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

අංක 2,350 – 2023 සැප්තැම්බර් මස 15 වැනි සිකුරාදා – 2023.09.15  
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(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	2288	Examinations, Results of Examinations &c.	2290

#### 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 06<sup>th</sup> October, 2023 should reach Government Press on or before 12.00 noon on 22<sup>nd</sup> September, 2023.

#### 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, 2023.



This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)

1. General Qualifications required :

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

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

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

2. Conditions of Service-General :

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

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

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

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

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

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

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

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

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

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

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

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

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

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

4. Terms of Engagement :

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

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

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

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

5. Serving Officers in the Public Service :

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

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

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

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

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

6. Definition of Salary for the purpose of Eligibility :

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

7. New National Policy on Recruitment and Promotions :

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

Rules and Instructions for Candidates

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Posts - Vacant**  
**REGISTRAR GENERAL'S DEPARTMENT**  
**Post of Registrar of Births, Deaths and Marriages**  
**Tamil Medium**  
**JAFFNA 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 Tamil 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](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **20<sup>th</sup> October, 2023** 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.  
22nd August, 2023.

SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Jaffna	Chankanai	Post of Births & Deaths Registrar of Chankanai Division & Post of Marriages Registrar of Valikamam West Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Jaffna.

**REGISTRAR GENERAL'S DEPARTMENT**

**Post of Registrar of Births, Deaths and Marriages**

**Tamil Medium**

**KILINOCHCHI 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 Tamil 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](http://www.rgd.gov.lk)) of the Registrar General's Department.
09. Duly filled applications should be forwarded on or before **20<sup>th</sup> October, 2023** 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.  
22nd August, 2023.

## SCHEDULE

<i>District</i>	<i>Divisional Secretariat Division</i>	<i>Post and Division for which Applications are called</i>	<i>Address to which Applications should be sent</i>
Kilinochchi	Kandawalai	Post of Births & Deaths Registrar of Parandhan Division & Post of Marriages Registrar of Karachchi Division (Tamil Medium)	District Secretary/Additional Registrar General, District Secretariat, Kilinochchi.

09 - 270

**Amendment****Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government****Revision of Government Notification****Public Service Commission**

Filling the Vacancies in Grade I of Sri Lanka Architects' Service, under Section 11.2 of Sri Lanka Architects' Service  
Minute No: 1877/28 dated 28.08.2014

THE following revision shall be included in the notification published under the above title in the *Gazette* of the Democratic Socialist Republic of Sri Lanka No: 2349 dated 08.09.2023 and the other matters and conditions indicated therein shall remain unchanged.

04. Marking Scheme:

*N. B.* - The point under No: I should be removed.

It is not necessary for the applicants, who have already applied, to submit the applications again due to this revision.

On the order of Public Service Commission,

K. D. N. RANJITH ASOKA,  
Secretary.

Ministry of Public Administration, Home Affairs, Provincial  
Councils and Local Government.

13th of September, 2023.

09-335

**Examinations, Results of Examinations & c.****MINISTRY OF HEALTH****Recruitment for Student Nursing Training – Year 2023**

APPLICATIONS are called from eligible Sri Lankan citizens to recruit for the Student Nurse Training, of the Ministry of Health from **15.09.2023** to **18.10.2023**. Applications could be submitted only through the official web site of the Ministry of Health ([www.health.gov.lk](http://www.health.gov.lk))

**Important :**

- 1.1. Each applicant can submit only one application. If an applicant has submitted more than one application, all applications will be rejected. An applicant who has passed GCE A/L in both 2019 and 2020 should submit only one application. The applicant should submit only one application based on the preferred year of examination. Applicant should not submit separate applications for the separate years. If an applicant has submitted two applications for the two years all applications will be rejected.

- 1.2. In the past few years, considering recruitment, it was observed that many other qualified students did not get even one such opportunity due to the registration of several courses by one student under the free education privileges of the government. Apart from this, the government’s money is being wasted due to this situation, and the planned goals of the relevant institutions cannot be achieved due to the lack of the expected number of trained professionals at the end of course. Therefore, necessary provisions to mitigate this situation and give every applicant at least one opportunity have been published in paragraph 5 of this *Gazette*. Accordingly, as detailed in Sub-paragraphs number 5.1 to 5.5, a person who is not eligible, should not apply for this course. However, if a person with such disqualification applies for this course and is discovered later, action will be taken against them as per Sub-paragraph 6.3 of the Gazette notification.
- 1.3. In past recruitments, it was observed that false information (false examination years, subjects, grades obtained etc.) was submitted in the applications. It has also been observed some applicants provide certificates with false information to the interview board. It is a serious offense. Therefore, no applicant should provide false information in the submitted e-application. If an applicant submits such false information the application will be rejected, applicants name will be submitted to Department of Criminal Investigation for necessary legal actions. Further their names will be included in the blacklisted names for recruiting to government service.
- 1.4. Each applicant should read and understand this *Gazette* and the information provided in the e- application. If the applicant is eligible to apply, ensure the receipt obtained by **paying Rs.1000/-** to any Bank of Ceylon branch (as per paragraph 7.2) and the documents mentioned in 9.4, 9.5 and 9.6 sections are available with you before you apply and submit the application.

**02. Educational qualifications and other specific qualifications relevant to the post:**

**Table – 01**

<i>G.C.E.(O/L) qualifications</i>	<i>G.C.E.(A/L) qualifications</i>	<i>Other specific qualifications relevant for the training course</i>
Should have passed 06 subjects with credit passes for Sinhala/ Tamil Language, Mathematics, Science and English in not more than two sittings at the G.C.E.(O/L) examination.	Should have passed any 03 subjects from Biology, Chemistry, Agriculture, Physics and Mathematics which belong to Bio Science subject stream in one sitting at the G.C.E. (A/L) Examination either in 2019 (Old Syllabus) or in 2019 (New Syllabus) or in 2020 (Old Syllabus) or in 2020 (New Syllabus). (Common General Test and General English is not considered as subjects) <i>or</i> Should have passed any 03 subjects from Combined Mathematics, Chemistry, Physics and Advanced Mathematics which belong to Physical Science subject stream in one sitting at the G.C.E. (A/L) Examination either in 2019 (Old Syllabus) or in 2019 (New Syllabus) or 2020 (Old Syllabus) or in 2020 (New Syllabus). (Common General Test and General English is not considered as subjects)	<ul style="list-style-type: none"> <li>• This fulltime training is of 3 years duration and will be conducted in English medium.</li> <li>• Should be not less than 18 years and not more than 28 years of age at 18.10.2023.</li> <li>• Should not be less than 4’10” (147.3 cm) in height.</li> <li>• Should be unmarried.</li> <li>• Both males and females can apply.</li> </ul>

### 3. Method of recruitment for training:

- 3.1. Recruitments for the student Nurses' Training is done from the applicants who have fulfilled the qualifications in terms of the Sri Lanka Nursing Service Minute published in the Extra ordinary *Gazette* No. 1837/8 dated 19.11.2013 of the Democratic Socialist Republic of Sri Lanka and the amendments made there from time to time. (Male applicants will be recruited based on the service exigency of the Institutions under the Ministry subject to the provisions of the Nursing Service Minute)
- 3.2. The total number to be recruited from the island will be divided in proportion to the population in each District and then the number recruited from each District will be determined.
- 3.3. Thereafter the number to be recruited from each district will be divided in proportion to the number of applicants who apply from the respective district in 2019 (Old Syllabus) or in 2019 (New Syllabus) or 2020 (Old Syllabus) or in 2020 (New Syllabus). and have satisfied the minimum educational qualifications, and then number of recruits in each year from the respective districts will be determined.
- 3.4. Thereafter, the number of recruits from each examination [2019 (Old Syllabus) or 2019 (New Syllabus) or 2020 (Old Syllabus) or in 2020 (New Syllabus).] will be divided in proportion to the number of applicants who apply and satisfied the minimum educational qualifications from the Bio Science and Physical Science subject streams in the respective year and then the number of recruits from the respective district in each year from each subject stream will be determined.
- 3.5. The number of recruits from each subject stream in each examination [2019 (Old Syllabus) or 2019 (New Syllabus) or 2020 (Old Syllabus) or in 2020 (New Syllabus)] will be determined as such and 5% out of the total number will be male applicants and 95% will be for female applicants. Recruitments will be made from the applicants who have obtained the highest Z score from each subject stream in the respective district in each year.

### 4. Eligibility:

Each applicant,

- 4.1. Should be a Sri Lankan citizen.
- 4.2. Applicant should be excellent in character and be physically and mentally fit.
- 4.3. You should have been a permanent resident of the district for three consecutive years immediately prior to the closing date of applications *i.e.*, **18.10.2023**. The Certificate of residence issued by the Grama Niladhari should be submitted. Where any applicant is unable to prove the residence during the preceding 3 years, they will not be eligible to be recruited from the current (residence) district. Based on the past districts of residence, the district in which he/she has lived longest duration of time will be considered for recruitment by the interview board. The applicant should provide necessary documents to prove the residence to the Interview Board.

**Note :** Where any candidate is unable to prove the residence during the preceding 3 years due to employment of his/her father or mother in a transferrable service of the Government or of Provincial Public Service or as a state corporation or due to any other unavoidable reason, if he/she provides acceptable reasons, the final decision will be taken by the Secretary of Ministry of Health.

