

09. Examination fees :

- (i) Office where fees paid : \_\_\_\_\_.
- (ii) Receipt Number and date : \_\_\_\_\_.
- (iii) Amount paid Rs. : \_\_\_\_\_.

*Certificate by the Head of Institution*

Paste the receipt securely in this cage  
(Retain a photocopy with you)

I certify that Mr./Mrs./Miss ..... who submits this application is serving in a post of ..... in this institution, that he/she has earned all his/her increments (other than the increment which is a condition of passing service or departmental examinations) during the preceding period of five years before 31.12.2016 , that he/she was not subjected to any form of disciplinary punishment for any offence (other than admonitions) during the said period, that he/she possesses five year’s satisfactory service as per Paragraph 06.04 of the *Gazette* Notification, that he/she is eligible to sit for the examination as per regulations setout in the relevant *Gazette* notification, that specified examination fee has been paid and the receipts is affixed herein and, that he/she placed his/her signature in this application before me. I agree to release him/her from the present post, in the event he/she is selected for this post.

10. Declaration of the applicant :

- (a) I respectfully declare that the particulars furnished by me in this applications are true and correct to the best of my knowledge. I agree to bear the loss which may occur due to non-completion and/or incorrect completion of any part. Further I state that all sections of this application have been completed.
- (b) I am aware that in case this statement is proved untrue, I will be liable to disqualification before being appointed and dismissal from service after been appointed.
- (c) Further, I declare that I will abide by the rules and terms imposed by the Commissioner General of Examinations with regard to conducting of the examination and issuance of results.
- (d) I shall not subsequently change any information given above.

\_\_\_\_\_,  
Signature of Head of Institution.

Date : \_\_\_\_\_.

Full Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

(Place Official Stamp in confirmation)

**Note.**– “Attestation should be done by a Principal of a Government College/, a Justice of Peace, a Commissioner of Oaths, a Notary Public, A Commissioned Officer of any of the three armed forces or a permanent Officer in staff-officer grade in government service drawing an annual salary of Rs.240,360 or above.

\_\_\_\_\_,  
Applicant’s Signature.

Date : \_\_\_\_\_.

03-423/1

11. Attestation of the Signature of the applicant:

I, certify that Mr. / Mrs. / Miss. .... who submits this application is personally known to me, that he/she placed his/her signature before me on ....., that prescribed examinations fees have been duly paid and the receipt thereof has been affixed herein.

\_\_\_\_\_,  
Signature of attesting Officer.

Date : \_\_\_\_\_.

Full name of the attesting Officer : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

(Place Official Stamp in confirmation)

**MINISTRY OF NATIONAL POLICIES AND ECONOMIC AFFAIRS**

**Open Competitive Examination for Recruitment to the Post of Entrepreneurship Development Training Officer-Grade II - in Field/ in Office Category 2- in the Ministry of National Policies and Economic Affairs - 2016 (2017)**

APPLICATIONS are invited from qualified citizens of Sri Lanka for the Open Competitive Examination for Recruitment to the vacant Posts of Entrepreneurship Development Training Officer-Grade II - in Field/Office

Category 02- in the Ministry of National Policies and Economic Affairs.

02. Candidates who have fulfilled their qualifications on the basis of results of a written test conducted by the Commissioner General of Examinations and the results of a trade test conducted by the Secretary to the Ministry of National Policies and Economic Affairs, will be selected for appointment to the posts Entrepreneurship Development Training Officer-Grade II. (From among those who have passed the written examination and according to the order of merits, a number equivalent to twice the number of anticipated appointments will be called for the trade test.)

03. Number of vacancies is 49. The Secretary to the Ministry has the authority to refrain from filling some or all of the vacancies. The effective date of appointment shall be determined by the Secretary to the Ministry.

