gov.lk) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **17th February 2025**, by registered post to the address given in the Schedule.

W. R. A. N. S. WIJAYASINGHE,
Registrar General.

Registrar General's Department,
No. 234/A3, Denzil Kobbekaduwa Mawatha,
Battaramulla,
On this 30th day of December, 2024.

Schedule

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post & Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Anuradhapura	Thalawa	Post of Births and Deaths Registrar of Thalawa Division and Post of Marriages (Kandyan/ General) Registrar of Nuwaragam Palatha Division	District Secretary/ Additional Registrar General, District Secretariat, Anuradhapura.

01-187

MINISTRY OF ENVIRONMENT

Recruitment to the Post of Chief Inspector Works of the Supra Grade of the Sri Lanka Technical Service of the Department of Coast Conservation and Coastal Resources Management - 2025

- Applications are entertained from the officers of the Grade I post of Technological Assistant (Civil/ Mechanical) or Planning Technician of the Sri Lanka Technical Service currently employed in the active service in this Department, at the closing date of application mentioned in this notification, to fill 02 currently vacant positions of the Chief Inspector Works of the Supra Grade of the Sri Lanka Technical Service of the Department of Coast Conservation and Coastal Resources Management.
- Eligibility
 - Being completed at least 06 years of active and satisfactory service in the Grade I post of Technical Assistant (Civil/ Mechanical) or Planning Technician belonging to the Sri Lanka Technical Service and having being earned all due 06 salary increments.
 - Should not be received a disciplinary punishment in accordance with the regulations of the Public Service Commission Circular No. 01/2020.
 - Having demonstrated satisfactory performance or above during the preceding 06 years as at the date of promotion as per the approved performance appraisal procedure.
 - Having being passed the third Efficiency Bar test. (According to the Service Minute No. 1930/12 and dated 01.09.2015 of the Sri Lanka Technical Service, those who have been promoted to Grade I of the Sri Lanka Technical Service and completed 05 years of the service by the effective date of that Service Minute are exempted from the requirement to pass the III efficiency Bar test)
 - All the qualifications required for the recruitment to the post should be completed in all respect by the closing date of applications.
- Method of Recruitment

On the basis of the result of a structured interview conducted by an Interview Board appointed by the Public Service Commission, which gives marks for work experience and merit. the appointing authority after having being checked the qualifications and verifying that the other requirements have been fulfilled, on the basis of the order of merit in the Structured Interview and promotion to Special Grade is done by the Appointing Authority based on the number of vacancies available.

i. Making Procedure of the Structured Interview

Serial No.	Method of Giving Marks	Maximum marks
01	<p>Service Experience</p> <p>Most Senior officer will be awarded the maximum number of marks</p> <p>Seniority for the officers = Maximum Marks allocated for the seniority x Active and satisfactory Most Senior Officer's Addi period of Service of the Additional period of service relevant officer (Years x 12 + number of months</p>	50
02	<p>Merit</p> <p>❖ Professional Qualifications</p> <p>a) Study Courses related to subject area of the job</p> <ul style="list-style-type: none"> • For two-year Diploma - 16 marks • For one year Diploma - 12 marks • For a Certificate Course less than period of 06 months - 08 marks • For a Certificate Course more than one month and less than 06 months - 04 marks • Only the course which fulfills maximum qualification will be awarded marks <p>b) Foreign or local Capacity Building promotional courses/ Programs</p> <ul style="list-style-type: none"> • 01 or more than one month - 05 marks • Training between 01 week and 01 month - 02 marks • Training less than 01 week - 01 marks <p>* Marks will be awarded for more than one Training courses/ programs subject to the maximum limit of marks</p>	<p>16</p> <p>10</p>
	<p>❖ English Courses</p> <ul style="list-style-type: none"> • Diploma Courses not less than 06 months - 06 marks • Certificate Courses not less than 06 months and more than 03 months - 03 marks <p>* Marks will be awarded only for the Study course which fulfills maximum qualifications.</p>	06
	<p>❖ Computer/ Information Technology Courses</p> <ul style="list-style-type: none"> • Diploma Courses not less than 06 months - 09 marks • Certificate Courses less than 06 months and more than 03 months - 06 marks • Being held the Computer Driving License - 03 marks <p>* Marks will be awarded only for the Study course which fulfills maximum qualifications</p>	09
	<p>❖ Commendation letters received related to the area of the job at institutional level.</p> <ul style="list-style-type: none"> • Commendation letters receive as per the Common 230 B Format 02 marks each • Commendation letters received through their respective heads of the Department - 01 mark each 	04
03	<p>Interview</p> <ul style="list-style-type: none"> • Personality - 02 marks • Leadership - 02 marks • Communication skills - 01 mark 	05
	Total	100

Note - Marks will be awarded only for the qualifications proved at the interview through certificates and documents. All the courses should be conducted by the government recognized/ approved institution.

