



ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,413 – 2024 නොවැම්බර් මස 29 වැනි සිකුරාදා – 2024.11.29
No. 2,413 – FRIDAY, NOVEMBER, 29, 2024

(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)

	PAGE		PAGE
Post - Vacant	...	Examinations, Results of Examinations &c.	2382

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 20th December, 2024, should reach Government Press on or before 12.00 noon on 06th December, 2024.

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, 2024.



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.

Examinations, Results of Examinations &c.

LEGAL DRAFTSMAN'S DEPARTMENT

Open competitive examination for the filling of vacancies in the Post of Editor Grade III and Documentation Assistant Grade III of the Management Assistant Non Technical Category 2 in the Legal Draftsman's Department - 2024

THE *Gazette* notification is published in addition to the notification of calling for applications which was published in the *Gazette* dated 01.04.2022 under the above heading.

The candidates who submitted the applications for the aforementioned posts in terms of such notification are not required to resubmit the applications.

The examination will be held in February 2025 in Colombo for the candidates who submitted the applications in accordance with the *Gazette* dated 01.04.2022 and for the candidates who submitted the application in accordance with this *Gazette*. The date of the examination will be notified later.

Applications are called from the eligible Sri Lanka citizens for the competitive examination to select qualified personnel to fill the vacancies of the post of Editor Grade III and post of Documentation Assistant Grade III of the Legal Draftsman's Department.

Candidates who have fulfilled the required qualifications will be selected to be appointed to the post of Editor Grade III and Documentation Assistant Grade III, according to the results of a written examination held by the Sri Lanka Institute of Development Administration, on behalf of the Legal Draftsman's Department.

01. Conditions of Employment:

- 1.1 These posts are permanent and pensionable, contributions should be made to the Widows/ Widowers and Orphans Pension Funds and appointees shall be subject to the policy decisions with respect to the pension scheme, made by the Government from time to time.
- 1.2 Officers appointed to these posts are subject to a probation period of three (03) years.
- 1.3 The applicants should acquire proficiency in the prescribed official language/ languages within 03 years from the recruitment to the post as per the Public Administration Circular No. 18/2020.
- 1.4 This appointment is subject to the procedure rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Regulations.
- 1.5 The appointment of applicants who fail and/or refuse or avoid to assume the duties of the post on the relevant date may be cancelled.

02. Salary Scale :

This post carries a monthly salary scale of (MN 1-2016) Rs. 29,140-10x300-11x350-10x495-10x660-45,540/- in terms of the Public Administration Circular No. 03/2016.

03. Qualifications/ Experience:

Every applicant should have fulfilled all the qualifications pertaining to the relevant post on or before the closing date of applications.

3.1 Educational Qualifications :

- (a) Should have passed the G.C.E. (O/L) Examination in six subjects with credits in at least four (04) subjects including Mathematics and Sinhala/ Tamil/ English language at one sitting,

and

- (b) Should have obtained at least a credit pass in Sinhala language or Tamil language or English language at the G.C.E. (Advanced Level) Examination.

NOTE

- (i) the applicant should have completed the qualifications for the language subjects relevant to the medium applied, at the G.C.E. (O/L) and G.C.E. (A/L).
- (ii) In the absence of a sufficient number of applicants who have obtained a credit pass in English language at the G.C.E. (A/L) examination, having obtained a credit pass in Sinhala/ Tamil language at the G.C.E. (A/L) examination and a pass in English or credit pass in General English at the G.C.E.(A/L) will be considered as a qualification.

3.2 Experience:

Only the applicants for the Post of Documentation Assistant should have at least one year experience in a Government recognized establishment in computer related work (eg. Open Office Microsoft-Word-Excel etc.)

Experience is not relevant to the applications for the post of Editor.

3.3 Physical qualifications:

Every applicant should possess sufficient physical and mental suitability or serve in any part of Sri Lanka and to perform the duties of the post (selected applications will be subject to a medical investigation).

3.4 Other qualifications:

- (i) Applicants should be citizens of Sri Lanka
- (ii) Applicants should be of unblemished character.

