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

අංක 2,367 – 2024 ජනවාරි මස 12 වැනි සිකුරාදා – 2024.01.12  
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### PART I: SECTION (IIA) – ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 02nd February 2024, should reach Government Press on or before 12.00 noon on 19th January 2024.

#### Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette."

GANGANI LIYANAGE,  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
01st January, 2024.



This Gazette can be downloaded from [www.documents.gov.lk](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

### MINISTRY OF URBAN DEVELOPMENT AND HOUSING DEPARTMENT OF COAST CONSERVATION AND COASTAL RESOURCE MANAGEMENT

#### Aptitude interview for recruitment to the post of Additional Director General (Development) of the Departmental Senior Executive Grade Service Category - 2024

APPLICATIONS are hereby invited for the post of Additional Director General (Development) of the Department of Coast Conservation and Coastal Resource Management in the Senior Executive Grade service category. Applicants with relevant basic qualifications will be selected for the post on the basis of marks obtained in Aptitude Interview. Aptitude interview will be held only in **Colombo** in the month of **February** by the Public Service Commission for the recruitment. The date of the interview will be notified in due course. The Secretary of the Public Service Commission reserves the right to postpone or cancel the interview. The date of the interview to be held will be considered the date for the promotion.

02. *Salary Scale* : As per the Public Administration Circular No. 03/2016.

Salary code applicable to the post – SL – 03 – 2016.

Salary scale : Rs. 88,000 – 12 x 2,700 – 120,400/-

03. *Service Conditions* :

- (i) The post is permanent. Pensionable. The appointment is subjected to an acting period of one year.
- (ii) Selected officers are subjected to the conditions of service in any part of the island.

04. *Eligibility* :

- (i) Each applicant shall provide satisfactory evidence that he/she possesses the following qualifications.

(a) Shall be citizen of Sri Lanka.

(b) Shall be of excellent character and in good physical and mental health.

(c) Maximum age limit is not applicable as applications are invited from those currently in Public Service.

(d) The annual performance of the post currently held should be satisfactory or superior during the proceeding five (05) years to be eligible for the date of promotion to this post.

(e) In accordance with the provisions of the Public Service Commission Circular No. 01/2020 disciplinary punishment Should not have been received within the prescribed period (Time duration up to the date of the interview should also be included)

(f) The officer will be considered eligible to appear for the aptitude interview for recruitment only if the officer has fulfilled all the qualifications mentioned in clauses 6 (II) and 6 (III) in all respect by the last date for submission of applications.

- (ii) *Educational Qualifications*. - Having obtained a post-graduate degree in the subject area from a university recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as a degree-awarding institution.

- (iii) *Experience*. - An officer who has completed five (05) years of active and satisfactory service in the post of Director Grade I (Coastal Resource Management) in the Departmental Executive Grade Service Category (SL-01) in the Department of Coast Conservation and Coastal Resource Management .

or

Having completed at least five (05) years of active and satisfactory service in a Grade I post in the Sri Lanka Administrative Service.

and

With the above qualifications, having completed not less than 18 years of active and satisfactory service in the posts related to the Executive Grade Service Category / Executive Grade posts that are eligible for the promotion.