### 5. Who are not eligible to apply /get selected for the course:

- 5.1. Students who are registered or currently following any fulltime/internal course conducted by a state university or a state university college recognized by the University Grants Commission under the national free education policy.



- 5.2. Students who are registered or currently following any fulltime course conducted by a National College of Education of Sri Lanka.
- 5.3. Students who are registered or currently following any fulltime course conducted by the Ministry of Health or any other government institute.
- 5.4. If you have registered for a full-time course conducted by an institute which falls under 5.1, 5.2 or 5.3 above; even though, you cancelled your registration after this *Gazette* is published, you are not eligible to apply or to get selected for the training.
- 5.5. A student who has registered the marriage or a divorcee.

#### 6. Other Information:

- 6.1. If you have completed a degree in any University, the effective date should be a date which is earlier than the date of application *i.e.*, **15.09.2023** to the course.
- 6.2. It should be strictly noted that no section contained in this *Gazette* notification implies that you will be selected to the course applied for even the above conditions have been fulfilled. It should also be noted even if you have satisfied the above conditions, you are not eligible for above course, if you have not obtained a sufficient Z score to be eligible or if you have not fulfilled any other condition.
- 6.3. Subsequent to the recruitment for the training if it is revealed that you are not eligible for the training as you have got registered/ or was following a fulltime programme as mentioned in 5.1, 5.2 or 5.3 above or if you are not eligible under 5.4 or 5.5 conditions you will be withdrawn from the training /dismissed from the post and all the expenses incurred by the government until then will be recovered from you. Further, their names will be included in the blacklisted names for recruiting to government service.
- 6.4. Educational qualifications and all other qualifications should be fulfilled in all respects by the closing date of applications *i.e.*, **18.10.2023**.

#### 7. The method of application :

- 7.1. Candidates shall apply for the above training course via the official website of the Ministry of Health ([www.health.gov.lk](http://www.health.gov.lk)). They are required to fill and submit the online application on the website. Instructions for filling the application form are available on the online application form. (**The application form should be filled in English only.**)
- 7.2. Applicants should pay an amount of Rs.1000/- to the Bank of Ceylon to the credit of the account of “The Secretary of the Ministry of Health, Collection of Examination fee” Thaprobane Branch of Bank of Ceylon No. 7041318. This amount can be paid through any branch of Bank of Ceylon. This fee will not be refunded under any circumstance. You should have documentary evidence (receipt) to prove that you have deposited the money. This receipt must be forwarded at the interview. It is not allowed to transfer this examination fee to any other examination.
- 7.3. You do not need to send copies of the uploaded application to the Ministry by post. However, keep the code with the 5 digits received after uploading the application safely, for obtaining printed copies later. If you are called for the interview, you should bring a duly signed and signature attested copy of the application by an officer as mentioned in 8.1.

**Note :** If you have fulfilled the conditions and eligible to apply, any questions on completing the application, instructions could be obtained by contacting the Human Resources Management and Coordinating Unit of the Ministry of Health during working days of the week from **9.00 a.m. to 4.00 p.m.** via telephone number 0112 340 007, can also be contacted at the email address [hrcodmoh@gmail.com](mailto:hrcodmoh@gmail.com). (Here it is always necessary to mention your national identity card number and a telephone number where you can be contacted)

**All necessary information has been published in the Gazette and web site of the Ministry of Health. Therefore, please do not call for any other reason.**

**8. The attestation of the applicant's signature:**

- 8.1. The signature of the applicant should be attested by an officer in Sri Lanka Administrative Service / an officer in Sri Lanka Educational Administrative Service / an officer in Sri Lanka Accountants' Service / a Government Principal / a Justice of the Peace / An attorney of Law or an officer who hold a permanent and pensionable post and draws an annual salary not less than Rs. 512, 148.00.
- 8.2. The applications that are not complying with the above terms of the *gazette* or incomplete applications will be rejected without any notice.

**9. If you are called for the interview, you shall submit the following documents:**

- 9.1. Out of the applicants those who have satisfied the minimum educational qualifications, according to the successfully uploaded online application, only a selected number of applicants will be called for the interview based on a priority list prepared according to the Z score. A general interview will be held by a board of interview appointed by the Secretary of the Ministry of Health. The interview board will check the qualifications and physical fitness required for the post by the Service Minute and this *gazette* notification. Applicants shall submit the **Originals** of the following documents at the interview.

If due to unavoidable reasons (Acceptable to the Interview Board) any applicant is unable to submit any certificate/document on that day, the representative of this ministry shall approach the Deputy Director General (Admin) II within 7 days from the date of the interview as per the instructions of the Interview Board. All applicants who fail to do so will be considered ineligible for selection.

- 9.2. Printed copy of the uploaded application (Duly attested by an officer as mentioned in Sub-paragraph 8.1.)
- 9.3. Birth Certificate.
- 9.4. The G.C.E. (A/L) result sheet with the Z score (Issued by the Examinations Department)
- 9.5. G.C.E (O/L) result sheet (Issued by the Examinations Department).
- 9.6. National Identity Card issued by Department for Registration of Persons or valid passport or valid Sri Lankan driving license.
- 9.7. Receipt obtained for the payment of Rs.1000.00 to the Bank.
- 9.8. Certificate of proving residence issued by the Grama Niladhari.
- 9.9. School leaving certificate. (Education B-59)

- 9.10. A formal affidavit signed over a stamp at the value of Rs 50/- in the presence of a Justice of the Peace to confirm that the applicant is not married or divorced as per sub-paragraph 5.5.
- 9.11. A solemn declaration of the candidate. (Self-declared certificate to prove that one is free of disqualifications as per sub-paragraphs 5.1 to 5.4 of paragraph 5)

**Note :**

- (a) In addition to the originals of the documents mentioned from 9.2 to 9.11 above true copies of the originals certified by the applicant himself/herself should be brought to the interview.
- (b) Secretary of the Ministry of Health shall decide the number of applicants to be called for the interview and number to be selected for training based on the capacity of the training schools and service requirements.
- (c) Any section herein does not mean that those who are called for the interview are selected and it should not be understood so.
- (d) Following the interview, information of the selected candidates will be published on the website <http://www.health.gov.lk> and the candidates are not informed personally.
- (e) Appeals will not be considered for any reason by the applicants who have fulfilled the qualifications in terms of this Gazette, but failed to attend the interview/s. Further appeals will not be considered by the applicants who have not got registered to the course following selection on the due date.

**10. Scheme of training:**

- 10.1. Applicants selected from the interview will be admitted to training schools to follow the training course. Period of the course and the medium in which the course should be followed mentioned in table 01.
- 10.2. Trainees who are admitted to the training schools will be subject to the rules and regulations which are effective in the training schools and the orders imposed by the Ministry of Health from time to time.
- 10.3. Training of those who fail the prescribed examinations, whose work and conduct are not satisfactory or who fail to adhere to relevant conditions of examination and conditions of leave of the training school or whose educational and other qualifications are found to be false, may be terminated at any time without any compensation.
- 10.4. A monthly allowance will be paid to the trainees during the training in terms of the provisions of section V of Public Administration circular 03/2016.
- 10.5. At the time the applicant is admitted to the training school, he/she should enter into an agreement and surety bond with the Director General of Health Services that he/she will complete the training successfully, not abandon the training and service in the relevant post in the public service /provincial public service for a minimum period of 10 years if appointment is granted after completing the said training. If he/she resigns from the training, abandon the training, or his/her training is terminated as per the terms in 10.3 above or fails to service in the relevant post for a period of 10 years after appointment, he/she should refund the Ministry of Health the allowance paid to, expenses incurred by the Government and the amount of the Agreement. If not, legal action will be taken to recover the said amount as per the agreement.
- 10.6. Applicants who apply for nursing training should be unmarried as at the closing date of applications and should remain unmarried during the period of training.

## 11. Terms of Employment :

- 11.1. Government is not bound to grant permanent appointments at the end of the training. However, the candidates will be considered for appointing to a post in Class III of the post concerned on the basis of the merit obtained at the final examination of the training to fill the vacancies remaining after making the transfers of senior officers, according to the priority list of vacancies prepared based on the vacancies exist as at the date of completion of the training. Further selected applicants should serve in any part of the Sri Lanka, based on existing vacancies.
- 11.2. If permanent appointment is granted at the end of the training period, salaries will be paid in terms of the provisions of the Public Administration Circular No. 03/2016
- 11.3. Applicants should carefully and accurately fill the particulars of education and other qualifications in the application. If the above certificates are proved to be false after recruitment to the training or after appointment, action will be taken to refer the case to the Criminal Investigation Department for taking legal action / to cancel the appointment, to dismiss him/her from the training / post, and to enter his / her name into the black list of those who are not permitted to be reemployed in the Public Service after taking disciplinary action against him / her. Action will be taken to recover the allowance paid to him / her during the training period, expenses incurred by the Government, and the amount of the Agreement and Surety Bond.
- 11.4. Selected applicants should submit themselves for a medical examination during the first month of the training to certify that the applicant is physically and mentally fit to follow the course and to serve in any part of the Island and if an applicant is found to be unfit from the medical examination he / she will be disqualified from the training.
- 11.5. All persons selected as above will be subjected to provisions of the Establishment Code of Democratic Socialist Republic of Sri Lanka rules, regulations and orders imposed by the Public Service Commission regarding the Public Service, provisions of the service minutes, Financial Regulations, circulars and instructions of the Government and orders imposed and amendments made thereto from time to time.
- 11.6. This Ministry is not bound to provide hostel facilities in the training schools for the applicants recruited for the training. If such facilities provided, rent assessed for a housing room, water and electricity charges will be charged.
- 11.7. You have no right to engage in trade union activities during the period of training. If it is found to have done so you will be removed from training or take other appropriate action.
- 11.8. If any problem arises regarding recruitment to the training or any matter covered or not covered by this *Gazette* notification, the decision of the Secretary of Health, will be the final. In case of any inconsistency between the Sinhala, Tamil and English text, the text in Sinhala will prevail.