3.5 Age Limit :

Should be not less than 18 years and not more than 30 years of age as at the closing date of applications.

04. Written Examination :

4.1 Written Examination : Editor

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass mark</i>
Test the knowledge on Sinhala/ Tamil/ English language and spelling.	1 ½ hours	100	40

4.1.1 Syllabus :

<i>Name of the question Paper</i>	<i>Syllabus</i>
Test the knowledge on Sinhala/ Tamil/ English languages and spelling	A paper consisting of three questions with two parts to evaluate the proof reading skills, specially the proof reading skills relating to the publications of this department and a question to test the correct Sinhala/ Tamil/ English spelling. NOTE: Marks will be deducted for illegible handwriting and spelling mistakes.

4.2 Written examination : Documentation Assistant

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass mark</i>
Intelligence Test	One hour	100	40
Language Proficiency	One hour	100	40

4.2.1. Syllabus :

<i>Name of the question paper</i>	<i>Syllabus</i>
Intelligence Test	a question paper to test the general intelligence, logical skill, expression of ideas, statistical skill and comprehension skill.
Language proficiency	a question paper to test the spelling, grammar, expression of precise and clear ideas, knowledge of expressions of the language, summarizing and essay writing.

4.3 Method of recruitment :

Applicants who have obtained the highest marks (equal to the number of vacancies) from the applicants who have obtained marks more than 40% for each of the above papers will be interviewed by a panel of interviewers appointed by the Legal Draftsman in order to test the qualifications mentioned in the notification and the physical qualifications of the applicants. Marks will not be given for the interview.

05. Conditions for the examination :

5.1 An applicant applying for both posts shall submit separate applications.

5.2 The examination will be conducted in Sinhala, Tamil and English media. An applicant will not be permitted to change the medium mentioned in his application later.

5.3 Furnishing false information :

If it is disclosed that an applicant does not possess the required qualifications, his/ her candidature may be cancelled at any time before the examination or in the course of the examination or after the examination.

He/She may be dismissed from the public service if it is revealed that any information provided by a candidate has been knowingly providing as false, or if he/she has deliberately suppressed any important fact.

5.4 The examination fee is Rs. 1000/-

The applicants shall pay a non-refundable examination fee of Rs. 1,000/- at any branch of Bank of Ceylon to the credit of Current Account No. 7041488 maintained at the " Hulftsdorp Branch of Bank of Ceylon", in favour of "Legal Draftsman" and shall have the receipt thereof properly affixed at the relevant place in the application. retaining a photocopy thereof will be of use. the name of the applicant and his/her National Identity Card number must be entered in the cash deposit form.

5.5 The applicant shall provide the relevant information in his/her own handwriting. Any loss incurred as a result of failure to duly fill the applications shall be borne by the applicants. Retaining a photocopy of the application will be of use and the applicant shall check whether the application that is filled is consistent with that set out in the notice of examination. If not, the application will be rejected without any notice.

NOTE :

An admission card will be sent by post to all the applicants who have been qualified for the exam candidacy by the Sri Lanka Institute of Development Administration. No applicant will be allowed to enter the examination hall without an admission card and the applicant shall get his signature attested by a qualified person in advance and should produce it to the supervisor of the examination hall on the date of the examination.

5.6 The applications shall be prepared using the both sides of A4 paper of size 24x29cm, in accordance with the specimen application form herein, and

- (a) heading numbers from 1 to 7 should set out to be appeared on the first page;
- (b) heading numbers from 8 to 13 should set out to be appeared on the second page; and
- (c) heading numbers from 14 to 15 should set out to be appeared on the third page

of the application.

5.7 The Director General of Sri Lanka Institute of Development Administration will issue admission cards to applicants falling within the required age limits as stated in the notice and who have paid the relevant examination fee on or before the closing date and have submitted duly filled applications along with the relevant receipt. The receipt of applications will not be acknowledged. Upon the issue of admission cards, you will be notified to the effect by sending and SMS to the mobile number given by you in the application. Inquiries regarding issues pertaining to admission cards can be made by calling on 011-5980225 of the examination branch of the Sri Lanka Institute of Development Administration. It will be useful to keep the copy of the application, the copy of the receipt of the payment of the examination fee and also the registration receipt received in order to substantiate any information when making inquiries.