04. *Salary Scale.*– As per Schedule I of the Public Administration Circular No. 03/2016 of 25.02.2016, salary scale applicable to this post is Rs.34,605-10x660-11x755- 15x930 -Rs. 63,460 ( MN 5-2016). You will be remunerated as per provision laid down in the said circular and as mentioned in Schedule II thereof. (E.g. A basic salary of Rs. 23,874 along with an adjustment allowance of Rs. 6,190/- shall be applicable to the period from 01.01.2017 to 31.12.2017.)

05. This post is permanent and pensionable. The appointment will be subject to a probationary period of three years. The 1st Efficiency Bar Examination as laid down in the Recruitment Procedure should be passed within three years from the date of appointment to the Post of Entrepreneurship Development Training Officer-Grade II. Proficiency in official language shall be achieved by you in accordance with Public Administration Circular No. 01/2014 and circulars incidental thereto.

06. *Qualifications:*

06.1. *Educational Qualifications :-*

Candidates should have obtained a four year special degree in Entrepreneurship, Economics, Commerce, Management, Business Administration, Sociology, Statistics, Information Technology, Agriculture or inclusive of subjects covering the fields of Entrepreneurship, Management, Accountancy and Economics, from an University recognized by the University Grant Commission. Persons awaiting degree -results are not eligible to apply.

06.2. *Physical Fitness.*- All candidates should have physical and mental fitness to serve in any part of Sri Lanka and to discharge the duties of the post.

06.3. *Other Qualifications :-*

- (i) Should be a citizen of Sri Lanka.
- (ii) Should be of an excellent character.
- (iii) Should have fulfilled all requisite qualifications for the post in every respect, as on the date such qualifications are required to be fulfilled, as stipulated in the notification /*Gazette* calling for applications.

07. *Age Limit.*- Should be not less than 21 years and not more than 35 years of age as at the last date of receiving applications. (Accordingly, those with birthdays falling on 11.04.1996 or before and on 11.04.1982 or after only will be eligible to apply)

08. 08.1. *Mode of Recruitment :-* Written test will be held in June, 2017, only in Colombo.

08.2. *Method of Examination:-*

- (i) The examination will be held in Sinhalese, Tamil and English mediums. The language medium applied for will not be allowed to be changed subsequently.
- (ii) The applicant should answer all question papers in one and the same language.
- (iii) All candidates should abide by the rules laid down by the Commissioner General of Examinations. Any candidate violating these rules shall be liable to a punishment imposed by the Commissioner General of Examinations.

08.3. *Subjects of the Examination.*- The written test consists of two question papers.

<i>Subject</i>	<i>Duration</i>	<i>Maximum marks</i>	<i>Pass marks</i>
01.Comprehension	01 hr.30 minutes.	100	40%
02.Intelligence Test	01 hr.	100	40%

08.4. *Syllabus:-*

Marks

Comprehension – Should answer all the questions.

Presentation skills	-	30
Literacy test in Information Technology	-	<u>20</u>
Total	-	<u>50</u>

- (i) Apprehension of the importance of the field of Small Enterprise Development in the process of National Economic Development.
- (ii) Identification of business opportunities compatible with National Development.
- (iii) Identification of regional resources and national and international market opportunities and accordingly providing guidance to the entrepreneurs.
- (iv) Identification of those who are in possession of entrepreneur skills and direct them towards the field of small enterprises.
- (v) Comprehension of small and intricate enterprises.
- (vi) Creating awareness among the entrepreneurs in Management and other Financial and Supportive Services.
- (vii) Encouraging the youth in the field of entrepreneurship and organizing necessary workshops to make attitudinal changes and persuasion in them.
- (viii) Preparation of business plans and compilation of Projects required for submission to Banking and Financial Institutions, in business activities.
- (ix) Collecting business information and disseminating them to those in need.

09. (i) *Examination Fee:-* Examination fee is Rs. 1,200/- . This may be paid in cash only at any Post Office or Sub Post Office in the Island, to be credited to state revenue under Revenue Head 2003-02-13 of the Commissioner General of Examinations and the receipt obtained in applicant's name should be securely pasted by a fringe in the due place of the application. (It will be useful for you to retain a photocopy of the receipt.) Money Orders or stamps will not be accepted as examination fees and the fee paid for the examination will not be refunded or transferred for any other examination under any circumstances.