S. JANAKA SRI CHANDRAGUPTHA,  
Secretary,  
Ministry of Health.

31st August, 2023.  
“Suwasiripaya”,  
385, Rev Baddegama Wimalawansa Thero Mawatha,  
Colombo - 10.

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

**Efficiency Bar Examination for Officers in Class I of the Government Translators' Service – 2016 (2023)**

AN Efficiency Bar Examination for Officers in Class I of the Translators' Service, as provided for in paragraph 08 of the Translators' Service Minute published in the Government *Gazette* No. 829/7 dated 26.07.1994, shall be held in Colombo by the Commissioner General of Examinations in the month of **January, 2024** and candidates may appear for the Examination either in Sinhala, Tamil or English media. The language medium of examination applied for shall not be allowed to change subsequently. Only the officers, who belong to Combined Services of Public Service; shall apply for the relevant Efficiency Bar Examination as per this notification. The application has been published in the website of the Department of Examinations, Sri Lanka [www.doenets.lk](http://www.doenets.lk) in Online. Application (E.B. Exams) under our Services and the applications can only be submitted online. Officers should select the interface in accordance with their sitting. After the application is submitted online, it should be downloaded and the parts other details, certification of the applicant, attestation of the signature and certification of the Head of the Department should be filled and sent through registered post to reach Commissioner General of Examinations, Institutional Examinations Organization Division, Department of Examinations, P. O. Box 1503, Colombo on or before the closing date of applications. The words "Efficiency Bar Examination for Officers in Class I of Government Translators' Service – 2016(2023)" shall be clearly indicated on the top left-hand corner of the envelop. The closing date of application is **16th of October, 2023**.

**Note :** The provisions relevant to the applicants of the Translators' Service of the Provincial Public Service and the provisions for the applicants of other relevant institutions shall be issued concurrently to this Gazette Notification by the relevant Provincial Public Service Commissions and the relevant institutions respectively.

A Code number should be indicated in mentioning relevant service or institution in the heading of the application for the purpose of identifying separately the officers who apply for this examination for the Public Service of each Provincial Council and other institutions. Accordingly, the **Code Number of the Officers belonging to the Combined Service is 10.**

02. It is compulsory to send the printed copy of the application by post and no complaint that an application has been lost or delayed in post shall be considered. The applicants shall bear losses, which may occur due to their delay in sending applications until the closing date. (It is advisable to keep a copy of the downloaded application).

03. Syllabus and Scheme of Examination :

**1st Subject – Paper 01**

Translation of

- (i) A passage of general interest; and
- (ii) Extracts from
  - (a) an official document or report; and
  - (b) a newspaper article or report

In one of the following ways selected, in accordance with the candidate's medium of translation.

- (i) From Sinhala to Tamil
- (ii) From Sinhala to English
- (iii) From Tamil to English

Duration – 03 Hours

Marks - 100

## 2nd Subject – Paper 02

Translation of

- (i) A passage of general interest; and
- (ii) Extracts from
  - (a) an official document or report; and
  - (b) a newspaper article or report

In one of the following ways selected, in accordance with the candidate's medium of translation.

- (i) From Tamil to Sinhala
- (ii) From English to Sinhala
- (iii) From English to Tamil

Duration – 03 Hours

Marks - 100

- Candidates should obtain forty percent (40%) or above of the total marks for each paper to pass the examination.

04. Candidates' handwriting shall be taken into consideration.

05. (i) Applications – Online applications shall be perfected in English medium only. Once both the soft copy submitted online and the printout sent through registered post are received by the Department of Examinations, the soft copy and the printout are verified. It shall be informed through SMS to the mobile number used to access the system or through e-mail as to whether the Department accepts/does not accept the same as a valid application. Download the common instructions sheet prepared for applying for the examination before perfecting the online application. Strictly follow these instructions when perfecting the application. Any change made in the application once a printout is taken shall not be considered as a valid change. Incomplete applications shall be rejected without notice.

(ii) Officers appearing for the examination for the first time need not pay examination fees. However, for subsequent sittings, Rs. 250 for one subject should be paid. Payment of examination fees should be made strictly using the following methods provided by the online system.

- i. Through any Bank Credit Card
- ii. Through any Bank Debit Card
- iii. Through Bank of Ceylon Online Banking Method
- iv. Through Bank of Ceylon Slip Payment
- v. Postal Department Payment at any Post Office.

*Note.* - The instructions on payment through the above methods are published under the technical instructions related to the examination in the website.

The receipt of payment shall be acknowledged through SMS or e-mail. The total examination fee should be paid and applications of the candidates, who have made payments more or less than the prescribed examination fee, shall be rejected. Department of Examinations shall not bear responsibility on the errors that occur when paying the examination fees through the above methods. Under no circumstances the examination fee shall be refunded/allowed to be transferred in favour of another.

06. Admission to the Examination .-

- (i) The commissioner General of Examinations shall issue admission cards to the applicants, who have paid the prescribed examination fees and sent the duly completed applications along with the relevant receipt on or before

the closing date of applications mentioned in the examination notice, on the presumption that only those who have the qualifications mentioned in the examination notice have applied. A notification shall be published by Department of Examinations, Sri Lanka in newspapers as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such an advertisement steps shall be taken to notify the Institutional Examinations Organization Division Branch of the Department of Examinations in the manner specified in the advertisement.

- (ii) The name of the examination, full name of the applicant, National Identity Card Number and address should be mentioned accurately when making an inquiry in the said manner. It would be more effective to send a letter of request to the fax number mentioned in the notification furnishing a fax number to which a copy of the admission card can be obtained without delay in case of applicants outside Colombo. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: *i.e.* a copy of the application form and the receipt obtained by paying the examination fee and the receipt of registration kept at your possession.
- (iii) Each candidate shall be issued a time table along with the admission card.
- (iv) Candidates are bound by the rules and regulations prescribed by the Commissioner General of Examinations for conducting the examination. They shall be liable to any punishment imposed by the Commissioner General of Examinations for the Breach of these rules.
- (v) Rules prescribed for candidates are printed at the beginning of this *Gazette*.

*Note* - The issuance of an admission card to sit for the examination should not be considered as an acceptance of requisite qualifications of a candidate to sit for the examination.

07. Heads of Departments shall grant duty leave for candidates to whom admission cards have been issued by the Commissioner General of Examinations, to present themselves at the examination. Traveling expenses are not payable.
08. Identity of Candidates : Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer.

For this purpose, any of the following documents shall be accepted.

- (I) National Identity Card,
- (II) Valid Passport
- (III) Valid Sri Lankan Driving License.

Candidates should enter the examination hall without covering face and ears enabling to verify the identity. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily. In case an objection is made, the candidate may be allowed to sit for the examination. However, results would not be released for such candidates as the identity was not confirmed.

09. *Release of the results* - Commissioner General of Examinations will release the results of the examination to the Director General of Combined Services and the results will be published on the website of Ministry of Public Service, Provincial Councils and Local Government.
10. The decision of the Director General of Combined Services shall be final in respect of any matter, which has not been provided for in this notification.

11. In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala text shall prevail.

S. ALOKABANDARA,  
Director General of Combined Services.

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Independence Square,  
Colombo 07.  
29th of August, 2023.

09-200

## Ministry of Justice, Prison Affairs and Constitutional Reforms

### Department of Prisons

#### Open Competitive Examination for the Recruitment to the Post of Prison Guard - 2023

APPLICATIONS are invited from qualified citizens of Sri Lanka to be recruited to the posts of Prison Guard (Female/ Male) fallen vacant at the Department of Prisons Sri Lanka.

01. Recruitment through this examination is to be made for the posts of the Prison Guard at the Department of Prisons, under prison Police and other Service Category regulatory.
02. Written Examination:- This examination consists of 02 question papers as -
  - I. General Intelligence
  - II. General Knowledge

*Important - Applicants who pass the written examination will have to appear for the physical fitness test and eligibility evaluation interview as specified in sub-sections (1), (2) and (3) of clause 13 of this notice of advertisement. Therefore, only the candidates who have fulfilled the requirements as mentioned in the said clause are expected to apply.*

02. Date of Examination and conducting of the examination :-

This examination will be held in **December, 2023** in main towns throughout the island as indicated in the Schedule - I of this notice. The town and its number in respect of which the candidate wishes to sit the examination among the towns set out in the said schedule should be clearly indicated. No candidate will be permitted to change later the town originally indicated in the application. However, in case of there will not be sufficient number of candidates applied for a particular town and pursuant to which an examination centre will not be established therein, such number of candidates will be directed to an examination centre to be established in a town in which the candidate mentioned in the application as the second preference or an examination centre to be established in any other nearby town. Further, in case of there will not be sufficient number of candidates to meet the establishment of examination centers in all or majority of such towns proposed in the schedule - I of this notice, the Commissioner General of Examinations may make necessary arrangements to conduct the examination **only in Colombo**.