5.8 The Legal Draftsman shall have the power to postpone or to cancel the examination.

5.9 The applicants are subject to the rules stipulated by the Director General of the Sri Lanka Institute of Development Administration regarding the holding of the examination.

5.10 The words "Open Competitive Examination for the filling of vacancies in the post of Editor Grade III and Documentation Assistant Grade III in the Legal Draftsman's Department - 2024" should be indicated on the top left hand corner of the envelop.

5.11 Identity of the applicant :

Every applicant shall prove his identity at the examination hall to the satisfaction of the Supervisor of the Examination hall. For such purpose only one of the following documents will be accepted.

- (a) The National identity card issued by the Department for Registration of Person.
- (b) A valid passport.

5.12 NOTE

- (a) No document or copy thereof should be annexed to the application.
- (b) Applications of applicants who fail to submit the originals of the relevant documents when requested will not be taken into consideration.

06. Duly filled applications must be sent by registered post to reach "Legal Draftsman, Legal Draftsman's Department, No. 80, Adhikarana Mawatha, Colombo 12" on or before 30th of December 2024.

07. Issuance of result :

7.1 Sri Lanka Institute of Development administration will submit the final result sheet prepared in accordance with the total merit score of the written examination to the Legal Draftsman.

- 7.2 Upon the notification by the Legal Draftsman that the appointments related to the posts are final, the results will be notified by post to all the candidates by the Director General of the Sri Lanka Institute of Development Administration,
08. The number of persons appointed and date on which the appointment comes into effect will be determined by the Legal draftsman. The final decision with respect to filling, not filling or partly filling the vacancies shall be vested with the Legal Draftsman.
09. In the event of any inconsistency or discrepancy among the Sinhala, Tamil, and English texts of this *Gazette* Notification, the Sinhala text shall prevail.
10. Decision regarding any matter not stated in this notification will be made by the Legal Draftsman.

DILRUKSHI SAMARAWEEERA,
Legal Draftsman,
Legal Draftsman's Department,
No. 80, Adhikarana Mawatha,
Colombo 12.

Specimen Application

OPEN COMPETITIVE EXAMINATION FOR FILLING OF VACANCIES IN THE POSTS OF EDITOR GRADE III AND DOCUMENTATION ASSISTANT GRADE III OF THE MANAGEMENT ASSISTANT NON TECHNICAL CATEGORY 2 IN THE LEGAL DRAFTSMAN'S DEPARTMENT - 2024

In application filled in either Sinhala or Tamil language, the name of the examination appearing in the heading of the specimen application must also be included in English language in addition to Sinhala or Tamil respectively.

01. The post applied

Sinhala Editor - 1	Sinhala Documentation Assistant - 4
Tamil Editor - 2	Tamil Documentation Assistant - 5
English Editor - 3	English Documentation Assistant - 6

(write the relevant number in the box)

02. The language medium in which the applicant intends to sit the examination

Sinhala - 1 Tamil - 2 English - 3
(Write the relevant number in the box)

03. Last name with the initials as at the end:

- i. In the English capital letters :
(eg. GUNAWARDHANA, M.G.B.S.K.)
ii. In Sinhala/ Tamil :

04. Name denoted by initials

- i. In English capital letters:
ii. In Sinhala/ Tamil :

05. Permanent Address

- i. In English capital letters :
ii. In Sinhala/ Tamil :

06. Address to which the admission card should be sent :
(In English capital letters)

07. Gender :

Male : 0 Female : 1

(Write the relevant number in the box)

08. Mobile phone number :

09. National Identity Card No. :

10. Are you a citizen of Sri Lanka :
 Yes - 1 No - 2
 (Write the relevant number in the box)

11. Date of Birth : Years : Months : Days :

12. Age as at Years : Months : Days:

13. Educational Qualifications :

I. G.C.E. (O.L)

- (i) Year :
- (ii) Index Number :