5. *Aptitude Interview*

**The Marking Scheme.**

<i>Main headings for which marks will be given</i>		<i>The Maximum Marks</i>
1. Additional work experience		40
<p>In addition to the period of service mentioned under basic eligibility criteria in 4 (iii) above, for every additional completed active and satisfactory service periods, maximum marks will be given for the applicants who possess such additional service periods and for other applicants, marks will be given in proportion to the period of the completed additional service period as per the Public Service Commission Circular No. 1/2019, (Marks will not be given for a period of less than 3 months)</p>		
2. Additional Educational and Professional Qualifications	10	15
<p>Marks will be awarded as follows for the courses covering Coastal Resource Management/ Environmental Management/ Development Studies/ General Management or the subject areas related to the field employment in addition to Post of Graduate degree completed as basic qualification.</p> <p>(a) Post Graduate Degree – 10 marks Post Graduate Diploma – 09 marks Bachelor's degree (in addition to the degree eligible for recruitment) – 08 marks Diploma (period of more than 1 year) – 06 marks Diploma (Period of more than 06 months) – 05 marks Certificate Course (Period of more than 06 months) – 04 marks Certificate Course (period of less than 06 months) – 02 marks</p> <p>* Marks will be given only for one course that fulfills the maximum qualification.</p> <p>* Marks will not be given for the qualifications considered for recruitment, or other promotion.</p> <p>(b) For local or foreign Capacity Building training courses/programs depending on the subject area of the post.</p> <ul style="list-style-type: none"> <li>• Period of 01 month or more -05 marks</li> <li>• Training between 01 week - 01 months - 02 marks</li> <li>• Training period of less than 01 week - 01 mark</li> </ul> <p>Marks will be given for more than one training courses/programmes subject to the maximum limit of marks.</p>		
	05	
3. Contribution to the subject area .		20
<ul style="list-style-type: none"> <li>• Contributions towards programmes related to coast conservation and sustainable environmental management and related projects – 05 marks for each programme or project.</li> </ul>		



<i>Main headings for which marks will be given</i>		<i>The Maximum Marks</i>
4. Computer and English Language competency		20
(a) English Courses	10	
<ul style="list-style-type: none"> <li>• Diploma Course (period of 06 months or more - 10 Marks</li> <li>• Certificate Course (in between 3 months - 6 months - 05 marks</li> <li>• Certificate course or Short-term training (less than 3 months) - 03 marks</li> </ul>		
Marks will be given only for one course that fulfills the maximum qualifications .		
(b) Computer and Information Technology courses.	10	
<ul style="list-style-type: none"> <li>• Diploma course (period of 6 months or more) - 10 marks</li> <li>• Certificate course (in between 3 months - 6 months) - 05 marks</li> <li>• Certificate course or short-term course (less than 3 month period - 03 marks</li> </ul>		
Marks will be given only for one course that fulfills the maximum qualifications.		
5. Attitude and Personality		05
<ul style="list-style-type: none"> <li>• Communication/ Presentation Skills - 02 mark</li> <li>• Attitude and Personality – 03 marks</li> </ul>		
Total		100

The public Service Commission shall recruit to the post from amongst the eligible candidates in the order of merit of the marks obtained in the Aptitude Interview.

6. *Method of Application* : -

- (i). *The specimen form of the application* - has been given at the end of this notification. Applicants should complete this Specimen application in their own handwriting. Every cage of the application must be filled by the applicants as instructed and if there are cages not applicable, the words “not applicable” should be entered in such cages. It must be strictly noted that leaving blank cages in the application will cause the applications liable to be rejected. (Number 01 to 09 of the specimen form on the first page, 10 to 16 on the second page and 17 and 18 on the third page of the application should be prepared on A4 size papers) When preparing the application, the name of the interview should be written in English in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. Retaining a copy of the duly filled application with the applicant may be more appropriate. It is further requested to check whether the application is in accordance with specimen application mentioned in this announcement and whether all the information has been included since the applications which are not in conformity with the said specimen and incomplete applications are rejected without notice.
- (ii) The completed application form must be sent by registered post on or before **02.02.2024** to reach the "The Director General, Department of Coast Conservation and Coastal Resources Management, 4<sup>th</sup> Floor, New Secretariat, Maligawatta, Colombo 10". Any applications received after the due date will be rejected. The name of the interview should be written clearly on the top left-hand corner of the envelope in which the application is enclosed.
- (iii) Applicants who are already employed in public service must forward their applications through the Heads of their Department or Institutions in which they are serving at present. Applicants are request to forward their applications to heads of their Department or Institutions well on time a request that they be transmitted to the Director General of

Coast Conservation and Coastal Resource Management so as to reach him on or before 02.02.2024. The applications should not be sent addressing personally to any other officer of the Coast Conservation and Coastal Resource Management. Applications received after the due date; even if they are forwarded by the currently employed institutions will be rejected.