Schedule - 1

<i>Towns and Numbers</i>	
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Bataloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Rathnapura	09

03. The total number of Vacancies to be filled amount to 347. [i.e. Prison Guard (Male) 300, Prison Guard (Female) 47. When the last vacancy or a few of vacancies as the case may be are to be filled, there may be instance where the number of candidates have obtained equal marks and such number or numbers exceeds the number of vacancies available to be filled, such last vacancy or a few of vacancies as the case may be will have to be filled based on the decision to be taken by the order of Public Service Commission in compliance with Section 80 of its Procedural Rules. The date on which the appointments will take effect will be decided by the Commissioner General of Prisons.

04. Conditions of Employment:-

- 4.1 A candidate will be appointed to the post of Prison Guard subject to the General conditions governing the appointments in the Public Service, Provisions laid down in the Establishments Code and Financial Regulations and the Procedural Rules of the Public Service Commission published in the *Gazette ExtraOrdinary* No. 1589/30 dated 20.02.2009.
- 4.2 This post is permanent. It is pensionable. You shall be subject to the policy decision to be taken by the Government in future regarding the pension scheme entitled to you. Further, You are liable to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme. You are required to pay contribution in such rate as may be determined from time to time by the Government.
- 4.3 This appointment subject to a probationary period of three years. The First efficiency Bar Examination should have to be passed within 03 years from the date of appointment to the post.
- 4.4 In terms of the Public Administration Circular No. 01/2014 and circulars issued incidental thereto, prescribed official language proficiency should have to be reached.
- 4.5 The Commissioner General of Prisons reserves the power to cancel any appointment of a selected appointee in such instances Where failure by any such appointee to assume duties in his/her post on the Scheduled date and/or denial by any such appointee to assume duties in his/her post at the workstation which such appointee will be directed in the letter of appointment to assume duties. The selected appointees to the post of Prison Guard should agree to engage in the duties during the initial 05 years from the date of their appointment, accommodating in the bachelor's quarters of the prisons even far away from the area of their permanent residence.

05. Monthly Salary Scale:-

In terms of Public Administration Circular No. 03/2016, Salary segment Rs. 1 - 2016. (Step 1) is applicable to this post.

Accordingly, this post carries the salary scale as follows:-

Rs. 29,540/- 7x300 - 27x370 - 41630/- (per month)

(In terms of provisions of the Public Administration Circular No. 03/2016 dated 25.02.2016, in that Schedule II thereof, salaries will be paid based on the initial salary step corresponding to Rs. 29,540/-)

06. *Terms of Engagement:-*

(a) Every candidate must furnish a clear proof to the effect that he/she

- (i) Should be a citizen of Sri Lanka.
- (ii) Should be physically and mentally sound and should have a exemplary character, the latter of which should be attested by a police clearance report.
- (iii) Conviction by any Court of law for any offence committed pertaining to immoral character is a total disqualification for the appointment to the above post.
- (iv) Should have minimum height of 5 feet 4 inches (Male)
- (v) Should have minimum height of 5 feet 2 inches (Female)
- (vi) Should have a chest measurement of 32 inches deflated (This does not apply in case of female candidates)
- (vii) Should be unmarried. (Divorcees and widowers are treated be married persons.)

(b) *Educational Qualifications :-*

Should have passed the G. C. E. (O/L) Examination at least 06 subjects in not more than two sittings including Sinhala/Tamil/English and Mathematics with two (02) credit passes for any subjects.

(c) *Age:-*

- Should be not less than 18 years and not more than 30 years of age .(Accordingly, any candidate whose date of birth falls on or before **16.10.2005** and on or after 16.10.1993 are only eligible to apply (Maximum age limit shall not apply for those who are already serving in the Public or Provincial Public Service.)

(d) *Restrictions on eligibilities:-*

Every candidate should fulfill all qualifications required to apply for this examination on or before the closing date of applications in all respects.

07. *Examination Fee:-*

The examination fee is Rs. 600/- which may be paid by the applicant in his/her own name in cash at any Post Office/Sub - Post Office or District/Divisional Secretariat throughout the island to the credited of the Public Revenue under the Revenue Head 20 - 03 -02 - 13 in favor of the Commissioner General of Examinations before the closing date of applications and the receipt issued in proof of the payment should be affixed in the relevant cage of the application form so that only one edge thereof is firmly pasted on the space provided. Under no circumstances will the examination fee refunded to you or transferred to other examination. It is advisable if a photo copy of the receipt should be kept preserved.

08. *Application Procedure:-*

8.1 The application should be in conformity with the specimen application appended at the end of this notification and thus it should be prepared and completed by the candidate in his/her own legible hand writing in 8.27"x11.69" sheet of paper (A4) in size using both sides. The application may be typed either using computer or type writer. Item No. 01 -05 should appear on the first page while item No. 06 - 11 on the Second page and the remaining items on the third page. Applications which are in not conformity with the specimen application form and are incomplete will be rejected without serving a notice. (It is advisable if a photo copy of the application is retained in your safe custody) Further, the candidate should check as to whether the completed application form is in accordance with the specimen application appended at the end of this notice. Deviation from such requirement may render the application to be rejected.

8.2 Applications should be prepared and completed in such medium of language in which the candidate intends sitting the examination.

- 8.3 Completed applications should be sent under registered cover to reach the "Commissioner General of Examinations, Establishment Exams Organizations Branch, Department of Examinations, Sri Lanka, P.O. Box 1503, Colombo" on or before **16.10.2023**. The words "Open Competitive Examination for the Recruitment to the Posts of Prison Guards (2023)" should clearly be written on the top left hand corner of the envelope enclosing the application. When preparing the application, the name of the examination indicated in the caption of the application prepared and completed in Sinhala Language should also be written in English Language while the name of the examination indicated in the caption of the application prepared and completed in Tamil Language should also be written in English Language.
- 8.4 The Commissioner General of Examination will issue admission Cards to all those candidates who have submitted their applications in accordance with the specimen form on or before the closing dated to sit for the competitive examination upon payment of the prescribed examination fee provided however on the presumption that all those candidates have possessed the basic qualifications specified in *Gazette* Notification. Receipt of an Admission Card to sit the competitive examination shall not be deemed as being the candidate has fulfilled the qualifications for this post. In the event of the qualifications required to this post in accordance with this notice are found to be false at the time of interview, candidature of such candidate is liable to be cancelled.
- 8.5 The signature of the candidate placed in the application should be attested by a Principal of a Government School, Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, an officer holding a *Gazetted* post in the Police Service or a Staff Officer holding a permanent post in Government and in case of the signature of the candidate from the Public/ Provincial Public Service, the Head of the Institution to which such candidate attached. Officers already serving in the Public Service should submit their applications to the Commissioner General of Examinations through respective Heads of Department before the closing dated of applications. In such case, the respective Head of the Department should certify indicating that such an officer could be released from the current position, if he/she will be selected to this post.
- 8.6 An application in respect of which the examination fee has not been paid before the due date and any such application which is incomplete will be rejected without serving any notice for rejection. Any risk resulting from not duly completing any application in all respect shall be borne by the relevant candidate himself. Any complaints that an application gets lost or delayed in the post will not be accepted under any circumstances.
- 8.7 Receipt of applications will not be acknowledged. Immediately upon the Admission Cards will be issued to the candidates, a notice into that respect will be published in the national press and the official website of the Department of Examinations of Sri Lanka. Any candidate who will be not in receipt of Admission Card even 2 or 3 days will elapse from the date of such publication of the notice, should inquire forthwith to the Department of Examinations informing non receipt as per directions given in the notice. Such inquiry should contain your full name, address, National Identity Card Number and the name of the Examination applied. In case of the candidate is not resident in Colombo, such inquiry incorporating above particulars in writing may be sent by fax given in the notice to the Department of Examinations further indicating a return fax number so that respective candidate's Admission Card may directly be sent to it. As a matter of supporting of such candidate's inquiry in such instance, it will be very useful for such candidate to retain photocopies of the application, receipt in proof of payment of examination fee and registered postal article receipt.

09. *Admission to the Examination:*

- (a) Every candidate should sit the examination only in the examination hall allotted to such candidate. Every candidate should get his/her signature which appears in the Admission Card duly attested and surrender same to the Head of the Examination Hall on the date on which he/she sits the examination. under no circumstance should any candidate be permitted to sit the examination without submitting a duly attested Admission Card. Rules and regulations bound to be abided by every candidate at the Examination Hall are published in the beginning of this *Gazette* Notification. Every candidate is liable to be bound by the rules and regulations imposed by the Commissioner General of Examinations from the commencement of examination to the issuance of results. Any breach by any candidate of such

rules and regulations may render such candidate to be subject to any punishment to be imposed by the Commissioner General of Examinations.

10. *Identity of Candidates :-*

Every candidate is required to establish his/her identity to the satisfaction of Head of the Examination Hall in every subject. For the establishment of the identity, any one of the following documents is required to be produced to the Head of the Examination Hall.

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

Further, candidates should enter the examination hall without covering their face and ears so that their identity can be verified. Applicants who refuse to prove their identity will not be admitted to the examination hall. Further, from the moment of entering the Examination hall until the end of the examination and leaving it. The candidate must remain uncovered so that the examination authorities can identify him.