(ii) The applicants who obtain qualifications in the written test as per paragraph 08.3 of this notice will be referred to a trade test as per paragraph 08.5 and final results sheet will be subsequently issued on the basis of total marks obtained in both these tests. On receipt of the final result sheet by the Secretary to the Ministry of National Policies and Economic Affairs, results will be sent by post to all those applicants who sat for the written test or will be published in the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

10. *Applications:-* Application should be prepared using A4 papers(Cent.Mtr.22/29)(normal half-sheet) with:

- (i) Paragraphs 01-03 on the first page ; and
- (ii) Paragraphs from 04 onwards running into the next pages.
- (iii) Applications which are not in consistence with the specimen application and unperfected applications will be rejected without notice. It will be useful to retain with you a photocopy of the application. Further, the applicant should verify whether the application has been prepared in consistence with the specimen published in the notice of examination. Otherwise the application will be rejected. When preparing the application, in the case of Sinhalese applications, the name of the examination given on top of the application should be mentioned in English also in addition to Sinhalese and in the case of Tamil applications, name of the examination should be mentioned in English also in addition to Tamil.
- (iv) Relevant details should be clearly included in your own-hand writing.

*Intelligence Test:-*

The question paper consists of 50 questions in the pattern of multiple choice and short answers. All questions should be answered.

This is to assess the candidate's capacity and intelligence through examining his inferences and responses with regard to the problems presented in literal, numerical and image contexts.

08.5. *Trade Test:-*

In the order of merits from among those who passed the written examination, a number equal to twice the number of anticipated appointments will be called for the trade test. Qualifications will be examined at the Trade Test itself and the system of awarding marks is as follows:

11. Perfected applications should be sent under registered cover to reach the following address on or before 11.04.2017. The term: **Open Competitive Examination for Recruitment to the Post of Entrepreneurship Development Training Officer-Grade II -2016(2017)** should be clearly mentioned on the top left hand corner of the envelope. Any application received after this date will not be entertained.

Commissioner General of Examinations,  
Organizations and Foreign Exams Division,  
Department of Examinations of Sri Lanka,  
PO Box. 1503,  
Colombo.

12. Attestation of the signature: Applicant's signature should be attested in the application as well as in the admission card. An applicant who applies for this examination from any institution should have his or her signature attested by the Head of Department or a designated officer and other applicants should get their signature attested by a Principal of a Government College/ a retired officer, a Grama Niladhari, a Justice of Peace, a Commissioner of Oaths, an Attorney-at-law, a Notary Public, a Commissioned Officer of any of the three armed forces or a permanent officer in staff-officer grade in government service or provincial state service drawing an annual salary of Rs. 240,360/- or above, an incumbent or chief priest of a Buddhist temple or a person in charge of a place of worship or a person holding a respectable position among the clergy in any other religious sector. The admission card with the attested signature should be presented to the Head of the Examination Hall on the day you are sitting for the examination.

13. The Commissioner General of Examinations, on the presumption that only the eligible applicants as per the *Gazette* Notification may have applied for the examination, will issue admission cards to the applicants who have submitted duly perfected applications, on or before the closing date, along with the receipt for the examination fee. Immediately after the issuance of admission cards, a press notice to that effect will be inserted by the Department of Examinations. Any applicant who does not receive the admission card after the lapse of 2 to 3 days of the press notice, should make inquiries from the Organizations and Foreign Exams Division of the Department of Examinations giving correct details pertaining to the name of the Examination applied for, applicant's full name, number of National Identity card and the address. If the applicant is a resident out of Colombo, it will be more productive if a letter is faxed to the fax-number given in the notice, giving the above mentioned details along with

a return fax number in order to immediately receive a copy the Admission card by fax. When making such an inquiry, it will be useful to keep in readiness the copy of the application, copy of the receipt obtained after paying the examination fee and the receipt obtained from the post office after sending the application by registered post, in order to confirm any details which may be requested by the Department of Examinations.