- ii. Appointment to the post will be made on promotion to the Supra Grade of the Sri Lanka Technical Service, and the date of promotion will be the date of interview. The date of appointment to this post is the date of which assume duties in office.

4. Salary Scale applicable to this post

As per the Public Administration Circular No. 03/2016 in the Salary category MN 7 - 2016, monthly salary scale is Rs. 41,580-11x755-18x1,030 = Rs. 68,425/-

5. Forwarding of Applications

The application prepared according to the following model application should be sent either by registered post or by hand delivered by the applicants through respective Heads of Departments to the address of Director General, Department of Coast Conservation and Coastal Resource Management, P.O. Box. 556, New Secretariat Office, Maligawatta, Colombo 10 on or Before **31.01.2025**. The words "Interview for filling the vacancies of the posts of Chief Inspector Works of Supra Grade of the Sri Lanka Technical Service of the Department of Coast Conservation and Coastal Resource Management" should be clearly written on the top left-hand corner of the envelope.

By Order of the Public Service Commission,

Secretary,
Ministry of Environment.

Model application Form

Ministry of Environment

Recruitment to the Post of Chief Inspector Works of the Supra Grade of Sri Lanka Technical Service of the Department of Coast Conservation and Coastal Resources Management

For Office Use only

01. Name :

1.1 Name with Initials using Initials at the end of the Name :
..... (In English Block Letters, E.g. : SILVA A.B.)

1.2 Name denoted by Initials :
(In English Block Letters)

1.3 Full Name (In Sinhala) :
.....

02. 2.1 Personal Address :

2.2 Office Address :

2.3 Address the Admission Card to be sent :

2.4 Telephone Number :

03.

3.1 Date of Birth : Year : Month : Date :

(A copy of the Birth Certificate has been attached)

3.2 Age as at the closing date of the Application : Years : Months : Dates :

3.3 National Identity Card No.:

04. 4.1 Gender : Female
Male

4.2 Whether Married/ Un married/ Widowhood : Married
UnMarried
Widowhood

05. Date of first appointment to the Sri Lanka Technical Service :

06. Date of Promotion to the Grade I of the Sri Lanka Technical Service :

07. Date of Completion of 06 Years of Satisfactory active Service in the Grade I post of Technical Assistant (Civil/Mechanical) or Planning Technician belonging to the Sri Lanka Technical Service :-

08. Duration of the Service served as an Officer of the Grade I post of Technical Assistant (Civil/ Mechanical) or Planning Technician belonging to the Sri Lanka Technical :-

09. Whether the Third Efficiency bar Examination has been passed? Yes/No/Not Applicable.

10. Whether all the Salary Increments have been earned during the immediate 05 years? Yes/ No.

11. Educational Qualifications (Use the √ mark)

Degrees	
G.C.E. (Advanced Level)	
G.C.E. (Ordinary Level)	

12. Professional Qualifications

Professional Qualifications obtained	Time duration

13. I do hereby certify that all the information furnished by me in this application is true and correct. I know that if any of the information mentioned here is found to be false before my selection, I will be become disqualified, and if it is found to be false after my selection I am subjected to dismissal of the service without any compensation.

Date :

.....,

Signature of the Applicant.

Should be completed by the Head of the Department

01. Whether this officer is received the Disciplinary punishment in accordance with the regulations mentioned in the Public Service Commission Circular No. 01/2020? whether action will be taken accordingly in the future? Yes/ No.

02. If the answer is "Yes" what action was taken in this regard?

.....
.....

03. Whether the office has taken No pay leave within the period of service? Yes/ No.

04. If the answer is "Yes" How many number of No pay leave were taken ?

Serial No.	The conditions applicable for the approval of the leave	Duration	
		From	To
i	< V:2:5:4 of the Establishment Code		
ii.	< XII:16 of the Establishment Code		
iii.	Management Service Circular No. 10		
iv.	Management Service Circular No. 33		
v.	<XII:36 of the Establishment Code		
vi.	Other No pay leave		

It is recommended the application of Mr.
Held the Post of
in this Department .

Date :

.....,

Signature of the Head of the Department.
Official Stamp

01-670

Examinations, Results of Examinations & c.

MINISTRY OF HEALTH & MASS MEDIA

Recruitment (Open) to the Post of Perfusionist in Grade II of Field/ Office Based Officer Segment 02 Service Category (MN 05- 2006 A) - 2024

1.0. Applications are called from the Sri Lankan citizens who possess following qualifications for recruitment (open) to fill in the post of Perfusionist in Grade II of Field/ Office Based Officer Segment 02 Service Category (MN-05 2006 A) which exist in the hospitals and institutes under the Ministry of Health & Mass Media

2.0. 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 & Mass Media or an institute approved by him, will be recruited from an interview conducted to check the eligibility considering the number of vacancies.