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

II. G.C.E. (A/L)

- (i) year :
- (ii) Index Number :

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

III. Mention any other relevant educational/ professional qualifications :-.....

IV. Professional experience :

14. I. Have you ever been convicted by a court of law?

Yes No

If yes, State the particulars

II. Examination fee :

Receipt No. :

Date of Payment :

Bank and Branch where the payment was made :

Firmly Paste the receipt here

15. Applicant's Declaration :

- (a) I respectfully declare/ affirm that the foregoing particulars are true and accurate to the best of my knowledge.
- (b) I am aware that I am liable to be found ineligible where it is proved before being appointed, that this declaration made by me is false or incorrect or to be dismissed from service without any compensation, subject to the relevant procedure, where it is proved after being appointed that this declaration made by me is false or incorrect. Furthermore, I declare that I am bound by the rules stipulated by the Director General of Sri Lanka Institute of Development Administration regarding the holding of the examination and that I have paid the examination fee and have affixed the receipt here.

.....

Date

.....

Signature of the applicant

16. Attestation of the applicant's signature :

I do hereby certify that Mr./Mrs./Ms. (full name) who submits this application is personally known to me, that he/she placed his/her signature before me on date of, 2024, and that the required examination fee has been paid and that the receipt thereof has been affixed.

.....

Signature of the attester.

Full name of the Attester :
Designation :
Address :
Date :
(Affix the official seal)

17. Attestation of the Head of the Department:

I do hereby certify that I have examined the aforesaid particulars furnished by the applicant, that they are correct and that his/her performance, attendance and conduct are satisfactory. If the applicant is selected for this post, he/she may be released from service/ may not be released from service.

.....

Signature of the Head of the Department.

Designation :
Date :
(Affix the official seal)

AMENDMENT

MINISTRY OF HEALTH

"Recruitment (Open) to the Post of Orthopaedic Workshop Technician belonging to the Supervisory Management Assistant Non-Technical/ Technical Service Category (MN-03-2006-A) of the Sri Lanka Technological Service of Ministry of Health - 2024"

CLOSING date of applications mentioned in the above notification of recruitment published in the Government *Gazette* No. 2375 dated 07th March 2024 shall be revised as following.

1. Closing date of applications is extended up to **10.12.2024** and all the facts stated in the aforesaid *Gazette* Notification shall prevail without any change.

DR. P. G. MAHIPALA,
Secretary,
Ministry of Health.

16th November, 2024,
Ministry of Health,
"Suwasiripaya",
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

11-300

THE PARLIAMENT

**Open Competitive Examination for Recruitment to the
Post of Parliamentary Officer in Parliament of Sri Lanka - 2024**

01. It is hereby announced that the Open Competitive Examination for recruitment to the post of Parliamentary Officer in Parliament of Sri Lanka will be conducted by the Commissioner General of Examinations on, March 2025 in Colombo.

- (a) The closing date for applications is **30th December, 2024**
- (b) The details on this advertisement are also available on the website www.parliament.lk

02. As per the aggregate marks obtained at the written test conducted by the Commissioner General of Examinations and the structured interview, the selection for 20 vacant posts will be made on the merit order among the candidates who scored highest marks.

The general duties of the post are to assist the management in the duties of the Administrative, Legislative Services and Finance & Supplies Departments of Parliament and perform any other duties assigned by the Secretary General of Parliament.

03. Monthly Salary Scale: - The salary scale entitled to this post is Rs. 34,605-9x660/3x755-42,810/- as per Schedule I of the Management Services Circular No. 06/2016 dated 07.11.2016. The salaries will be paid in compliance with the provisions of the said circular as indicated in Schedule II thereto. (The minimum gross initial monthly salary applicable to this post will be approximately Rs. 90,000/- inclusive of all additional allowances).

04. Qualifications for Recruitment

- (a) Should be a citizen of Sri Lanka.
- (b) Should not be less than 21 and not more than 35 years of age as at closing date of the applications. Accordingly,

only those whose birthdays fall on or before 30th December 2003 or on or after 30th December 1989 can apply for this post.