14. One of the following documents should be presented to the Head of the Examination Hall to confirm the identity of the applicant:

(i) Valid National Identity Card issued by the Department of Registration of Persons,

(ii) Valid Passport.

15. Penalty for furnishing False Information:- Applicants should take special care to give correct information when filling the application. If a candidate found ineligible as per rules and terms of the examination, her or his candidature could be cancelled at any stage, prior to the examination, during or after the examination. If any information furnished by the applicant is found false during any stage, he/she is liable for dismissal from the Public Service. Every applicant shall be issued with an Admission Card by the Commissioner General of Examinations General of Sri Lanka. The issuance of an Admission Card to an applicant should not be construed as an acceptance that he/she has fulfilled requisite qualifications to sit for the examination. All candidates should abide by the rules and terms imposed by the Commissioner General of Examinations General of Sri Lanka regard to the conducting of the examination and the issuance of examination results. Violation of such rules will make her/him liable to a punishment determined by the Commissioner General of Examinations.

16. Any matter not indicated here shall be decided upon by the Secretary to the Ministry of National Policies and Economic Affairs. All applicants should abide by the general examination rules and regulations stipulated in this *Gazette*.

17. In the event of any inconsistency between Sinhalese and Tamil versions of this *Gazette* Notification, the Sinhalese version shall prevail.

M. I. M. RAFAEK,  
Secretary,  
Ministry of National Policies and  
Economic Affairs.

SPECIMEN APPLICATION

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF ENTREPRENEURSHIP DEVELOPMENT TRAINING OFFICER –GRADE II, IN FIELD / OFFICE CATEGORY 2 IN THE MINISTRY OF NATIONAL POLICIES AND ECONOMIC AFFAIRS - 2016 (2017)

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(for office use)

Language Media selected for the examination:

Sinhalese - 2	In letters	
Tamil - 3	In figures	
English - 4		

\*Language selected for discharging duties :

Sinhala - 2	In letters	
Tamil - 3	In figures	

- 01. 1.1 Full name (In English capitals) : \_\_\_\_\_.  
(E.g. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- 1.2 Name with surname first and initials (In English capitals) : \_\_\_\_\_.  
(E.g. GUNAWARDHANA, H.M.S.K.)
- 1.3 Full name (In Sinhalese / Tamil) : \_\_\_\_\_.
- 1.4 National Identity Card No. :

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- 1.5 Gender : Male - 0
- Female - 1
- (Insert relevant Number in the cage)

- 02. 2.1 Permanent Address : \_\_\_\_\_.  
(In English capitals)
- 2.2 Permanent Address : \_\_\_\_\_.  
(In Sinhalese/ Tamil)
- 2.3 Address to which admission cards should be sent : \_\_\_\_\_.  
(In English Capitals)
- 2.4 Mobile Phone Number : \_\_\_\_\_.

- 03. 3.1 District applicant permanently residing in : \_\_\_\_\_.
- 3.2 Divisional Secretariat Division : \_\_\_\_\_.
- 3.3 Residing Duration : \_\_\_\_\_.
- 3.4 Grama Niladhari Division : \_\_\_\_\_.

04. 4.1 Date of Birth :

Year :     Month :   Date:

4.2 Age as at 11.04.2017:

Years :   Months :   Days :

4.3 Civil status : Unmarried : 1   
 Married : 2   
 (Insert relevant Number in the cage)

05. Educational Qualifications :

- 5.1 G.C.E.(A.L):
- (i) Year and month of Exam : \_\_\_\_\_.
- (ii) Index Number : \_\_\_\_\_.
- (iii) Results :

Subject	Grade	Subject	Grade

06. Details of the Degree:

- (i) Degree: \_\_\_\_\_.
- (ii) University : \_\_\_\_\_.