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

4.0. Medium

This examination will be held in Sinhala, Tamil & English languages. Candidates may sit this examination in only one language medium of their preference. Candidates will not be allowed to change the language medium subsequently

5.0. Candidates should satisfy following qualifications to apply for this post

5.1 Basic Qualifications

- I. The candidate should be a citizen of Sri Lanka
- II. The candidate should be excellent in character
- III. The candidate should have satisfied all qualifications as at the closing date of applications

5.2 Educational Qualifications

Should have obtained a BSc. degree with a class which contains Physics as a subject from a university recognized by the University Grants Commission

5.3 Physical Qualifications

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

6.0 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.

7.0 Salary Scale

The salary scale applicable to this post is Rs. 34,605 – 10x660 – 11x755x15x930 – 63,460 (MN – 05-2016 (A) in terms of the Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016.

8.0 Written Examination

<i>Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>	<i>Maximum marks</i>	<i>Pass mark</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 ½ hours	100	40%
2.General Question Paper	This paper will be designed to assess the candidates awareness and understanding of social, cultural, educational, political, economic and any other related factors operating at National, regional and global environment of organizations as well as our society	3 hours	100	40%

Note -

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

9.0 Terms of Engagement in Service

- Recruits shall be willing to serve in any part of the Island
- This post is permanent. You shall be subjected to any policy decision taken by the Government with regard to the pension scheme you are entitled to, in future. Further, you shall contribute to Widows' and Orphans' Pension Scheme. You shall make contributions to this fund as declared by the Government from time to time.
- You shall acquire the relevant proficiency in the official language in terms of the Public Administration Circular No. 18/2020.
- This appointment shall be subjected to a probation period of three years.
- The appointment shall 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.

10.0 Method of Application

- 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. 09 should appear on the second page. The application should be completed by the candidate in his/her own handwriting.
- Closing date of applications is **14.02.2025** Applications should be sent by registered post to reach the address, **Director (Admin) 07, Ministry of Health & Mass Media, 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10** on or before 14.02.2025 Applications received after the closing date will be rejected.
- "Application for Recruitment (Open) to the Post of Perfusionist" should be indicated on the top left-hand corner of the envelope in which the application is enclosed.
- Correspondence in this connection may proceed via e-mail. Therefore, it is required to provide an e-mail address which is in use and be on alert.

- V. The examination fee is Rs. 1000/- The examination fee will not be refunded for any reason. 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 “Secretary of Health” 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.)
- VI. Signature of the candidate should be attested by a Principal of a Government School, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary public, a Commissioned Officer in three armed forces, an officer who holds gazetted post in Police Service or a public officer who holds a permanent post and get a salary of more than Rs. 240,360/- per annum, in the Sri Lanka Administrative Service/ Educational Administrative Service / Government Accountants' Service.
- 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. Candidates who have submitted duly completed applications, will be called for the competitive examination on the assumption that only the individuals who have satisfied the qualifications mentioned in the *Gazette* notification, have applied for the examination. (Candidates who have submitted applications completed in all respects only will be called for the exam.)

11.0 Identity of Candidates

Candidates will be required to prove their identity in the examination hall to the satisfaction of the supervisor. For this purpose, any of the following documents will be accepted.

- (i) National Identity Card
- (ii) Valid Passport
- (iii) Valid Driving License

Candidates should enter the examination hall without covering their face and ears enabling to verify the identity. Further, any candidate who refuses to assist for verifying his/ her identity will not be allowed to enter the examination hall. The candidates should remain in the examination hall with their face and ears uncovered until they leave the examination hall enabling the invigilators to identify the candidate. In addition, other instructions relevant to the examination will be given on the admission card. In respect the candidates who violate these rules relevant to the examination, the Supervisor of the examination hall shall reserve the right to not to allow them to enter the examination hall/ to remove them from the examination hall.

12.0 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 so found 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.

ANIL JASINGHE,
Secretary,
Ministry of Health & Mass Media.

Ministry of Health & Mass Media,
385, “Suwasiripaya”,
Rev. Baddegama Wimalawasana Thero Mawatha,
Colombo 10,
31st of December, 2024.

Specimen Form of Application

**Recruitment (Open) to the Post of Perfusionist in Grade II of Field/ Office Based Officer Segment 02
Service Category (MN 05- 2006 A)**

MINISTRY OF HEALTH & MASS MEDIA- 2024

Medium of Examination :-
(Sinhala-S/English-E/Tamil-T)

District of Residence : -

01. 1.1 Name of the Applicant with initials :-Mr./Mrs/Miss.....
(In English Block Capitals)
E. g. :-Mr' 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

--	--	--	--

Year

--	--

Month

--	--

Date

3.2 Age as at the closing date of applicationsYears.....Months.....Days

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

05. Gender :-.....

06. Qualifications :-.....

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.1000/=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 cancelled and if so found after 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 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 to 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).....