(iv) Attestation of the Signature: - The signature of an applicant should be attested by the Head of the relevant Department in which the applicant is currently employed or an officer authorized to do so on his behalf.

7. *Calling for the Structured Interview:* - After fixing a date, all the applicants will be informed by a letter.  
*Note :* Calling for a structured interview does not mean that the applicant has fulfilled all the requisite qualifications for the same.

8. *Identity of the Applicants:* - Applicants will be required to prove their identity to the satisfaction of the interviewing panel while appearing for the structured interview. Any of the following documents will be accepted for this purpose :

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

Applicants who fail to produce a document referred to above will not be allowed to appear for the structured interview.

9. *Documents of Eligibility :* -

- (i) Copies of letters and certificates related to the structured interview should be attached along with the application and original copies should be kept ready.
- (ii) Applicants, who are qualified to be called for the interview, should prove their eligibility by producing documentary proof.
- (iii) Original copies of the following documents shall be submitted at the time of interview and copies shall be attached to the application.
  - (a) The Registration of the Birth of applicant (special certificate of presumed age issued by the Register General in the case of applicants whose birth has been not registered).

**Notes:**

- a. The special Certificate of Birth issued for school or educational purposes, or a certified extract from the birth registration entry will not be accepted.
- b. Affidavits or Certificates of Baptism will not be accepted as substitutes for Birth Certificates. If the name/ names appearing in the Birth Certificate differs/ differ from the name/ names which the applicant generally uses and the name under which the applicant sits the examination, action should be taken immediately in terms of Section 27 or 28 of the Births and Deaths Registration Act, (Chapter 110) to get the name in the entry of the registration of birth amended.
- (b) Certificate of Registration as a citizen of Sri Lanka or a letter of recognition by the government as having a citizenship by descent (as applicable).
- (c) Original certificate of educational qualifications or where the certificate has not been issued, other relevant official documents, Ex. an official document issued by a Registrar of a University to the effect that the applicant has passed the degree examination.

(d) Proof of Identity (National Identity Card/ Valid Passport/ Valid Driving License).

- 10. Furnishing of false information: - If an applicant is found to be ineligible according to the regulations for this structured interview, his/her candidature is liable to be cancelled at any stage prior to, during or after the structured interview. If it is found that an applicant has knowingly furnished false information or has knowingly concealed any material fact, or if it is proved, at any time during the period of his/her service that he/she was ineligible to appear this structured interview, he/she will be liable to immediate dismissal from the service. The candidature of those who do not strictly conform to the requirements laid down in this notification will be cancelled.
- 11. Any relevant matter not provided for in these regulations will be decided by the Public Service Commission.
- 12. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette Notification*, the Sinhala text shall prevail.

Secretary,  
Ministry of Urban Development and Housing.  
(By order of the Secretary of the Public Service Commission).

**MODEL APPLICATION FORM**

MINISTRY OF URBAN DEVELOPMENT AND HOUSING  
INTERVIEW FOR EVALUATION OF SUITABILITY FOR THE RECRUITMENT TO THE  
DEPARTMENTAL POST OF ADDITIONAL DIRECTOR GENERAL (DEVELOPMENT) OF THE SENIOR  
EXECUTIVE GRADE SERVICE CATEGORY OF THE DEPARTMENT OF COAST CONSERVATION  
AND COASTAL RESOURCES MANAGEMENT - 2024

For office use

- 01. Name :
  - 1.1 Name with initials at the end: .....  
.....  
(In English Block letters, e. g: SILVA A .B.)
  - 1.2 Names Denoted by initials : .....  
(in English Block letters) .....
  - 1.3 Full Name (in Sinhala) : .....
- 02. 2.1 Personal Address :- .....  
.....
- 2.2 Official Address :- .....
- 2.3 Address to which the calling letter for the structured interview should be sent : - .....
- 2.4 Telephone Number :- .....
- 03. 3.1 Date of Birth : Year :  Month :  Date :