11. *Penalty for Furnishing False Information:-*

In filling the application, utmost care should be exercised to incorporate accurate information. If any candidate is found to be disqualified in terms of the rules and regulations of this examination his candidature may be cancelled at any time even before the examination or at the time where the examination is in progress or after the conclusion of the examination. If it is found that a candidate has furnished any information with knowledge that they are false or if he/she has willfully suppressed any material fact, his/her appointment is liable to be cancelled.

12. *Method of Examination and Medium of Language:-*

- (a) This examination will be held in Sinhala, Tamil and English medium of languages.
- (b) No candidate will be permitted to change the medium of language at a later stage.

13. *Scheme of Recruitment:-*

Written Examination:-

The written examination will consist of 02 question papers designing to test the knowledge of the subjects mentioned in the paragraph 02 of this notice. To pass the examination, at least 40% marks of for each subject required to be obtained. Candidates are required to answer all question papers.

- Subject :-
- 1. General Intelligence
  - 2. General knowledge

• *The syllabus of the written Examination:-*

- (a) General Intelligence - Duration allowed is 01 hour. Full marks to be awarded is 100%. This paper is designed to include 50 multiple choice questions to assess the candidate's ability in logical thinking, analytical reasoning and ability in determining.
- (b) General knowledge - Duration allowed is 02 hours. Full marks awarded is 100%. This paper consisting of 50 multiple choice questions is a common general paper designed to include questions to assess the candidate's ability on current important matters relating to the political, cultural and economic environment of Sri Lanka.

(2) Physical Fitness Test:-

Physical Fitness Test *alias* Endurance Test will be conducted only in respect of twice the number of available vacancies based on the order of the merit secured at the written Examination upon calling such list of order of the merit of the candidates from the Commissioner General of Examinations in alphabetical order of the name. The date of this interview will be decided by the Commissioner General of Prisons.

Men - Running 1000 meters (1 km) in 03 minutes and 44 seconds.

Women - Running 400 meters (0.4km) in 02 minutes and 05 seconds.

The Testing Board will be appointed by the Commissioner General of Prisons.

(3) Eligibility Assessment Interview :-

- (i) The Eligibility Assessment Interview will be conducted to check as to whether the recruitment qualifications mentioned in clause 06 above are fulfilled and the restrictions imposed on such qualifications are complied with.
- (ii) The maximum marks allotted to the key areas are shown in the table below. The Eligibility Assessment Interview Panel will award marks accordingly.

<i>Key areas for which marks will be awarded</i>	<i>Maximum marks that could be awarded</i>	<i>Minimum marks to be considered for selection</i>
Additional educational and other qualifications	25	Not applicable
Vocational qualifications	15	
Sports talents	30	
Leadership and community services	25	
Skills shown at the interview	05	
Total	100	

- (iii) Only the candidates who pass the Physical Fitness Test *alias* Endurance Test will be called for the Eligibility Assessment Interview. The basic qualification will be checked at the Eligibility Assessment Interview (The marks obtained by the candidates at the Written Examination will not be called at this stage.)
- (iv) Marks obtained by each candidate at the Eligibility Assessment Interview will be sent to the Commissioner General of Examinations. The recruitment to the post of Prison Guard will be made based on the order of merit of the total marks secured by the candidates both at the Written Examination and the Eligibility Assessment Interview.

*Important :-* Attending at the interview is not deemed to be a qualification for awarding of appointment.

- The appointing authority reserves the right either not to fill any certain number of vacancies or all of the vacancies.
- Any matter not provided for herein will be determined by the Commissioner General of Prisons. All candidates are bounded to be obliged to act in compliance with the general rules and regulations indicated in this *Gazette* Notification.

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I කොටස : (IIඅ) ඡේදය - ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය - 2023.09.15  
PART I : SEC. (IIA) - GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 15.09.2023

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

H. M. T. N. UPULDENIYA,  
Commissioner General of Prisons.

Prison Headquarters,  
No. 150, Baseline Road,  
Colombo 09.  
On 07<sup>th</sup> September, 2023.

(For Office use only)

### Specimen Application

#### Open Competitive Examination for the Recruitment to the Post of Prison Guard - 2023)

	Town	Town No.
1 <sup>st</sup> Preference		
2 <sup>nd</sup> Preference		

(According to paragraph 02 of the Gazette Notification, please indicate the town in words which you intend to sit the examination and corresponding town number in figure)

Medium of language at the Examination

Sinhala - 2

Tamil - 3

English - 4

(Write appropriate number in the box)

(This option is not allowed to change later)

01. (a) Name in full (In English block capitals) : .....

(b) Name with initials (Initials be written after the names) : .....  
.....

(in English block capitals) (EX. GUNAWARDHANA, M.G.B.S.K.)

(c) Name in full (in Sinhala/ Tamil) : .....  
.....

02. (a) Permanent Address (In English block capitals) (Admission Card will be sent to this address) : .....  
.....  
.....

(b) Permanent Address (in Sinhala/ Tamil) : .....

03. Sex

(Female - 1, Male - 0 (Indicate the appropriate number in the box))

04. National Identity Card No. :

05. Telephone No.      Mobile   
   Fixed

06. Marital Status :

Unmarried - 1 (Indicate the appropriate number in the box)

Married - 2

07. Date of Birth :

Year          Month        Date

08. Age as at the closing date of application (16.10.2023)

Years        Months        Days

09. Citizenship (by descent/ by registration) : .....

10. Physical measurement of the body

Height                      Feet : .....      Inches : .....

Chest :                      Inches : .....

11. Educational Qualifications

G.C.E. (O/L)

G.C.E. (O/L)

(i) Year of the Examination : .....

(i) Year of the Examination : .....

(ii) Index No. : .....

(ii) Index No. : .....

(iii) Examination results : .....

(iii) Examination results : .....

Subject	Grade

Subject	Grade

12. Other Qualifications : : .....
- .....
- .....
13. If you have been convicted by a court of law for any offence, please indicate all information about such conviction : .....
- .....
14. Payment of examination fee :
- (i) Amount paid : .....
- (ii) Office at which the examination fee was paid : .....
- (iii) Date of payment : .....
- (iv) Receipt No. : .....

Affix an edge of the receipt.  
 (If would be advisable to keep a photo copy of the receipt in your safe custody)

15. Certificate of the candidate :

I do hereby declare that the particulars furnished in this application are true and accurate to the best of my knowledge and belief and that the receipt containing No. .... dated ..... in proof of the payment of examination fee is affixed herewith. I agree that I am bound to abide by the rules and regulations applicable to this examination and that the decision to be taken to cancel my candidature at any before the examination or at the time the examination is in progress or after the conclusion of the examination if it has been established that I am disqualified for the examination according to the criteria of this examination. I do further hereby declare that I am liable to be obliged to the rules and regulations imposed by the Commissioner General of Examinations pertaining to conducting of the examination and issuance of results.

Date : .....

Signature of the Candidate

16. Attestation of the applicant's signature :- (Shall be as per 8.5 of the *Gazette* Notification)



I do hereby certify that Mr/ Mrs./ Miss ..... who submits this application is personally known to me and that he/she his/her signature in my presence on ..... and further that he/she has paid the prescribed examination fee and has affixed the receipt in the space provided in this application.

.....  
(Signature of the Officer attesting the signature of the candidate)

Name : .....  
Designation : .....  
Address : .....  
Date : .....  
(Please place the Official stamp in the attestation)

17. Certificate of the Head of the Department (This certificate is applicable only for the applicants already serving in the Public Service)

I do hereby certify that Mr/ Mrs./ Miss ..... who is submitting this application is serving in this Department /institution and that his/her work and conduct is satisfactory and that he/she has fulfilled the qualifications necessary for applying for this post as per this notice and that he/she could be released/could not be released from his/her present post if he/she will be selected for this post.

.....  
(Signature of the Head of the Department/ Institution)

Name : .....  
Designation : .....  
Address : .....  
Date : .....  
(Please place the Official stamp in the Certification)

09-253

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

**EFFICIENCY BAR EXAMINATION FOR GRADE I OFFICERS OF GRAMA NILADHARI-2022/2023**

01. It is hereby announced that an efficiency bar examination in accordance with the provisions available under the approved scheme of recruitment for Grade I Officers of Grama Niladhari will be conducted by the Department of Examinations in **December, 2023**, and applications are invited for that purpose. The application for that has been posted on the website of the Department of Examinations, Sri Lanka, through Online Applications (Recruitment/E.B.Exams) under Our Services, and the applications shall only be submitted under the online method. The officers who appear for the examination in their first attempt and those who appear in their subsequent attempts shall select their respective attempts correctly. Following the submission of the application under online methodology, it should be downloaded, and after having completed other details, applicant's certification, attestation of signature, and the certification of the Head of Departments, it should be sent under registered cover to reach Commissioner General of Examinations, Institutional Examinations Evaluation Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo, on or before the closing date of applications. The top left hand corner of the envelop should be clearly marked *Efficiency Bar Examination for Grade I officers of Grama Niladhari- 2022/2023*. The closing date for applications will be **16th October, 2023**.

**Note-** It is compulsory that the printed copy of the application be forwarded by post, and the complaints made that it is lost or delayed in the post cannot be considered. Applicants themselves should bear the losses and damages that may be caused by delaying the applications until the last date. (It will be useful to keep a copy of the downloaded application.)

- 02.** This examination for officers in Grade I of the Grama Niladhari will only be held in the towns indicated in Table No. 01 below. The numbers relevant to each town are indicated in the below table, and the relevant heading of the application should be completed as per the table containing these towns and town numbers. It will not be allowed to change the town or towns indicated subsequently. Any centre mentioned above can be cancelled due to a lack of a sufficient number of candidates, and the candidates can be directed to a nearby centre.