07. Professional Qualifications :

- (i) \_\_\_\_\_.
- (ii) \_\_\_\_\_.
- (iii) \_\_\_\_\_.

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

(Insert ✓ mark in the relevant cage)

Yes  No

(If “yes” give details)

09. Examination fees :

- (i) Office where fees paid : \_\_\_\_\_.
- (ii) Receipt Number and date : \_\_\_\_\_.
- (iii) Amount paid Rs. : \_\_\_\_\_.

Paste the receipt securely in this cage (Retain a photocopy with you)
--

10. Declaration of the applicant :

(a) I respectfully declare that the particulars furnished by me in this applications are true and correct to the best of my knowledge. I



agree to bear the loss which may occur due to non-completion and/or incorrect completion of any part. Further I state that all sections of this application have been completed.

- (b) I am aware that in case this statement is proved untrue, I will be liable to disqualification before being appointed and dismissal from service after been appointed.
- (c) Further, I declare that I will abide by the rules and terms imposed by the Commissioner General of Examinations with regard to conducting of the examination and issuance of results.
- (d) I shall not subsequently change any information given above.

\_\_\_\_\_  
Applicant's signature.

Date :\_\_\_\_\_.

11. Attestation of the signature of the applicant:

I certify that Mr. / Mrs. / Miss..... who submits this application is personally known to me, that he/she placed his/her signature before me on ....., that prescribed examinations fees have been duly paid and the receipt thereof has been affixed herein.

\_\_\_\_\_  
Signature of attesting officer.

Date :\_\_\_\_\_.

Full name of the attesting officer :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

(Place official stamp in confirmation)

**Note.**— “Attestation should be done by a Principal of a Government College/ a retired officer, a Grama Niladhari, a Justice of Peace, a Commissioner of Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of any of the three armed forces or a permanent officer in staff-officer grade in Government service or Provincial State Service drawing an annual salary of. Rs.240,360/- or above, an incumbent or chief priest of a Buddhist temple or a person in charge of a place of worship or a person holding a respectable position among the clergy in any other religious sector.

**MINISTRY OF MAHAWELI  
DEVELOPMENT AND ENVIRONMENT**

**Forest Department**

**OPEN COMPETITIVE EXAMINATION FOR  
RECRUITMENT TO THE POST OF  
FOREST FIELD ASSISTANT – 2016 (2017)**

APPLICATIONS are invited from qualified citizens of Sri Lanka for the recruitment to the Post of Forest Field Assistant in the Forest Department to the date 31.03.2017

01. *Salary Scale:*

- (i) PL-2 - 2016 According to Public Administration Circular No. 3/2016 - Rs.25,250 -10x270, 10x300, 10x330, 12x350- Rs. 38,450.

02. *General Terms of Engagement and Service Conditions:*

- (i) This post is permanent & pensionable. Should make Contributions to the Widow /Widower and Orphan's Pension Scheme.
- (ii) The appointment will be subjected to a probation period of three years.
- (iii) Planning and implementation of a suitable programme for the protection of all the forests that belong to Forest Field Assistant Division with the help of the Beat Forest Officer under the supervision of Range Forest Officer, be alert on the forest crimes, arresting offenders and assisting relevant legal activities are the duties of the Forest Field Assistants.
- (iv) The selected applicants will have to assist Senior Officers in arduous and risky duties such as protection of forests, investigation of forest crimes, arresting criminals and forest products and producing them to the courts. Often these officers will have to engage in these activities personally even on public holidays and at night. Because of the above mentioned arduous and risky duties of the Forest Field Assistants, it will be practically difficult to women to engage in those activities.
- (v) General Condition of service pertaining to the appointments in Public Service mentioned in the paragraph (2) of the *Gazette* Notification are applicable.
- (vi) The examination will be held in Sinhala, Tamil and English media. No Candidate will be allowed to change the medium of language indicated in the application.