(Copy of the Birth certificate is attached)



3.2. Age as of 02.02.2024: Years : ..... Months : ..... Dates : .....

3.3. National Identity Card No. :

4. 4.1 Gender : Female

Male

4.2 Whether Married / Unmarried / Widowed :  
Married   
Unmarried   
Widowed

5. Date of the first appointment to the post of Departmental Executive Grade category /Sri Lanka Administration Service :- .....

6. Date of Promotion to the Class I of the Departmental Executive Grade Category / Sri Lanka Administrative Service :- .....

7. Date of completion of the 05 years of active and satisfactory service period in the Departmental Executive Grade Service Category / Sri Lanka Administrative Service Class I post :- .....

8. Total Service period that served in a post of a Departmental Executive Grade Service Category / Sri Lanka Administrative Service to the date of 02.02.2024 :- .....

9. Have you been convicted in a Court of Law ? .....  
If so, describe : .....

10. No pay leave :

<i>Serial No.</i>	<i>Period of no-pay leave</i>	<i>Nature of the leave (relevant documents should be attached)</i>
i.		
ii.		

11. Educational Qualifications : (Details of Postgraduate degree)

<i>Name of the University</i>	<i>Degree</i>	<i>Class of the Degree</i>	<i>Year</i>

12. Additional Service Experience : (attach certified copies.)

<i>Position and place of work</i>	<i>Duration</i>

13. Additional Educational and Professional Qualifications : (attach certified copies.)

<i>Completed training courses/programs/professional qualifications</i>	<i>Duration</i>

14. Contribution to the subject areas

<i>Contribution provided</i>	<i>Duration</i>

15. English Language / Computer Courses (attached certified copies.)

<i>Completed English / Computer Courses</i>	<i>Duration</i>

16. I hereby certify that all the particulars provided by me in this application form is true and correct. I am aware that if any of the information contained herein is found to be false before I am selected for this post, I shall be disqualified and if found to be false after selection, I shall be liable to dismissal without any compensation.

.....  
 Signature of the Applicant

Date : .....

17. Attestation of the Signature of the applicant (Delete irrelevant words) :

I hereby certify that Mr. / Mrs. /Miss .....  
 who submits this application is personally known to me, and He / She placed the signature in my presence on ..... day of ..... month.

Signature of the attester : .....  
 Full name of the attester : .....  
 Position : .....  
 Address : .....

Official Stamp : .....  
 Date : .....

*Note* : The Application should be certified as mentioned in para 6 (iv) of the *Gazette* notification.

18. Recommendation of the Head of the Department :-

Mr. / Mrs./ Miss/ ..... who submits this application is serving in this Ministry / Department / Corporation / Board, and if he / she is selected for this position he/she can be released / cannot be released from the service of this institution.

.....  
Signature of the Head of the Department.  
(Official Stamp)

Date : .....  
Name of the Head of the Department : .....  
Designation : .....  
Address of the place of Work : .....

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**HEALTH SERVICES COMMITTEE OF THE PUBLIC SERVICE COMMISSION**

**MINISTRY OF HEALTH**

**CALLING APPLICATIONS FOR PROMOTION TO THE ADMINISTRATION GRADE II OF  
THE SRI LANKA AYURVEDA MEDICAL SERVICE**

Applications will be entertained from Ayurveda Medical Officers who are serving in the Line Ministry/ Provincial Councils/ Local Government Institutions, who have fulfilled following qualifications in accordance with the Service Minute of the Sri Lanka Ayurveda Medical Service published in the Extraordinary *Gazette* Notification bearing No. 2199/10 dated 27.10.2020 for 20 existing vacancies as at 27.10.2020 in the Administration Grade II of the Sri Lanka Ayurveda Medical Service.