(The upper age limit is not applicable to the applicants in the Public/ Provincial Public service or Government Corporations/Statutory Boards)

- (c) All the applicants should be of excellent and moral character.
(d) Should have completed the following educational qualifications.
- (i). A degree awarded by a university recognized by the University Grants Commission.
And
(ii). Having passed 06 subjects at the G.C.E. (O/L) Examination with credit passes for Sinhala or Tamil, English or English Literature and Mathematics, in not more than two sittings.

N.B: Having completed the qualifications relevant to the post on or before *30th December 2024* is compulsory for each applicant. If any Candidates with special needs appear, they should mentioned in the application about it and to submit the copies of relevant medical certificates.

05. Method of recruitment:-

Through a written test and a structured interview.

06. Examination Procedure:-

(a) Written Test

This test will contain two question papers to assess the proficiency in English Language, Translation skills, General Knowledge and IQ and both question papers will be in English medium. However, since the question paper on language proficiency contains a paragraph for translation, the candidates should make sure that they indicate in their applications the medium in which they expect to sit the test.

Subject	Marks	Duration	Minimum pass mark
Language Proficiency and Translation skills	100	2 hours	50%
General knowledge and IQ	100	2 hours	50%

- (1) **Language proficiency** - This question paper contains the questions on comprehension, an essay, summarizing, translation from Sinhala/Tamil into English and English into Sinhala/Tamil which are designed to assess English language proficiency of the candidates. All questions should be answered.
- (2) **General knowledge and IQ** - Each question paper is 1 hour duration and contains two parts and questions that test the knowledge of the candidates on local and foreign affairs and the general understanding on the Constitution, Independent Commissions, Parliamentary practices and procedures, Administration of Justice and Principles of Good governance. All questions should be answered.

(b) Structured interview:-

A Structured interview will be conducted by an interview panel appointed by the Secretary General of Parliament to assess and examine the Communication Skills and Additional Language Skills, Additional Educational Qualifications, Computer Literacy, Working Experience and Knowledge in the field, Leadership Qualities and Competency of the candidates at the interview, in accordance with the criteria given in the table below. The maximum marks is hundred (100):-

Serial Number	Scope	Maximum Marks
1	Communication Skills and Additional Language Skills	20
2	Additional Educational Qualifications	20

Serial Number	Scope	Maximum Marks
3	Computer Literacy	20
4	Working Experience and Knowledge in the field	20
5	Leadership Qualities and Competency at the interview	20
Total		100

Note- Special attention should be paid on legible hand writing and orthography of all written answer scripts.

07. Terms and Conditions of Employment:-

- This post is permanent. However, pension entitlement pertaining to this post will be determined according to policy decisions taken by the Government in future. Appointment will be made initially subject to a three-year (03) probation period. If a person who has been confirmed in a permanent post in the Public/Provincial Public service or an internal candidate of Parliament is selected, he/she will be appointed subject to an acting period of one year.
- The number of appointments and the effective date of such appointments shall be determined by the Secretary General of Parliament. The Secretary General of Parliament is reserved the right to fill all/certain vacancies or not.
- The selected candidates will be required to enhance computer literacy within the first year of the probation/acting period and should acquire the skills to draft an English letter of not less than 250 words and a Sinhalese/Tamil letter of not less than 150 words within 25 minutes for each by using the Microsoft Word Package.
- The selected candidates will be subject to the Financial and Departmental Regulations applicable to the staff of the Secretary General of Parliament.
- The selected candidates should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund from his/her salary with a percentage determined by the Government.
- The selected candidates will be subject to a medical examination.
- Security Clearance Reports in respect of the selected candidates will be obtained prior to their appointments.
- The applicants in the Public Service/Provincial Public Service/Government Corporations/Statutory Boards shall forward their applications through the respective Heads of Departments/Institutions.

08. Penalty for submission of false information

The applications shall be filled carefully with accurate information. The candidacy of any applicant will be cancelled at the examination or prior or subsequent to the examination or at any moment if any applicant is found disqualified as per the rules and regulations of the examination.