Furthermore, if a sufficient number of candidates have not applied for the establishment of examination centres in all or the majority of the proposed towns, the Commissioner General of Examinations will make arrangements to hold the examination only in Colombo.

**Table No. 01:** Towns and town numbers where the examination is held

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

- 03.** (i) This examination will be conducted by the Commissioner-General of Examinations, and the candidates will be bound by the rules and regulations imposed by him with regard to holding this examination.
- (ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.
- 04.** *Qualifications-* Officers who have been promoted to Grade I of the Grama Niladhari as per the scheme of Recruitment for Grama Niladhari effective from 29.09.2010 are eligible to appear for this examination.
- 05.** Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear. For this purpose, any of the following documents will be accepted.
- I. National Identity Card
  - II. A Valid Passport
  - III. A Valid Driving License

Further, the candidates should enter the examination hall without covering their face and ears so that their identity can be confirmed. Applicants who refuse to prove their identity in such a manner will not be admitted to the examination hall. Also, they shall remain without covering their face and ears from the moment they enter the examination until they leave the examination hall at the end of the examination so that the examination authorities can identify them.

06. (i) **Applications-** Online examination applications should only be completed in English. Following the receipt of both the soft copy filled via online methodology and the printed copy forwarded by registered post, the verification of the online copy and the soft copy is done, and acceptance or non-acceptance as a valid application will be notified either through a short message (SMS) to the mobile phone number used to access the system or to the email address. Before completing the online application, download the common instructions prepared to apply for the examination. Strictly adhere to these instructions when filling out the application. After receiving a hard copy of the application, any amendment made therein shall not be treated as a valid amendment. Incomplete applications will be rejected without notice.

(ii) **Punishment for false information-** Care should be taken to furnish accurate information when filling out the application. If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage, prior to, during, or after the examination, as per the rules and regulations of this examination.

(iii) Officers applying for this examination for the first time need not pay an examination fee. However, for subsequent sittings, a fee of Rs. 250 per subject should be paid. When paying the examination fees, payment should be made only under the following fee payment methods provided through the online system.

- i. Through bank credit cards
- ii. Any bank debit card with internet banking facility.
- iii. Bank of Ceylon online banking method
- iv. Through any Bank of Ceylon branch.

**Note-** Instructions on how to make payments through the above methods are posted on the website under technical instructions related to the examination.

Receipt of payment will be notified through a short message (SMS) or an email message. The full amount of the examination fee shall be paid, and applications with an underpayment or overpayment of the examination fee shall be rejected. The Department of Examinations will not be responsible for errors that may occur in the payment of examination fees through the above payment methods. The fee paid for this examination will not be refunded/transferred to another examination under any circumstance.

07. On the presumption that only the candidates who fulfill the qualifications specified under the *Gazette* notification have applied, the Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. A notification of the issuance of admission cards will be posted on the Department of Examinations website as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such a notification, steps should be taken to notify to Department of Examinations in the manner specified in the notification. With the copy of the application kept in hand, you are requested to inquire from the Department of Examinations, Sri Lanka, stating your full name, address, national identity card number, and the name of the examination, and in case of applicants outside Colombo, it will be more effective to send a letter of request together with the above information to the fax number mentioned in the said advertisement, furnishing a fax number to which the admission card should be sent.

**Note-** The issuance of an admission card to a candidate does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

08. The candidate's signature on the admission card should have been attested by the Head of Establishment or an officer delegated by him. A candidate shall appear for the examination under the assigned index number at the relevant examination hall.

09. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No travel expenses will be paid.

10. The examination will be held only in Sinhala and Tamil, and candidates should answer question papers in the language in which they took the entry examination to the relevant service or in an official language. Officers who joined the service without a competitive examination can also appear for this examination in the medium of their education or in an official language. It will not be allowed to change the language medium of the examination applied for subsequently.
11. The officers, at their choice, may appear for each subject separately and in different attempts. However, they should secure at least 40% of the total marks allocated for each subject for a pass. The final date of the year of holding the examination on which the candidate completes the examination by passing all the subjects shall be treated as the date of passing the Efficiency Bar Examination.
12. The results of the examination will be issued by the Commissioner General of Examination to me, and action will be taken to notify the applicants of the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.
13. The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination when conducting the examination. He /she is liable to a punishment imposed by the Commissioner General of Examination for violation of these rules and regulations, and my decision shall be final in respect of any matters related to this subject that are not provided for in this notification.
14. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil, and English mediums, the notification in Sinhala medium shall prevail, and thus action will be taken accordingly.
15. Examination Procedure: Candidates should sit for a written examination, which will consist of the following subjects.

**Table No. 2:** The subjects in which the examination is held and the other applicable details

<i>Subject</i>	<i>Subject No</i>	<i>Marks</i>	<i>Duration</i>	<i>Pass Mark</i>
Office systems , General Conduct and Discipline in Public Service	1	100	01 ½ hours	40%
Subject related studies and Professional Knowledge	2	100	01 ½ hours	40%

### 15.1 Office methods , General Conduct and Discipline in Public Service (Subject No. 01)

#### (a) Office Systems

It is expected to test the basic knowledge on office systems used in government offices and Grama Niladhari offices and ability to apply that knowledge in practice.

#### (b) General Conduct and Discipline in Public Service

Knowledge and understanding of the delegation of powers on matters as per Public Service Commission Procedural rules, termination of service, rules related to retirement, provisions mentioned in Chapter XLVII and XLVIII related to General Conduct and Disciplinary Procedure of Volume II of the Establishment Code, and the circulars that have been currently issued in that regard will be tested.

### 15.1.1 Details about the question paper

This paper consists of two parts.

- Part I - Multiple choice question paper. Duration is 30 minutes (25 marks)
- Part II - A semi-structured question paper consisting 05 questions. All five questions should be answered. (75 marks)

### 15.2 Subject related studies and Professional Knowledge (Subject No. - 02)

The knowledge of Grama Niladhari on the duties entrusted to him by various acts and regulations, ministries, departments, provincial councils, and other statutory institutions of the government will be tested, and the case studies consist of cases related to the subject.

#### 15.2.1 Details about the question paper

This paper consists of two parts.

- Part I - Multiple choice question paper. Duration is 30 minutes (25 marks)
- Part II - A semi-structured question paper consisting 05 questions. All five questions should be answered. Duration is 01 hour. (75 marks)

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Nila Medura, Elvitigala Mawatha,  
Colombo 05.  
On 07th September, 2023.

K.D.N. RANJITH ASOKA,  
Secretary.

09-325/1

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

### Efficiency Bar Examination for Grade II Officers of Grama Niladhari-2022/2023

01. It is hereby announced that an efficiency bar examination in accordance with the provisions available under the approved scheme of recruitment for Grade II officers of Grama Niladhari will be conducted by the Department of Examinations in December 2023, and applications are invited for that purpose. The application for that has been posted on the website of the Department of Examinations, Sri Lanka, through Online Applications (Recruitment/E.B.Exams) under Our Services, and the applications shall only be submitted under the online method. The officers who appear for the examination in their first attempt and those who appear in their subsequent attempts shall select their respective attempts correctly. Following the submission of the application under online methodology, it should be downloaded, and after having completed other details, applicant's certification, attestation of signature, and the certification of the Head of Departments, it should be sent under registered cover to reach Commissioner General of Examinations, Institutional Examinations Evaluation Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo, on or before the closing date of applications. The top left hand corner of envelop should be clearly marked *Efficiency Bar Examination for Grade II officers of Grama Niladhari- 2022/2023*. The closing date for applications will be **16th October, 2023**.

**Note-** It is compulsory that the printed copy of the application be forwarded by post, and the complaints made that it is

lost or delayed in the post cannot be considered. Applicants themselves should bear the losses and damages that may be caused by delaying the applications until the last date. (It will be useful to keep a copy of the downloaded application.)

02. This examination for officers in Grade II of the Grama Niladhari will only be held in the towns indicated in Table No. 01 below. The numbers relevant to each town are indicated in the below table, and the relevant heading of the application should be completed as per the table containing these towns and town numbers. It will not be allowed to change the town or towns indicated subsequently. Any centre mentioned above can be cancelled due to a lack of a sufficient number of candidates, and the candidates can be directed to a nearby centre.

Furthermore, if a sufficient number of candidates have not applied for the establishment of examination centres in all or the majority of the proposed towns, the Commissioner General of Examinations will make arrangements to hold the examination only in Colombo.

**Table No. 01:** Towns and town numbers where the examination is held

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Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

03. (i) This examination will be conducted by the Commissioner-General of Examinations, and the candidates will be bound by the rules and regulations imposed by him with regard to holding this examination.
- (ii) The rules and regulations for candidates have been separately printed in the Gazette Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.
04. Qualifications- Officers who have been promoted/absorbed into Grade II of the Grama Niladhari Service as per the Scheme of Recruitment for Grama Niladharies effective from 29.09.2010 are eligible to appear for this examination.
05. Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear. For this purpose, any of the following documents will be accepted.
- I. National Identity Card;
  - II. A Valid Passport;
  - III. A Valid Driving License.

Further, the candidates should enter the examination hall without covering their face and ears so that their identity can be confirmed. Applicants who refuse to prove their identity in such a manner will not be admitted to the examination hall. Also, they shall remain without covering their face and ears from the moment they enter the examination until they leave the examination hall at the end of the examination so that the examination authorities can identify them.