**01. Qualifications that should be fulfilled**

- I. Completion of eight years (08) active and satisfactory period of service in the Grade II of the Ayurveda Medical Service and being earned eight (08) salary increments or being an Officer of the Grade I of the Ayurveda Medical Service.
- II. Not being received a disciplinary punishment in accordance with the provisions mentioned in the Public Service Commission Circular No. 01/2020.
- III. As per the Appendix III of the Service Minute of the Ayurveda Medical Service, being obtained a Postgraduate Diploma in Ayurveda Hospital Management from a Local or Foreign Higher Education Institution, a Postgraduate Education Institution or a University recognized by the University Grants Commission.
- IV. Completion of a service period of less than three years (03) as a Medical Officer in Charge / Authorized Medical Officer in a Research/ Teaching Ayurveda Hospital, District Ayurveda Hospital/ Rural Ayurveda Hospital approved by the Department of Management Service. (the period of service that has been served in a formal appointment to a post belongs to the Administration Grade II or Grade I of the Ayurveda Medical Service or an acting post will also be considered.)

**Note :**

As per the letter No. PSC/EST/4/2/37/1 (IV) /2012 and dated 21.07.2023 of the Secretary of the Public Service Commission, the Ayurveda Special Grade Medical Officers cannot apply for the Administration Grade II of the Ayurveda Medical Service.

## 02. Method of Promotion

- 2.1 In the event that the vacancies of the posts are occurred (on the date of 01<sup>st</sup> of January and on 01<sup>st</sup> of July every year) applications are entertained from among the Ayurveda Medical Officers in the Service who were completed above qualifications. Appointment of an interview Board and granting approval for the Marking Procedure applicable to that are done by the appointing authority, and accordingly the qualifications of the applicants are evaluated by the relevant Interview Board and recommendations of that Interview board along with the recommendation of the Secretary of the Ministry are submitted to the appointing authority and after having obtained the approval, action will be taken to grant promotions.
- 2.2 Promotion to the Administration Grade II of the Sri Lanka Ayurveda Medical Service will be made, to fill up only existing vacancies of the number of posts approved from the annual estimates.
- 2.3 In filling up vacancies of the approved number of posts, promotions will be made with effect from the dates of 01st January or 01st of July every year.

## 03. Number of posts vacant is 20.

- 3.1 Since the promotions are made for vacancies of the Administration Grade II occurred from 27.10.2020 to 01.01.2023 (Eg. as at 27.10.2020, as at 01.01.2021, as at 01.07.2021, as at 01.01.2022 etc.) the Ayurveda Medical Officers who completed the above qualifications by those dates can apply for these promotions.
  - 3.2 Ayurveda Medical Officers who have completed the above qualifications at the time of retirement can apply for this.
04. Applications prepared as per the model shown (application can also be downloaded through the [www.ayurveda.gov.lk](http://www.ayurveda.gov.lk)) should be sent to the address of Commissioner General of Ayurveda, Department of Ayurveda, Old Kottawa Road, Navinna, Maharagama under registered post on or before 16.02.2024. The caption "Calling applications for the promotion to the Administration Grade II for the officers of the Sri Lanka Ayurveda Medical Service" should be mentioned on the top left-hand corner of the envelope of which the application is sent.
05. The initial salary of a post of Administration Grade II of the Sri Lanka Ayurveda Medical Service is Step 12 of the SL 1 – 2016 Salary Code.
06. The Marking Procedure relevant to the interview for the promotion to the Administration Grade II of the Sri Lanka Ayurveda Medical Service is as follows.

### 6.1 Period of Service:

(Maximum Marks 50)

Served in Grade II Exceeding the minimum period of service mentioned under No. 01 above, 2.5 marks per one year of service. 10 maximum marks

and 04 marks per one year of service served in Grade I 40 maximum marks

(In providing marks for seniority, for a period of less than one year, marks will be given proportionately in accordance with the provisions of the Public Service Commission Circular No. 01/2019.)