MINISTRY OF HEALTH & MASS MEDIA

**Recruitment (Limited) to the Post of Perfusionist in Grade II of Field/ Office Based Officer Segment - 02
Service Category (MN 05 - 2006 A) - 2024**

1.0. Applications are called from the Sri Lankan citizens who possess following qualifications for recruitment (Limited basis) to fill in the post of Perfusionist in Grade II of Field/ Office Based Officer Segment-02 Service Category (MN 05 - 2006 A) which exist in the hospitals and institutes under the Ministry of Health & Mass Media.

2.0. 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 & Mass Media or an institute approved by him will be recruited from an interview conducted to check the physical fitness and qualifications considering the number of vacancies.

3.0. Number of appointments and the effective date of appointments shall be determined by the Secretary, Ministry of Health & Mass Media. The Secretary reserves the right to refrain from filling some or all vacancies.

4.0. Medium in which candidates should sit for the Examination

This examination will be held in Sinhala, Tamil & English languages. Candidates may sit this examination in only one language medium of their preference. Candidates will not be allowed to change the language medium subsequently.

5.0. Basic Qualifications

5.1 Educational Qualifications

Should have obtained a B.Sc. degree from a university recognized by the University Grants Commission

5.2 Experience

Should be a nursing officer with at least 05 years of work experience

5.3 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

5.4 Other Qualifications

- I. The candidate should be a citizen of Sri Lanka
- II. The candidate should be excellent in character
- III. The candidate should have satisfied all qualifications as at the closing date of applications

Note :

1. Candidates should have completed a satisfactory service of 05 years preceding the closing date of applications. Satisfactory service period is described by following facts :
 - a. Should have earned all the salary increments during the five years preceding the closing date of applications,
 - b. Should not have been subjected to any disciplinary punishment during the period of 05 years preceding the closing date of applications.
2. The Head of Department should agree to release the officer if he / she is selected for an appointment.
3. Temporary and casual employees serving in hospitals and other institutions under the Ministry of Health & Mass Media are not eligible to sit for this examination.

4. The candidates, before forwarding their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who sit for the examination without fulfilling the requirements prescribed in this notification will be disqualified, even if they obtain the marks required.

6.0. Age Limit – Not related

7.0. Salary Scale

The salary scale applicable to this post is Rs. 34,605 – 10x660 – 11x755-15x930 – 63,460 (MN-05-2016 (A) in terms of the Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016.

8.0. Written Examination

<i>Question Paper</i>	<i>Syllabus</i>	<i>Duration</i>	<i>Maximum marks</i>	<i>Pass mark</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 ½ hours	100	40%
2.General Question Paper	This paper will be designed to assess the candidates awareness and understanding of social, cultural, educational, political, economic and any other related factors operating at National, regional and global environment of organizations as well as our society	3 hours	100	40%

9.0. Terms of Engagement in Service

- I. Recruits shall be willing to serve in any part of the Island.
- II. This post is pensionable. You shall be subjected 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 shall acquire the relevant proficiency in the official language in terms of the Public Administration Circular No. 18/2020.
- IV. This appointment shall be subjected to a probation period of one year.
- V. The appointment shall 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.

10.0. Method of Application

- I. A specimen form of application is appended at the end of 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. 09 should appear on the second page, and the rest should appear in the same way on next pages. The candidate in his /her own handwriting should complete the application.
- II. All the applications printed and completed by each applicant should be handed over to the Head of the Institution by 14.02.2025 and after he / she personally certifies that the information submitted by each applicant is true and

correct, all applications should be sent to reach the address, **(Director) 07, Ministry of Health & Mass Media, 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10**, by registered post before **14.02.2025**.

- III. **“Application for Recruitment (Limited) to the Post of Perfusionist”** 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 via e-mail. Therefore, it is required to provide an e-mail address, which is in use, and be on alert.
- V. The examination fee is Rs. 1000/=. Under no circumstance, the examination fee will be refunded. 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 “Secretary of Health” 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.)
- VI. Applications not in compliance with the specimen form of application appended to this will be rejected. No complaint that an application has been lost or delayed in post shall be considered. Candidates, who have submitted duly completed applications, will be called for the competitive examination on the assumption that only the individuals who have satisfied the qualifications mentioned in the *Gazette* notification, have applied for the examination. (Candidates who have submitted applications completed in all respects only will be called for the exam.)

