

N. B.– Part IV(A) of the Gazette No. 2354 of 13.10.2023 was not published.



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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,355 – 2023 ඔක්තෝබර් මස 20 වැනි සිකුරාදා – 2023.10.20
No. 2,355 – FRIDAY, OCTOBER 20, 2023

(Published by Authority)

PART I: SECTION (IIA) – ADVERTISING

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

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

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

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

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 10th November, 2023 should reach Government Press on or before 12.00 noon on 27th October, 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

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 JUSTICE, PRISON AFFAIRS AND CONSTITUTIONAL REFORMS

Ministry of Justice, Prison Affairs and Constitutional Reforms Recruitment to the Post of Secretary in the Executive Service Category (Limited Basis) of the Department of Law Commission – 2023

By the order of the Cabinet of Ministers, applications are invited from the citizens of Sri Lanka with the under mentioned qualifications in order to recruit a suitable person to fill the vacancy in the post of Secretary in the Executive Service Category of the Department of Law Commission. Applications forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the "**Secretary, Ministry of Justice, Prison Affairs and Constitutional Reforms, No. 19, Sri Sangaraja Mawatha, Colombo 10**" on or before the date indicated below. The words "**Recruitment to the post of Secretary in the Executive Service Category of the Department of Law Commission on Limited Basis**" should be written clearly on the top left hand corner of the envelope containing the application form,

Closing date of application will be 20/11/2023.

Note : No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

01. Method of Recruitment

Selection will be made on the order of merit secured at a structured interview to be conducted by an interview board to be appointed as per the Cabinet decision No. අමප/16/0927/755/008 dated 14.06.2016. The date on which such appointment will take effect will be decided in accordance with order of the Cabinet of Ministers.

02. Terms of engagement

- (i) This post is permanent. It is pensionable. The pension scheme entitled to you is subject to policy decisions to be taken by the Government from time to time in the future. You should be contribute to the Windows and Orphans Pension Scheme/ Widowers and Orphans Pension Scheme. You are required to pay contributions to the same as prescribed by the Government from time to time.
- (ii) In case an officer has not passed Efficiency Bar Examination III in the Post of Secretary, Grade I in the Executive Service Category of the Department of Law Commission is required to pass the Efficiency Bar Examination III before the expiry of one (01) year from the date on which the recruitment will be made to this post.
- (iii) An officer recruited to this post should, in terms of the Public Administration Circular No. 01/2014 and the Circulars issued incidental thereto, acquire the prescribed language proficiency within five (05) years of appointing to this post. The officer who enters the public service in medium of language other than in a medium of any of the official languages will require to reach within three (03) years a requisite standard of proficiency in one official language and within five (05) years in the other official language.
- (iv) This appointment will be subjected to the Cabinet Decisions, the procedural Rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations. Departmental Orders and any other regulations and orders issued from time to time by the Government.

03. Salary Scale

In terms of the Public Administration Circular No. 3/2016, this post which is under SL-1-2006, carries a salary of Rs. 47,615-10X1335 – 8X 1630 -17X2170 – Rs. 110,895/- per month and the initial salary scale amounts to Rs. 76,175/- at salary step 20 as per grading system.

04. Qualifications

4.01 Educational Qualifications –

Should have possessed a Post Graduate Degree in law conferred on by a University recognized by the University Grants Commission.

4.02 Professional Qualifications –

Should be an officer in a post of the Executive Service Category in a Ministry/Department as per the Public Administration Circular No. 06/2006 and an Attorney-at-Law enrolled by the Supreme Court.

4.03 Experience

- (a) Should as per the Public Administration Circular No. 06/2006, be an officer, Grade I in the Executive Service Category or be an officer, Grade II in the Executive Service Category with Seven (07) year dynamic and satisfactory proof of service, having earned seven (07) consecutive salary increments.
- (b) Should furnished a satisfactory performance appraisal or a higher degree of satisfactory performance appraisal for the 05 years immediately preceding the closing date of calling for applications.
- (c) Should not, during the 05 years immediately preceding the date on which the recruitment will be made to this post have been subjected to any disciplinary punishments.

05. Age limit – Age limit is not applicable as applications are invited from the officers already in Public Service.

06. Physical Fitness

Every applicant should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post.