09. Examination fees

The examination fee is Rs.600/- This fee shall only be credited from any Post Office/Sub Post Office of the Island or District Secretariat/Divisional Secretariate to the government revenue under the Revenue Head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained in the name of the applicant shall be securely pasted on the space provided on the application form so that only one margin sticks on it (It is advised to retain a copy of the receipt for future reference.) The examination fees are not refundable and non-transferable under any circumstances. Further, money orders and stamps shall not be accepted.

10. Method of Application

- (a). The application should be prepared in accordance with the specimen given in this notice by using both sides of two A4 papers (8 1/2" x 12"). The application should be prepared in the paper where items 01-03, 04-06 and 07-10 appear in first, second, third and fourth pages respectively. The title of the examination should be indicated on the Application in English Language in addition to Sinhala/Tamil languages.

The applications inconsistent with the specimen, not duly filled and examination fees not paid prior to the date specified shall be rejected without any notice. The applicant shall bear any losses incurred due to any application that is not filled duly and accurately. Keeping a photocopy of the application will be useful and the applicants shall ensure that the completed application is consistent with the specimen given in this notification.

- (b). All the applicants who have paid the examination fees and applied on or before the closing date, shall be allowed by the Commissioner General of Examinations to sit for the competitive examination, on the assumption that only the applicants who are qualified and eligible as per the *Gazette* Notification have applied for the post. The issuance of an admission card to sit for the competitive examination shall not be considered that the applicant has met the qualifications required for the post. The candidacy of the applicants shall be cancelled if found not qualified during the interview, where the qualifications are mismatched as per the *Gazette* Notification.
- (c). "Open Competitive Examination for Recruitment to the Post of Parliament Officer of the Parliament of Sri Lanka – (2024)" shall be indicated on the top left hand corner of the envelope.
- (d). The duly filled applications shall be sent under the registered post to the following address on or before **30th December, 2024**. *The complaints regarding applications lost in the mail or submitted late will not be accepted.*

Commissioner General of Examinations
Establishments Examinations Organization Branch
Department of Examinations, Sri Lanka
PO Box 1503
Colombo.

11. Sitting for the examination

- (a). Receipt of the application shall not be acknowledged. A notice shall be published in the department's web site and *the applicant will be informed via SMS* by the Department of Examinations, Sri Lanka, once the admissions are issued to the applicants. In case of non-receipt of the admission after a lapse of 2 or 3 days from the newspaper notice to the effect, it should be informed to the Department of Examinations, as per the notice. The title of the examination, full name of the candidate, National Identity Card number and the address should be communicated during such inquiry. For the applicants residing out of Colombo, it would be advantageous to make such inquiry by sending a fax to the fax number given in the advertisement, in the form of a request including the relevant details and a fax number to reach the applicant so that a copy of the admission can be sent through a fax. Further, retaining copies of the application, receipt of payment of examination fees, and the receipt for Registered Post, would be advantageous for the applicant to confirm any detail required by the Department of Examinations.
- (b). The applicants shall be required to get their signatures attested in the application and the admission card. This attestation should be done by the respective Heads of the Departments or any other officer authorized by him in case of applicants who apply through a *government* institution and by a Principal of a school/ Retired officer, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, a Chief Incumbent of a Buddhist temple or a member of clergy in charge of any other religious institution in case of applicants who do not apply through the institution. The applicants shall sit for the examination in the center specified for them and produce to the chief invigilator the admission card with attested signature at the examination center at the first instance. The applicants who fail to produce the admission card shall not be allowed to sit the examination.

(c) Examination Results

The list of results, arranged in sequential order by index number, will be prepared with twice the number of vacancies based on merit, according to the aggregate marks obtained by candidates in the written exam held as per paragraph 06 of this notice and the structured interview. After submission of the final results to the Secretary General of Parliament, the Department of Examinations will inform the results to all the applicants individually who sat for the written examination or to publish such results in its website www.results.exams.gov.lk.