11.0. Identity of Candidates

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

- I. The National Identity Card issued by the Department of Registration of Persons;
- II. A Valid Passport;
- III. A Valid Driving License.

Candidates should enter the examination hall without covering their face and ears enabling to verify the identity. Further, any candidate who refuses to assist for verifying his/ her identity will not be allowed to enter the examination hall. The candidates should remain in the examination hall with their face and ears uncovered until they leave the examination hall enabling the invigilators to identify the candidate. In addition, other instructions relevant to the examination will be given on the admission card. In respect the candidates who violate these rules relevant to the examination, the Supervisor of the examination hall shall reserve the right to not to allow them to enter the examination hall/ to remove them from the examination hall.

12.0. 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 so found after the recruitment, action will be taken to dismiss from the service subject to relevant procedures.

- 13.0. In the event of any inconsistency between Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

ANIL JASINGHE,
Secretary,
Ministry of Health & Mass Media.

31st of December, 2024.
Ministry of Health & Mass Media,
385, “Suwasiripaya”,
Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

Specimen Form of Application

Recruitment (Limited) to the Post of Perfusionist in Grade II of Field/ Office Based Officer Segment 02 Service Category (MN 05- 2006 A)

MINISTRY OF HEALTH & MASS MEDIA- 2024

Medium of Examination :-
(Sinhala-S/English-E/Tamil-T)

District of Residence :-

01. 1.1 Name of the Applicant with initials :- Mr./Mrs/Miss.....
(In English Block Capitals)

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

Year

Month

Date

3.2 Age as at the closing date of applicationsYears.....Months.....Days

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

05. Gender :-.....

06. Qualifications : :-.....

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.1000/=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 so found after selection I am liable to be dismissed from service without any compensation.

.....
Date

.....,
Signature of the Applicant.

09. Particulars to be completed by the Head of Department/ Institute :

- i. Name of the Officer ;
- ii. National Identity Card No ;
- iii. Post held at the time of application ;
- iv. Has the officer completed a continuous and satisfactory service period of 05 years as at the closing date of applications?
- v. Has a letter been issued confirming the officer in the Post? (If so, attach a certified copy of the said letter)
- vi. Has the officer earned all salary increments during the period of 05 years immediately prior to the closing date of applications?
- vii. Has the officer been subjected to any disciplinary punishment during the period of 05 years immediately prior to the closing date of applications ;
- viii. Whether any disciplinary inquiries are in progress.

I hereby certify that the applicant Mr./Mrs./Miss. is serving in the institute from I also certify that he/she holds a permanent and pensionable post. He/she has earned all salary increments during the past years, has not been subjected any disciplinary punishment (except warning), particulars furnished under above 09 in the application were found correct according to the records in this office and he/she will/ will not be released from the present post if he/she is selected for the post.

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

Signature :-
Name :-
Designation :-
Date :-
Department/ Institute :-
(Authenticate with the rubber stamp)

(N.B.:- Heads of Institutes shall ensure that applications of the officers who have not satisfied educational and vocational qualifications prescribed in the *gazette* notification are not forwarded.)

MINISTRY OF FOREIGN AFFAIRS, FOREIGN EMPLOYMENT AND TOURISM

Competitive Examination for Filling Vacancies in the Management Service Officers' Service Cadre in Sri Lanka Missions Abroad – 2024 (2025)

APPLICATIONS are hereby invited for the competitive examination conducted by the Commissioner-General of Examinations, to be held in Colombo in April 2025 on behalf of the Ministry of Foreign Affairs to fill vacancies in the home-based Management Service Officers' Cadre in Sri Lanka Missions abroad, from eligible officers of the Management Service Officers' Service, Provincial Management Service Officers' Service and Local Government Management Service Officers' Service. The relevant application has been published on the website www.doenets.lk of the Department of Examinations, Sri Lanka, on "Online Applications - Recruitment Exams" which is under "Our Services" and the application can only be submitted online. Acceptance of online applications opens on **17th January 2025 at 9.00a.m.** Closing date of application is on **17th February 2025 at 9.00p.m.** The examination will be held in **April 2025** and will be conducted in Colombo.

02. Eligibility: Applicants from the Management Service Officers' Service/ Provincial Management Service Officers' Service/ Local Government Management Service Officers' Service (Hereafter referred to as the "Service") should meet the following eligibility criteria:

- (a) Should be an officer in the Grade I or Grade II belonging to the above mentioned services,

Or

- (b) Should be an officer in the Grade III belonging to the above mentioned services with a minimum of 5 years' active and satisfactory service.

Note: Officers in other Management Services, not belonging to the above-mentioned services, are not eligible to apply.