### 6.2 Additional Educational Qualifications:

(Maximum Marks 15)

For Postgraduate Qualifications obtained from a local/ foreign University or from a Local/ Foreign Postgraduate Institution recognized by the Government of Sri Lanka for any subject included in the Service Minute of the Ayurveda Medical Service,

- (a) For a Postgraduate Diploma mentioned in the Service Minute - 05 marks
- (b) For Master of Science (M.Sc.) degree related to Ayurveda Medicine - 08 marks

- (c) For Master of Philosophy (M.Phil.) related to Ayurveda Medicine or Doctor of Medicine (MD) (Not Board certified) - 10 marks  
(d) For Doctor of Philosophy (Ph. D.) or Doctor of Medicine (MD) (Board certified) related to Ayurveda Medicine. - 15 marks

**Note 02:**

- I. For a above said Postgraduate Qualifications obtained from a local/ foreign University or from a Local/ foreign Postgraduate Institution recognized by the Government of Sri Lanka for any subject included in the Appendix II of the Service Minute of the Ayurveda Medical Service marks will be granted.  
II. For Educational Qualifications relevant to the qualifications No. 01 above marks will not be granted under this category.

**6.3 Publications:**

**(Maximum Marks 10)**

For International/ National level Journals/ Books/ publications etc. relevant for the benefits of the field of Ayurveda Medicine,

- (a) For Academic Research/ Publications published in international level Journals related to the Subject area (05 marks each 10 maximum marks) or  
(b) For a book published related to the subject area (05 marks each 10 maximum marks) or  
(c) For Research Articles of less than 500 words published related to the area in National level Journals/ Publications/ Newspaper (01 mark each 10 marks).

**Note 03:**

- I. With regard to publications with a participation of several authors the amount of contribution of the candidate should be clearly indicated, and marks will be granted in proportion to the candidate's contribution.  
II. Publications published on the basis of same data/ Research information, and mostly reaching substantially similar conclusions will not be considered as separate publications. In such cases only one publication will be considered for granting of marks.  
III. Above mentioned publications are submitted to an Expert Committee of the Ministry of Health and that they check the compatibility/ suitability to the related field, and on the recommendation received marks will be granted for such publications.

**6.4 Training:**

**(15 Maximum marks)**

- (a) Local/ Foreign Training courses in Hospital Management related to the field of Ayurveda less than 02 weeks, (01 mark each 15 maximum marks) or  
(b) Service Experience in an Acting Post on Ayurveda Service Management of which formal appointment made by the Appointing Authority (03 marks each year 15 maximum marks).

**Note 04:** The formal appointment herein means an appointment made by Public Service Commission/ Secretary of the Line Ministry/ Commissioner of Ayurveda/ Governor of the Province as in the manner of Powers decentralized in each Provinces/ Chief Secretary of the Province/ Provincial Public Service Commission.

**6.5 Other Qualifications:**

**(10 Maximum Marks)**

- (a) For a study course of Link Language/ International Language (2.5 maximum marks),  
(b) For study course of Management/ Information Technology (2.5 maximum marks),  
(c) For performing of assigned duties and other special ditties related to the field (05 maximum marks).

**Note 05:**

- I. Marks will not be granted for the Educational Qualifications that have been considered for fulfilling qualifications under No. 01 above.



- II. This refers to the duties that has been assigned by the Public Service Commission/ Secretary of the Line Ministry/ Governor of the Province as in the manner of Powers decentralized in each Provinces/ Chief Secretary of the Province/ Provincial Public Service Commission/ Commissioner of Ayurveda/ Provincial Commissioner of Ayurveda.