07. Other Qualifications

Every applicant must furnish satisfactory proof to the effect that he/she,

- (i) Should be citizen of Sri Lanka
- (ii) Should possess excellent moral character
- (iii) Should have fulfilled all the necessary qualifications in every respect as at the closing date of calling for applications referred to in this notice of calling for applications.

08. Structured Interview

Marks will be awarded at a structured interview to be conducted by an interview board to be appointed as per the Cabinet Decision No. අමප/16/0927/755/008 dated 14.06.2016. Qualifications will also be checked at the structured interview.

09. Method of awarding marks at the interview

Areas in respect of which marks are awarded	Maximum marks that could be awarded
Additional Educational Qualifications	45
Local/Foreign trainings	20
Research papers and legal texts etc. published by the applicant	20
Additional experience	10
Leadership, personality and communication skills found as per the discretion of the interview board.	05
Total	100

The applicant with the highest marks according to the results of the structured interview will be appointed to the post of Secretary.

10. Identity of the Applicant

Only applicants who have submitted completed applications in all respects will be called for the structured interview.

Original copies of all certificates should be submitted at the interview along with the copies thereof duly certified by the applicants.

Each applicants should produce at the interview to establish his/her identity the following identity documents.

- (i) Valid National Identity Card issued by the Commissioner of Registration of Persons
- (ii) Valid Passport

11. (I) Applications should be prepared on a A4 paper 22x29 cm in size using both sides and items from 01 to 11 to appear on the first page and from 12 onwards on the second page and it should be filled by the candidate's own legible handwriting. Applications which are not in conformity with the specimen appended at the end of this notice or are received after the closing date of acceptance of applications are liable to be rejected without notice. Incomplete applications and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Therefore, applicants should see that their applications are as per the specimen in every respect. Receipt of applications will not be acknowledged.

Note : (a) No documents or copies of documents should be attached to the application form.

- (b) Applications of applicants who fail to produce documents when required to do so will not be considered.

- (II) Applications from officers who are in the Public Service/Provincial Public Service/ Public Corporations are required to be forwarded through the Heads of the Departments.

12. Orders of the Cabinet of Ministers, Procedural Rules of the Public Service Commission, Circulars that are now in force or may be issued from time to time in the future in respect of the Public Service and the conditions of the Scheme of Recruitment applicable to the Executive Service Category of the Department of Law Commission shall be applicable to this post. The decision taken by the Cabinet of Ministers regarding any matter not provide a for in this recruitment notification shall be final and conclusive.

09. Race :-
10. Marital status :-
11. Particulars of the Post Graduate Degree :-
University :-
Subject/s :-
Date on which the Degree was conferred on :-
Medium of language :-
12. Date of enrolment as an Attorney-at-Law :-
13. Experience as an Attorney-at-Law :-
14. Present Designation :
Grade :-
Date of Appointment to that Grade :
Present Place of Work :
15. Professional Qualifications as per the paragraph 04,02 of this notice of calling for applications :-
(i)
(ii)
(iii)
(iv)
(v)
16. Qualifications as per paragraph 09 of this notice of calling for applications :-
(i)
(ii)
(iii)
(iv)
(v)
17. Languages proficiency (Mark ✓ in the relevant box)

	Very Good	Good	Ordinary	Weak
Sinhala				
Tamil				
English				

Applicant's Declaration

I, declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I certify that I have not been subject to any form of disciplinary action including dismissal from the service or retirement for general inefficiency as a merciful alternative to dismissal and I have not vacated the post previously. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

.....,
Signature of the Applicant.

Date :-.....

Certificate of the Head of the Department (Every applicant must submit his/her application through the Head of Department)

I do hereby certify that Mr./Mrs./Miss, the applicant above named is serving as attached to ministry/Department and that any disciplinary action, except for warning whatsoever has not been taken against him/her and he/she can be/cannot be released from the service if he/she will be selected for this post.

.....
Signature and official seal of the secretary to the Ministry/
Head of the Department.

Date :-

Name :-

Designation :-

Ministry/ Department :-

10-302

Examinations, Results of Examinations & c.