- (c) The post and the workplace of the applicant at the time of applying for the examination will be applicable with regard to all aspects of the examination. After submitting the application, any changes thereto shall not be considered.
- (d) Age should be less than 57 years of age on the closing date of applications. (Accordingly, only those who were born after 17th February 1968 are eligible to apply.)
- (e) Should have earned on the due date, all the annual increments, falling within the five years immediately preceding the date of application.
- (f) Should not have been subjected to any form of disciplinary punishment, excluding a warning.
- (g) Should not be an officer presently attached to a Sri Lanka Mission abroad.
- (h) If the officer has previously being employed in a Sri Lanka Missions abroad, he/she shall have completed at least three (03) years from the date of his/her arrival in Sri Lanka and reporting to the Ministry of Foreign Affairs, Foreign Employment and Tourism after completing the relevant service in the Mission abroad.

Note:

- i. An applicant who is eligible at the time of submitting his/her application, is subsequently promoted to a Class/ Grade higher than Grade I of the Management Service Officers' Service/ Provincial Management Service Officers' Service/ Local Government Management Service Officers' Service, will not be eligible to fill a vacancy in the Home-Based Management Service Officers' cadre at Sri Lanka Missions abroad. It is the responsibility of applicants to promptly inform the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism in the event of any change in his/her official status that might have an impact on his/her eligibility under the above (a) and (b).

- ii. Preference will be given to officers with experience in accounts and administrative work and have a good working knowledge of English. Working knowledge in other foreign languages will be considered as an added qualification.

3. Method of Selection: Selection will be made on the basis of the written examination conducted by the Commissioner-General of Examinations, and the practical assessment and *viva voce* conducted by Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism.

3.1 Examination Procedure

(a) Written Examination: The written examination will consist of the following papers.

Paper	Duration	Marks
Financial Systems	2 hours	100
Establishments Code & Office Procedures	2 hours	100
English Language	2 hours	100

Note:

1. *Financial Systems* – This question paper which will consist of objective and subject type questions, is set to test the candidate's practical knowledge of financial operations and accounting procedures of a Government institution. All questions should be answered.
2. *Establishments Code and Office Systems* – Objective and structured type questions will be included in this paper, to test the candidate's practical knowledge of establishments and office procedures of a Government institution. All questions should be answered.
3. *English Language* – This question paper is designed to test the candidate's knowledge in comprehension and written communication relevant to matters related to the function of the Foreign Ministry, Foreign Employment and Tourism such as letters, memos, drafting meeting minutes, notice writing etc. and grammar, comprehension. All questions should be answered.

(b) Practical Assessment

<i>Paper</i>	<i>Duration</i>	<i>Marks</i>
Practical Assessment	80 Min.	60

Note:

1. *Practical Assessment* – Computer based Practical Assessment on Financial Accounts, proficiency in English Language, Administrative procedures and IT skills.
2. The practical assessment is consisting of four (04) questions, each question carries 15 marks for a total of 60 marks (15 X 4).
3. All candidates must obtain minimum 40% marks (60x40%=24) for the Practical Assessment to be eligible for the *Viva Voce*.

3.2 Viva Voce:

- 3.2.1. The *Viva Voce* will carry 40 marks and will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism.

3.2.2. The elaborated marking scheme for the Viva Voce which will be conducted by the Ministry is appended below.

No.	Marking criteria	Marks breakdown	Maximum marks
1	Additional Education Qualifications: Obtained from a university recognized by the University Grants Commission, I. Degree with 1st Class II. Degree with 2nd Class Upper Division III. Degree with 2nd Class Lower Division IV. Degree with an ordinary pass Note : The duration of academic of the Degree should not be less than 3 years and the degree should be completed in English medium.	 05 04 03 02	05
2	Other/ professional qualification directly relevant to the functions of the Ministry of Foreign Affairs, Foreign Employment and Tourism (International relations, Law, English or other foreign languages, IT, Management) Any of the qualification below, awarded by a university recognized by the University Grants' Commission : I. Post Graduate Degree awarded by a university recognized by the University Grants Commission. II. Post Graduate Diploma (not less than 1 year) awarded by a university recognized by the University Grants Commission. III. Diploma/ Certificate level qualification awarded by a Government recognized institute (not less than 6 months)	 10 07 05	10
3	Service Experience 0.3 Marks per year for the remaining active and satisfactory period of service except the first 5 years of Grade III 0.4 Marks per year for the total active and satisfactory service period of officers in Grade II & I	 1.5 10	10
4	Performance at the interview I. Communication Skills & English Language Fluency II. Knowledge on International Affairs III. Cultural Sensitivity IV. Positive Attitude V. Personality & Grooming	 05 03 03 03 01	15
	Total		40

Note: The candidate should complete all the above qualifications on the closing date of applications in accordance with the marking criteria mentioned under number 1, 2, 3 in the above table.