06. (i) Applications- Online examination application should only be completed **in English**. Following the receipt of both the soft copy filled *via* online methodology and the printed copy forwarded by registered post, the verification of the online copy and the soft copy is done, and acceptance or non-acceptance as a valid application will be notified either through a short message (SMS) to the mobile phone number used to access the system or to the email address. Before completing the online application, download the common instructions prepared to apply for the examination. Strictly adhere to these instructions when filling out the application. After receiving a hard copy of the application, any amendment made therein shall not be treated as a valid amendment. Incomplete applications will be rejected without notice.

(ii) Punishment for false information- Care should be taken to furnish accurate information when filling out the application. If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage, prior to, during, or after the examination, as per the rules and regulations of this examination.

(iii) Officers applying for this examination for the first time need not pay an examination fee. However, for subsequent sittings, a fee of Rs. 250 per subject should be paid. When paying the examination fees, payment should be made only under the following fee payment methods provided through the online system.

- i. Through bank credit cards;
- ii. Any bank debit card with internet banking facility;
- iii. Bank of Ceylon online banking method;
- iv. Through any Bank of Ceylon branch.

**Note-** Instructions on how to make payments through the above methods are posted on the website under technical instructions related to the examination. Receipt of payment will be notified through a short message (SMS) or an email message. The full amount of the examination fee shall be paid, and applications with an underpayment or overpayment of the examination fee shall be rejected. The Department of Examinations will not be responsible for errors that may occur in the payment of examination fees through the above payment methods. The fee paid for this examination will not be refunded/transferred to another examination under any circumstance.

07. On the presumption that only the candidates who fulfill the qualifications specified under the gazette notification have applied, the Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. A notification of the issuance of admission cards will be posted on the Department of Examinations website as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such a notification, steps should be taken to notify to Department of Examinations in the manner specified in the notification. With the copy of the application kept in hand, you are requested to inquire from the Department of Examinations, Sri Lanka, stating your full name, address, national identity card number, and the name of the examination, and in case of applicants outside Colombo, it will be more effective to send a letter of request together with the above information to the fax number mentioned in the said advertisement, furnishing a fax number to which the admission card should be sent.

**Note** - The issuance of an admission card to a candidate does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

08. The candidate's signature on the admission card should have been attested by the Head of Establishment or an officer delegated by him. A candidate shall appear for the examination under the assigned index number at the relevant examination hall.
09. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No travel expenses will be paid.
10. The examination will be held only in Sinhala and Tamil, and candidates should answer question papers in the language in which they took the entry examination to the relevant service or in an official language. Officers who joined the service without a competitive examination can also appear for this examination in the medium of their education or in an official language. It will not be allowed to change the language medium of the examination applied for subsequently.
11. The officers, at their choice, may appear for each subject separately and in different attempts. However, they should secure at least 40% of the total marks allocated for each subject for a pass. The final date of the year of holding the examination on which the candidate completes the examination by passing all the subjects shall be treated as the date of passing the Efficiency Bar Examination.
12. The results of the examination will be issued by the Commissioner General of Examination to me, and action will be taken to notify the applicants of the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.

13. The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination when conducting the examination. He /she is liable to a punishment imposed by the Commissioner General of Examination for violation of these rules and regulations, and my decision shall be final in respect of any matters related to this subject that are not provided for in this notification.
14. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil and English mediums, the notification in Sinhala medium shall prevail and thus action will be taken accordingly.
15. Examination Procedure: Candidates should sit for a written examination, which will consist of the following subjects.

Table No. 2: The subjects in which the examination is held and the other applicable details

	<i>Subject</i>	<i>Marks</i>	<i>Duration</i>	<i>Subject Number</i>
1.	Establishments Code and Procedural Rules	100	01 ½ hours	1
2.	Case Studies and Professional Knowledge	100	01 ½ hours	2

### 15.1 Establishments Code and Procedural Rules

#### (a) Office Methods

It is expected to test the basic knowledge on office methods used in government offices and Grama Niladhari offices and ability to apply that knowledge in practice.

#### (b) Establishments Functions and Procedural Rules

Knowledge and understanding of the provisions mentioned in Public Service Commission Procedural Rules and Chapters, VII, IX, XI, XII, XIV, XV, XVI, XVII, XXI, XXII, XXIII, XXIV, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII of the Establishment Code and the currently used Public Administration and Public Service Commission circulars, will be tested.

#### 15.1.1 Details about the question paper

This paper consists of two parts.

- Part I - Multiple choice question paper. Duration is 30 minutes (25 marks)
- Part II - A semi-structured question paper consisting 03 questions. All three questions should be answered. Duration is 01 hour.  
(75 Marks)

### 15.2 Case Studies and Professional Knowledge

Knowledge of Grama Niladhari on the duties entrusted to him by various acts and regulations, ministries, departments, provincial councils, and other statutory institutions of the government will be tested, and it consists of a case study related to the said subject.

#### 15.2.1 Details about the question paper

This paper consists of two parts.



- Part I - Multiple choice question paper. Duration is 30 minutes  
(25 marks)
- Part II - A semi-structured question paper consisting 03 questions. All three questions should be answered. Duration is 01 hour.  
(75 Marks)

Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Nila Medura, Elvitigala Mawatha,  
Colombo 05,  
On 09th September, 2023.

K.D.N. RANJITH ASOKA,  
Secretary.

09-325/2

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

**Written Test to examine the Computer Skills and the Efficiency Bar Examination for Grade III officers of Grama  
Niladhari-2022/2023**

01. IT is hereby announced that an efficiency bar examination and a written test to examine computer skills in accordance with the provisions available under the approved scheme of recruitment for Grade III Officers of Grama Niladhari will be conducted by the Department of Examinations in **December 2023**, and applications are invited for that purpose. The application for that has been posted on the website of the Department of Examinations, Sri Lanka, through Online Applications (Recruitment/E.B.Exams) under Our Services, and the applications shall only be submitted under the online method. The officers who appear for the examination in their first attempt and those who appear in their subsequent attempts shall select their respective attempts correctly. Following the submission of the application under online methodology, it should be downloaded, and after having completed other details, applicant's certification, attestation of signature, and the certification of the Head of Departments, it should be sent under registered cover to reach Commissioner General of Examinations, Institutional Examinations Evaluation Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo, on or before the closing date of applications. The top left hand corner of the envelop should be clearly marked *Written Test to examine the Computer Skills and the Efficiency Bar Examination for Grade III officers of Grama Niladhari - 2022/2023*. The closing date for applications will be **16th October, 2023**.

**Note-** It is compulsory that the printed copy of the application be forwarded by post, and the complaints made that it is lost or delayed in the post cannot be considered. Applicants themselves should bear the losses and damages that may be caused by delaying the applications until the last date. (It will be useful to keep a copy of the downloaded application.)

02. This examination for officers in Grade III of the Grama Niladhari will only be held in the towns indicated in Table No. 01 below. The numbers relevant to each town are indicated in the below table, and the relevant heading of the application should be completed as per the table containing these towns and town numbers. It will not be allowed to change the town or towns indicated subsequently. Any centre mentioned above can be cancelled due to a lack of a sufficient number of candidates, and the candidates can be directed to a nearby centre.

Furthermore, if a sufficient number of candidates have not applied for the establishment of examination centres in all or the majority of the proposed towns, the Commissioner General of Examinations will make arrangements to hold the examination only **in Colombo**.

**Table No. 01:** Towns and town numbers where the examination is held

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

03. (i) This examination will be conducted by the Commissioner-General of Examinations, and the candidates will be bound by the rules and regulations imposed by him with regard to holding this examination.
- (ii) The rules and regulations for candidates have been separately printed in the *Gazette* Notification. Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.
04. Officers who have been recruited to Grade III of the Grama Niladhari Service as per the Scheme of Recruitment for Grama Niladhari effective from 29.09.2010 are eligible to appear for this examination.
05. Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear. For this purpose, any of the following documents will be accepted.
- I. National Identity Card
  - II. A Valid Passport
  - III. A Valid Driving License

Further, the candidates should enter the examination hall without covering their face and ears so that their identity can be confirmed. Applicants who refuse to prove their identity in such a manner will not be admitted to the examination hall. Also, they shall remain without covering their face and ears from the moment they enter the examination until they leave the examination hall at the end of the examination so that the examination authorities can identify them.

06. (i) Applications- Online examination application should only be completed in English. Following the receipt of both the soft copy filled *via* online methodology and the printed copy forwarded by registered post, the verification of the online copy and the soft copy is done, and acceptance or non-acceptance as a valid application will be notified either through a short message (SMS) to the mobile phone number used to access the system or to the email address. Before completing the online application, download the common instructions prepared to apply for the examination. Strictly adhere to these instructions when filling out the application. After receiving a hard copy of the application, any amendment made therein shall not be treated as a valid amendment. Incomplete applications will be rejected without notice.
- (ii) Punishment for false information- Care should be taken to furnish accurate information when filling out the application. If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage, prior to, during, or after the examination, as per the rules and regulations of this examination.
- (iii) Officers applying for this examination for the first time need not pay an examination fee. However, for subsequent sittings, a fee of Rs. 250 per subject should be paid. When paying the examination fees, payment should be made only under the following fee payment methods provided through the online system.