12. All candidates who sit every subject at the examination should surrender one of the following documents which prove their identity, to the Chief Invigilator.
- (i) National Identity Card
 - (ii) A valid Passport
 - (iii) A valid Sri Lanka Driving License

Candidates are kindly advised to appear at the examination not covering their face and ears while entering in to and during the time of exam. In case, if any candidates refuse to do so, such candidates will not be allowed to enter in to the exam hall.

13. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the examination and the release of results. In case of any violation of examination rules and regulations, candidates shall be liable to be penalized by the Commissioner General of Examinations.
14. The Secretary General of Parliament shall decide on any matters not mentioned in this notification. All the candidates are required to abide by the general rules and regulations of examination that have been indicated in this *Gazette* Notification.
15. In the event of any inconsistency between Sinhala, Tamil and English versions of this *Gazette* Notification the Sinhala text shall prevail.

KUSHANI ROHANADEERA,
Secretary- General of the Parliament.

Parliament of Sri Lanka,
Sri Jayawardenapura Kotte,
26th November, 2024.

Specimen Application Form

For Office Use Only

**Open Competitive Examination for Recruitment to the Post of
Parliamentary Officer – 2024**

Medium of examination applied for Translation Skills paper:

English/Sinhala - 2
English/Tamil -3

(Write the relevant number in the box)

1.0

- 1.1) Full Name :
(In Block Capitals).....
- 1.2) Full Name :
(In Sinhala / Tamil).....

2.0

- 1.1) Permanent Address :
 (In Block Capitals)
- 1.2) Official Address (if any) :
 (In Block Capitals)
- 1.3) Address to which the Admission Card should be sent :
 (In Block Capitals)

3.0

- 3.1) Gender : Male – 0 Female – 1
 (Write the relevant number in the box)
- 3.2) National Identity Card No:
- 3.3) Contact Number:
- 3.4) WhatsApp Number:
- 3.5) E-mail :
- 3.6) Date of Birth : Year: Month: Date:
- 3.7) Age as at the date on which the qualifications are fulfilled:
 Years: Months: Days:

4.0 Educational Qualifications:

- 4.1) G.C.E. (O/L) Qualifications:
 - i. Year of Examination and month :
 - ii. Index No. :
 - iii. Results:

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

- 4.2) G.C.E. (A/L) Qualifications:
 - i. Year of Examination and month:
 - ii. Index No:.....
 - iii. Results:

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

4.3) Details of the Degree:

- i. Effective date of the Degree:.....
- ii. Index No.:
- iii. Name of the Degree:
- iv. Subjects:

5.0 Other Qualifications:

6.0 Have you ever been convicted by a court of law? (Put a tick (✓) in the relevant box)
(If yes, give details)

Yes No

--	--

7.0 Details of the receipt of payment of examination fee:

- i. Paid office :
- ii. Receipt No. and date :
- iii. Paid amount :

Stick the receipt here so that it will not be detached.
(Keeping a copy of the receipt with you would be useful.)

8.0 Certificate of the Applicant:

- a) I declare that the details furnished by me in this application are true and accurate to the best of my knowledge. I agree to bear up the loss that would be caused to me in case any part of this application has not been filled in and/or has been filled in inaccurately.
- b) Any information in the application found to be false disclosed before selection will render the applicant liable for disqualification, and to dismissal, if discovered after appointment.
- c) I further declare that I will abide by the rules and regulations that will be imposed by the Commissioner General of Examinations in connection with conducting of the examination.
- d) I will not change any information later that I have furnished in this application.

Date:.....

.....
Signature of the Applicant

9.0 Attestation of the signature of applicant

I certify that Mr/Mrs/Miss who submits this application is personally known to me and that he/ she placed his/ her signature in my presence on, and that he/she has paid the due examination fees and has pasted the relevant receipt of such payment on this application form.

Date:.....

.....
Signature

Full name of the attester :
Designation :
Address :
(Official stamp)

10.0 Certification of Head of Department / Institution
**(Only for applicants serving in the Public Service/Provincial Public Service/Government Corporations/
Statutory Boards)**

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

Date:

Signature of Head of Department/Institution
(Official Stamp)