3.3 Method of Selection:

3.3.1. Those candidates who have obtained 40% marks or above in each paper with a total aggregate of 150 or above at the written examination will be eligible to be called for practical assessment. However, in the event of the unavailability of a sufficient number of qualified candidates according to the above cut-off mark, the Secretary to the Ministry of Foreign Affairs, Foreign Employment and Tourism reserves the right to decide the cut-off mark. The candidates must obtain minimum 40% marks for practical assessment ($60 \times 40\% = 24$) and there shall be no minimum mark for *viva voce*.

3.3.2 The list of applicants who have qualified for the Practical Assessment and the *viva voce* as per paragraph 3.3.1 prepared in the alphabetical order will be sent to the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism by the Commissioner General of Examinations.

After receiving the Practical Assessment and *viva voce* marks, the result sheet prepared on the basis of merit order of total marks obtained at the written examination, practical assessment and *viva voce* by the applicants, will be sent to the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism by the Commissioner General of Examinations.

According to the order of merit in the total result list, 80% of the number of vacancies will be selected from the candidates qualifying this examination for the first time and 20% from the candidates who have served in the Missions earlier for the number of vacancies for this post.

Additionally, examination results will be sent directly to all applicants who appeared for the Examination.

Examination Results - Candidates will be notified of the results by the Commissioner General of Examinations by post or by publishing on the website www.results.exams.gov.lk.

4. Method of application:

4.1 Online application for the examination should only be filled in English. Once the Department of Examinations receives the soft copy of the application submitted online, the soft 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. Before completing the online application, applicant should download the "Instructions", and strictly adhere to the instructions in filling the application. Any alternation done after taking the printout of the application will not be considered as a valid modification. Incomplete applications are rejected without any notice.

4.2 A copy of the application should be handed over to the Heads of Department for inclusion in their personal file, and at the time of being called for the interview, the candidate should present a certified copy of the application certified by the Head of Department, a letter of confirmation of service and a letter stating whether the applicant, if selected, can be released from the present post.

4.3 Incomplete applications will be rejected by the Department of Examinations. Applications received after the closing date **will be rejected** and no notification will be sent regarding the applications received.

5. Examination Fees:

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

- I. Any Bank Credit Card.
- II. Any Bank Debit card with Internet Transaction Facility.
- III. Online Banking Method of Bank of Ceylon.
- IV. Slip payments of any branch of Bank of Ceylon.

Note: Instructions on making payments through above methods are published under the technical instructions relevant to the examination on the website.

- (b) Receipt of payment will be notified *via* an SMS or email. The total of the examination fee should be paid and the applications with payment of lesser or higher amount shall be rejected. Department of Examinations shall not be responsible for any error that occurs in payment of examination fees *via* above methods of payment.
- (c) Under no circumstances, the examination fee will be refunded or transferred for another examination.

6. Admission to sit for the examination:

- 6.1 On the presumption that only those who have the qualifications mentioned in the *Gazette* notification have applied, the admission cards will be issued by the Commissioner General of Examinations to the candidates who have attained the age limit mentioned in the notification, paid the examination fee on or before the closing date and submitted the completed applications along with the relevant receipt. A notification will be published in the newspapers as soon as the admission cards are issued to the candidates. Candidates who do not receive their admission cards within 02 or 03 days after the publication, should make inquiries from the Institutional Examinations Organization Branch of the Department of Examinations, according to the notice.
- 6.2 Here it would be advised to inquire from the Department of Examinations with keeping the photocopies of the application form and the cash receipt kept at your possession, receipt of registration in hand and mentioning the name of the Examination applied for, NIC No. and Address. It would be advisable for candidates outside Colombo to fax a letter of request including candidate's details along with a fax number of the candidate to the Department of Examinations through the fax number mentioned in the notification for sending a copy of the admission.
- 6.3 Signature of the applicant placed on the admission card should have been attested. Candidate should get his/her signature attested by the head of institution or any other officer authorized to sign on behalf such Head of institution. A candidate presenting himself/ herself for the examination for the first time must produce his/her attested admission card to the Supervisor of the Examination Centre. Candidates who do not submit the admission card will not be allowed to sit for the examination.
- 6.4 A candidate must sit for the Examination at the Examination hall assigned to him/her. A set of rules to be observed by all candidates is published in the *Gazette*. The candidates are subjected to all rules and regulations with regard to the conduct of examination and the issuance of results imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate would have to face a penalty imposed by the Commissioner General of Examinations.

The decision of the Commissioner General of Examinations will be final with regard to the conduct of examination and the issuance of results.

- 6.5 Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications to sit for the examination or for the post.