- i. Through bank credit cards
- ii. Any bank debit card with internet banking facility.
- iii. Bank of Ceylon online banking method
- iv. Through any Bank of Ceylon branch.

**Note-** Instructions on how to make payments through the above methods are posted on the website under technical instructions related to the examination.

Receipt of payment will be notified through a short message (SMS) or an email message. The full amount of the examination fee shall be paid, and applications with an underpayment or overpayment of the examination fee shall be rejected. The Department of Examinations will not be responsible for errors that may occur in the payment of examination fees through the above payment methods. The fee paid for this examination will not be refunded/transferred to another examination under any circumstance.

07. The presumption that only the candidates who fulfill the qualifications specified under the *Gazette* notification have applied, the Commissioner General of Examinations will issue copies of the time table and admission cards to all candidates whose applications have been received. A notification of the issuance of admission cards will be posted on the Department of Examinations website as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such a notification, steps should be taken to notify to Department of Examinations in the manner specified in the notification. With the copy of the application kept in hand, you are requested to inquire from the Department of Examinations, Sri Lanka, stating your full name, address, national identity card number, and the name of the examination, and in case of applicants outside Colombo, it will be more effective to send a letter of request together with the above information to the fax number mentioned in the said advertisement, furnishing a fax number to which the admission card should be sent.

**Note-** The issuance of an admission card to a candidate does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

08. The candidate's signature on the admission card should have been attested by the Head of Establishment or an officer delegated by him. A candidate shall appear for the examination under the assigned index number at the relevant examination hall.
09. The Heads of Departments should approve duty leave for officers to whom admission cards have been issued by the Commissioner General of Examinations, enabling them to appear for the examination. No travel expenses will be paid.
10. The examination will be held only in Sinhala and Tamil, and candidates should answer question papers in the language in which they took the entry examination to the relevant service or in an official language. Officers who joined the service without a competitive examination can also appear for this examination in the medium of their education or in an official language. It will not be allowed to change the language medium of the examination applied for subsequently.
11. The officers, at their choice, may appear for each subject separately and in different attempts. However, they should secure at least 40% of the total marks allocated for each subject for a pass. The final date of the year of holding the examination on which the candidate completes the examination by passing all the subjects shall be treated as the date of passing the Efficiency Bar Examination.
12. The results of the examination will be issued by the Commissioner General of Examination to me, and action will be taken to notify the applicants of the names of the candidates who have passed the examination through District Secretaries and Divisional Secretaries.
13. The candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination when conducting the examination. He /she is liable to a punishment imposed by the Commissioner General of Examination for violation of these rules and regulations, and my decision shall be final in respect of any matters related to this subject that are not provided for in this notification.
14. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil, and English mediums, the notification in Sinhala medium shall prevail, and thus action will be taken accordingly.

15. Examination Procedure: Candidates should sit for a written examination, which will consist of the following subjects.

**Table No. 2:** The subjects in which the examination is held and the other applicable details:

	<b>Subject</b>	<b>Subject No.</b>	<b>Marks</b>	<b>Duration</b>
01	Office Methods and Accounting	01	100	02 hours
02	Subject related Professional Knowledge	02	100	02 hours
03	Computer Test	03	100	01 ½ hours

### 15.1 Office methods and Accounting (Subject No - 01)

#### (a.) Office Methods

It is intended to test the candidate's ability to apply the basic knowledge on office systems used in Grama Niladhari office and other government offices, ability to understand official letters and documents properly and to present his/her opinions/observations through brief notes and the ability to draft a report on subject related matters.

#### (b.) Accounting

It is expected to test the candidates of their knowledge on basic accounts and accounts systems used in the duties related to Grama Niladhari service and other government offices, functions of cash control accounts and procurement procedures.

#### 15.1.1 Details about the question paper

- Part I - Consists of a short answer questions. Questions should be answered in the paper itself. Should answer all questions (25 marks)
- Part II - A paper consisting of 03 structured essay type questions. All 03 Questions should be answered. (75 marks)

### 15.2 Subject related Professional Knowledge (Subject No. - 02)

This paper is designed to test the knowledge of Grama Niladhari on the duties entrusted to him by various acts and regulations, ministries, departments, provincial councils and other statutory institutions of the government.

#### 15.2.1 Details about the question paper

- Part I - Consists of a short answer questions. Questions should be answered in the paper itself. Should answer all questions (25 marks)
- Part II - A paper consisting of 03 structured essay type questions. All 03 questions should be answered. (75 marks)

### 15.3 Computer Test (Subject No - 03)

The objective of this test is to examine whether the applicant possesses the following skills.

- I. Basic concepts of Information Technology
- II. Operating Systems
- III. Folder Management
- IV. Word Processing
  - i. Basic skills, screen familiarization, editing texts, aligning texts, fonts and attributes , indenting paragraphs, change of line spacing ,  
Tab Settings, finding and replacing text ,
  - ii. Spelling and grammar mistakes, thesaurus ,
  - iii. Working with columns, page setup ,
  - iv. Printing documents, creating tables. Sorting texts ,
  - v. File management,
  - vi. Mail merging, ,
  - vii. Working with macros ,
- V. Spreadsheets
  - i. Basic skills,
  - ii. Formatting ( Formatting ),
  - iii. Editing,
  - iv. Columns and ranges , insertion and deletion ,
  - v. Sorting data ,
  - vi. Creating charts ,
  - vii. Printing,
  - viii. function
  - ix. working with macros, file management
- VI. Data Base
  - i. Introduction, Basic skills
  - ii. Designing database and use ,
  - iii. Formats,
  - iv. Alignment formats, popup forms,
  - v. Queries,
  - vi. Sorting,
  - vii. Obtaining reports,
  - viii. Use of macros,
- VII. Presentation/  
Illustrations
  - i. Basic Skills, editing, formatting ,
  - ii. Applying Designs ,
  - iii. Images, clip art and chart entry,
  - iv. Slide Transition and animation, use of presentation tools
  - v. Printing slides and notes,
- VIII. Internet
  - i. Introduction to internet , world wide web,
  - ii. How to navigate,
  - iii. Practical Internet

- IX. Email
- i. Introduction, basic skills, receiving mail,
  - ii. Sending mail, responding to mails,
  - iii. working with attachments, creating and using nicknames,
  - iv. composing messages,

### **15.3.1 Details about the question paper**

This paper consists of two parts, and the stipulated time for the below-mentioned Part I and Part II is 1 ½ hours.

- |         |   |  |
|---------|---|--|
| Part I  | - | Consists of 40 Multiple Choice Questions/short answer questions.<br>(40 Marks) |
| Part II | - | 05 Semi Structured questions.<br>(60 Marks)                                    |

### **15.3.2 Required qualifications to be exempted from the written test of the Computer subject**

#### **(a) Courses and certificates that will qualify to be exempt from the written test for the computer subject**

The officers who have obtained computer operating license awarded by the National Apprentice and Industrial Training Authority and those who have obtained certificates (of which the recognition is equivalent or higher to computer operating license) on theory and practical knowledge of computer technology issued by the institutions recognized by Tertiary Education and Vocational Education Commission as per Paragraph 06 of Annexure 2 of the Recruitment Procedure for Grama Niladharies dated 29.09.2010 shall be exempted from the requirement of passing this computer test. Further, officers who have obtained the certificate of Computer Application Assistant (NVQ-Level 3) offered by the National Apprentice and Industrial Training Authority shall also be exempted from the written test.

#### **(b) Degree courses that will qualify to be exempt from the written test for the computer subject.**

The officers who have obtained the below-mentioned degree from a university recognized by the University Grants Commission shall be exempted from the computer test of the Efficiency Bar Examination.

1. Computer Science/Information Technology Degree
- or
2. A degree with Computer Science/Information Technology as a subject
- or
3. A degree with the subject covering the syllabus of the computer test related to first efficiency bar examination

On 07th September, 2023  
Ministry of Public Administration, Home Affairs,  
Provincial Councils and Local Government,  
Nila Medura, Elvitigala Mawatha,  
Colombo 05.

K.D.N. RANJITH ASOKA,  
Secretary.

**DEPARTMENT OF IMMIGRATION AND EMIGRATION**

**Amendment of closing date of accepting applications**

**First Efficiency Bar Examination for Grade II Authorized Officers of the Department of Immigration and Emigration - 2023**

01. It is hereby notified by virtue of the powers vested in with the Controller General of Immigration and Emigration as the Appointing Authority that the closing date of accepting applications is **extended up to 22.09.2023** in Paragraph 04 of the Notification in *Gazette* No. 2,346 of the Democratic Socialist Republic of Sri Lanka dated Friday, 18th August, 2023 - (18.08.2023) issued notifying that the Sri Lanka Institute of Development Administration would conduct the First efficiency bar examination for Authorized officers in the year 2023 in Colombo in compliance with the provisions in the Approved Scheme of Recruitments for Authorized officers of Department of Immigration and Emigration,
02. The other provisions in the notification in *Gazette* No. 2,346 of the Democratic Socialist Republic of Sri Lanka dated Friday, 18th August, 2023 (18.08,2023) will further remain in effect.
03. If there is any inconsistency in Sinhala, Tamil and English texts of this notification, the text in the Sinhala notificaiton shall prevail.

I. S. H. J. ILUKPITIYA,  
Controller General of Immigration and Emigration.

Department of Immigration and Emigration,  
Suhurupaya,  
Battaramulla.  
13th September, 2023.

09 - 340