**THE CHITHTHA ADVANCED PSYCHOLOGICAL STUDIES OPEN INSTITUTE
OF SRI LANKA**

(Arrangements have been made to incorporate under the Parliament Act Bill No. 105 of 2022)

EXECUTIVE DIPLOMA IN BUSINESS PLANNING AND LABOUR LAW 2023/2024

EXECUTIVE Diploma in Business Planning and Labour Law of the Chiththa Advanced Psychological Studies Open Institute of Sri Lanka can be applied to those who are university students/ after A/L students/ who are studying in the commerce field/ Government or Private sector employers/ starting a business or who are expatriate/ expect to expatriate or who are interested in business management and labour laws who meet the following qualifications.

Qualifications : GCE (AL) S3 passes in any stream

Or

Having met other qualifications that may be considered professional and educational.

Total credit : 30

Semesters : 2 semesters

Nature of Course : Online (Open and Distance Learning)

Teaching Methodology : Lectures and tutorials are delivered through the LMS system.

Medium : English or Sinhala

Course Duration : Twelve – month

Course fees and Student Registration Fees : Diploma Fees and Registration Fees : The charge for the complete diploma is Rs. 37,000.00. An amount of Rs. 1000.00 must be paid as registration fee while registering for the diploma. The amount of Rs. 36,000.00 can be paid at once or in 10 installments.

How to Apply for the course :

By the applicants should send their,

1. National Identity Card Photo (Front and rear)
2. G.C.E (AL) examination result sheet and other educational certificate's photograph,
3. Self- coloured clear photograph

Send this 0740437777 (WhatsApp) Number

The last date for enrolling students for the course is : 25/11/2023

For more information : Can inquire through the phone number 0813169800 at Office hours from 8.30 am to 4.30 pm.

Senior Registrar

The Chiththa Advanced Psychological Studies Open Institute of Sri Lanka.

10-220

INSTITUTE OF TECHNOLOGY UNIVERSITY OF MORATUWA

Admission to the National Diploma in Technology Course, 2023/2024

APPLICATIONS are invited from eligible candidates for admission to the National Diploma in Technology. 3-year fulltime course conducted by the Institute of Technology, University of Moratuwa. The Course will be conducted in the **Institute of Technology, University of Moratuwa at Diyagama, Homagama.**

1. *General:*

The National Diploma in Technology Course consists of two years of academic study and one year of Industrial Training and is conducted in English Medium. The course is offered in the following fields of study :

a. Maritime studies Courses (Set 1)

- i. Marine Engineering Technology
- ii. Nautical Studies & Technology

b. Other fields of Courses (Set 2)

- i. Chemical Engineering Technology
- ii. Civil Engineering Technology
- iii. Electrical Engineering Technology
- iv. Electronic & Telecommunication Engineering Technology
- v. Information Technology
- vi. Mechanical Engineering Technology
- vii. Polymer Technology
- viii. Textile & Clothing Technology

2. Eligibility

2.1 Age :

- (a) Applicants should be below 24 years of age on 31.12.2022.
- (b) Applicants below 20 years of age on 31.12.2022 will be given preference for admission to the Marine Engineering Technology and Nautical Studies and Technology Courses. A Special medical test & interview would also be conducted for selection of students to Marine Engineering and Nautical Studies Courses.
- (c) Those who are fulltime registered students of any University under the UGC (except the Open University of Sri Lanka) or Higher Educational Institute under the Ministry of Higher Education **are not eligible to apply.**

2.2 Educational Qualifications :

- (a) Applicants should have obtained passes in any three (03) of the following subjects:
 - i. Physics
 - ii. Chemistry
 - iii. Combined Mathematics
 - iv. Advanced Mathematics

At one and the same sitting of a G.C.E (A.L) Examination conducted by the Commissioner General of Examinations, Sri Lanka in 2020 or 2021 or 2022.

- (b) Applicants who are applying for "Marine Engineering Technology" and "Nautical Studies & Technology" (Set 1) Courses should have obtained a Credit Pass (C) for English Language at G.C.E. (O/L) Examination.

3. Selection Criteria :

3.1 Admission to the Course :

The Selection of students for admission will be based on the performance at G.C.E. (A.L) Examination and the aptitude test to be conducted by the Institute of Technology, University of Moratuwa.