7. Medium of Examination:

- 7.1 The Examination will be conducted in Sinhala, Tamil and English medium. Candidates will not be allowed to change the medium applied for, subsequently.
- 7.2 A candidate is required to answer all question papers in only one of the three languages of Sinhala/Tamil/English, except for the English language paper.
- 7.3 The *Viva voce* will only be conducted in English medium.

8. Penalty for Furnishing False Information:

- 8.1 Candidates should be very careful to furnish correct information in the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled any time before, during or after the examination, if his/ her ineligibility to sit for the examination is disclosed.

9. Identity of Candidate:

- 9.1 A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/ she offers. For this purpose, any of the following documents will be accepted:
- (a) National identity card ;
 - (b) Valid Passport ;
 - (c) Valid Sri Lanka Driving License.
- 9.2 Candidates should enter the examination hall without covering their face in order to prove their identity and ears in order to prove that no communication devices are worn. Further, any candidate who refuses to assist for proving his/ her identity will not be allowed to enter the examination hall. The candidate should remain in the examination hall from the time of entering up to the time of leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate.

10. Terms of Engagement:

- 10.1 Selected officers will be transferred to the Ministry of Foreign Affairs. If he/she does not assume the duties of the Ministry of Foreign Affairs within thirty (30) days from the date of such transfer, the appointment will be deemed as cancelled. Any appeals made in that connection will not be entertained except in approved special cases (*e.g.* maternity leave).
- 10.2 Candidates after being selected to fill the vacancies, will be required compulsory to serve initially at the Ministry of Foreign Affairs in Colombo for a specified period of one year, prior to being posted to a Sri Lanka Mission abroad. If the work and conduct of a candidate during this initial period of service at the Ministry of Foreign Affairs, Foreign Employment and Tourism are found to be unsatisfactory, assessed by an independent board of officers his/ her selection is liable to be cancelled.
- 10.3 Posting will be decided on the basis of requirements of the respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding such posting, there is no obligation on the part of the Ministry of Foreign Affairs, Foreign Employment and Tourism to consider the officer's personal needs and grievances

(children's education, profession of the spouse, medical facilities etc.) and the officer should report for duty at the Mission assigned by the Ministry of Foreign Affairs, Foreign Employment and Tourism. In the event an officer refuses to accept the given mission assignment, the said appointment will be deemed as cancelled. Any appeals made in that connection will not be entertained.

- 10.4 An officer selected on being posted to a Sri Lanka Mission abroad is required to serve abroad on the terms and conditions stipulated in the Compulsory Service Agreement entered into by the said officer and Secretary to the Ministry of Foreign Affairs, Foreign Employment and Tourism and is required to adhere and comply with the conditions stipulated in the Ministry Internal Circulars, Ministry Instructions Series time to time issued by the Secretary to the Ministry of Foreign Affairs, Foreign Employment and Tourism for smooth functioning of Sri Lanka Missions.
- 10.5. The selected officers while serving at a Sri Lanka Mission Abroad will continue to receive their substantive salaries paid in Sri Lanka. In addition, the officer will be paid an overseas allowance during their period of service abroad.
- 10.6 Once an officer is selected, the cost of to and return air passage from Sri Lanka to the country of posting, accommodation and other approved facilities stated in the agreement signed between the officer and the Government, during his/her service abroad, in respect of the selected officer, his/her spouse and for a maximum of two children who are below 21 years of age and dependent on the officer only, will be met by the Government. The Ministry shall not accommodate any request to accompany any other family member or other facilities which were not approved than above noted.
- 10.7 On completion of the stipulated period of tour of duty, it is mandatory that the officer must return to Sri Lanka and report to duty at the Ministry of Foreign Affairs, Foreign Employment and Tourism.
11. Any matter not referred to herein and regarding the appointment procedure will be decided by the Secretary of the Ministry of Foreign Affairs, Foreign Employment and Tourism. All candidates are bound to comply with the general examination rules published in this *Gazette* Notification.
12. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

ARUNI RANARAJA,
Secretary,
Ministry of Foreign Affairs,
Foreign Employment and Tourism.

Ministry of Foreign Affairs, Foreign Employment and Tourism,
Republic Building,
Colombo-1
Date: 17th January 2025.

Amendment

DEPARTMENT OF FISHERIES AND AQUATIC RESOURCES

Open Competitive Examination for Recruitment to the Post of Marine Engineering Assistant (Sri Lanka Technological Service) Gr. III in the Category of Supervisory Management Assistant (Technical) of the Department of Fisheries and Aquatic Resources from amongst the officers who are already in the public/ Provincial Public Service and holding a pensionable post - 2024

The *Gazette* number mentioned in first and last paragraphs of the *Gazette* Notification published under the above heading on 27.12.2024 should be corrected as 2370.

Closing date of application : **14.02.2025.**

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