**Note 06:**

- I. Marks will be granted for courses obtained related to above mentioned fields specified as follows,

A full time/ part time Diploma course less than 450 hours	- 2.5 marks
A full time/ part time Diploma course less than 150 hours	- 1.5 marks
For a Certificate course less than 03 months	- 0.5 marks

- II. Marks will be granted only for the highest qualifications obtained in each of the above fields and maximum number of marks that can be obtained under other qualification is 10.

**07. Method of Selection**

After having checked the certificates and documents related to the educational, Professional, Work experience and training of the candidates who have completed the basic qualifications by an interview Panel, the candidates who obtained the highest marks according to the above marking procedure, according to the number of available vacancies, action will be taken to promote the Administration Grade II of the Sri Lanka Ayurveda Medical Service.

05. On any matter not covered by this notification the decision of the Health Service Committee of the Public Service Commission will be final. Also, if there is any inconsistency or contradiction between the Sinhala, Tamil and English text in this notification, the Sinhala language text shall prevail.

By order of the Health Service Committee of the Public Service Commission

Secretary,  
Ministry of Health.

At Colombo,

**MODEL APPLICATION FORM**

**Application form for the Promotion to the Administration Grade II of the Sri Lanka Ayurveda Medical Service**

- Name with initials : .....
- Full Name : .....
- Date of Birth : .....
- National Identity Card No. : .....
- (i) Permanent Address : .....
- (ii) Telephone No. : .....
- (i) Address of the work place : .....
- (ii) Telephone Number : .....
- (i) Date of first Appointment : .....
- (ii) Present Grade : .....
- (iii) Date of Appointment to the Grade II : .....

- (iv) Service period of the Grade II as at 31.12.2022 : .....
- (v) Date of appointment to the Grade I : .....
- (vi) Service period of the Grade I as at 31.12.2022 : .....
- (vii) Whether service has been confirmed : .....
- (viii) Date of confirmation of the service : .....

8. Qualifications obtained as mentioned in the 01 (IV) of the Notification calling applications :

Qualifications that should be fulfilled as mentioned in the Notification calling applications relevant to No. 01 (IV) the position hold and the Institution	The Grade to which the post belongs (Grade I/ Administration I/II)	Nature of the Post (Permanent/ Acting)	Period served in the relevant post	
			from	To

9. Postgraduate Qualifications obtained :

(As per the Appendix III of the Service Minute of the Sri Lanka Ayurveda Medical Service)

Institution	Name of the Course	Time Period	Date of Completion (Including training Period)

10. The Postgraduate Degree obtained is belongs to which Subject Stream as per the Appendix III of the Service Minute of the Sri Lanka Ayurveda Medical Service : .....

11. Other Official Language Proficiency

(i) Sinhala/ Tamil Year : .....

12. Detail of No pay leave/ Leave without half pay/ Foreign Leave (No pay/ with pay) if obtained :

Reason for obtaining no pay leave/ half pay/ foreign Leave (No pay/ with pay)	Period of leave		Number of leave obtained		
	From	to	Years	Months	Dates

13. Whether Efficiency Bar Examinations has been passed/ has not been passed :

.....

14. Has Disciplinary action been taken against you at any occasion within your period of service? (if so)

Disciplinary Decision	Period of which the Offence occurred as per the Charge Sheet

I certify that the above-mentioned information is true.

Date : .....

Name : .....

Signature : .....

Recommendation of the Head of the Department

The application submitted by Mr./ Mrs./ Miss ..... for promotion to the Administration Grade II of the Sri Lanka Ayurveda Medical Service is submitted herewith, and the information mentioned therein is correct, and that the officer/ lady officer has completed/ has not completed the satisfactory period of service in the immediate preceding 05 years, and a disciplinary action has been taken\*/ has not been taken against the officer/ lady officer during the immediate preceding 05 years.

Date : .....

.....

Signature of the Head of the Department  
and Official Seal.

\* If a disciplinary action has been taken, that should be mentioned.

\* Incomplete applications submitted will be rejected without submitted to the interview, and applications that is not in accordance with the mode application form and incomplete applications will be rejected without notice.

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