From those who pass the aptitude test, selections will be done in the merit order of G.C.E. (A.L) results, *i.e.* in

the order of z-scores. In the Selections, 40% merit and 60% district quota will be applied.

3.2 Field of Study :

Aptitude test marks together with the applicant's order of preference for the field of study as indicated in the field preference will be considered in the allocation of the field of study.

4. Application Procedure :

4.1 Application Form:

- (i) Applicants should be first submit their applications online through the online application form uploaded in the following web address.

<http://www.itum.mrt.ac.lk>

- (ii) After submitting the online application, applicants are required to download the auto generated printable copy of the online application.
- (iii) The content of the downloaded hard copy of the online application form has to be certified as indicated in the application. (See cages 3 & 5 in the form of application).
- (iv) The hard copy of the duly filled application form should be forwarded under **Registered Post** marked **"NDT Admission 2023/2024"** on the top left hand corner of the envelope and addressed to the **Assistant Registrar, Academic & Student Affairs Division, Institute of Technology, University of Moratuwa, Diyagama, Homagama.**
- (v) Online application should be submitted before the closing date and also the hard copy of the application should reach the Assistant Registrar, Academic and Student Affairs, Institute of Technology, University of Moratuwa, Diyagama on or before closing date of the applications.
- (vi) A self-addressed envelope (9"x4") with Rs. 110/= of Stamps should be enclosed along with the hard copy of the application.

Important:

Please note that, every applicant is required to submit both online application and the hard copy of the online application before the due date. Applicants who failed to submit online application and the hard copy of the application will not be taken in to consideration for further processing and incomplete applications will be rejected without any notice.

4.2 field Preference :

- (i) There are two SETS of fields.
- (ii) Applicants may apply to either **Maritime Studies** (SET 1) or **Other fields** (SET 2) or **Both** sets of fields, The Preference must be indicated if candidate applies to both sets of fields.
- (iii) SET 1 – Insert order of preference as 1 for First preference and 2 for Second preference. This should be completed only by the candidates who are applying for **Maritime Studies**.

- (iv) SET 2 – Insert order of preference as 1, 2, 3, 4, 5, 6, 7, 8. "1" for the "most preferred", "2" for the next, and so on "8" for the least preferred.

5. i. *Application Fee :*

A receipt of payment in favour of "**Institute of Technology, University of Moratuwa, A/C No. 83062337 of Bank of Ceylon, Homagama Branch**" to the value of 1,000.00 (Rupees One Thousand) application fee for either Set I or Set II and Rs. 1,200.00 (Rupees One Thousand Two Hundred) application fee for Both Set I and Set II, should accompany each application. This application fee is non-refundable.

- ii. Scanned image of the Payment slip should be submitted with the online application and the copy of the original payment slip should be submitted along with the hard copy of the application form.

iii. *Closing Date :*

The closing date of applications is **20.11.2023**.

6. *Aptitude Test and English language Proficiency Test:*

Applicants, short-listed according to the G.C.E. (A.L) performance in Merit & District Quota will be called for an aptitude test and English language proficiency test that will be conducted by the Institute of Technology, University of Moratuwa.

7. *Registration :*

- (i) Candidates selected for admission will be required to produce the **Originals** of the following certificates **on the date of registration**.

- G.C.E. (A.L) Certificate
- Certificate indicating G.C.E. (A.L.) Z-Score
- School Leaving Certificate
- Birth Certificate
- Affidavit in support of any changes in name appearing in different documents/ certificates.

6. *Very Important :*

- (i) **A candidate once registered for the National Diploma in Technology Course will not be eligible for admission to any other course in this Institute or in any other University in Sri Lanka (Except Open University of Sri Lanka) or in any other Higher Educational Institute under the Ministry of Higher Education during the tenure of the course.**
- (ii) **A student who has already registered in this Institute or any other University in Sri Lanka (Except Open University of Sri Lanka) or in any other Higher Educational Institute is not be eligible for applying.**
- (iii) **All the particulars in the application should be true and accurate. If the particulars in the Application are found to be false or inaccurate, the applicants will be discontinued from the course at any time.**

Director,
Institute of Technology University of Moratuwa.