

## Examinations, Results of Examinations, &c.

### SLIOP STUDY PROGRAMME IN COSTING AND ESTIMATING FOR PRINTERS

THE Sri Lanka Institute of Printing established by an Act of Parliament in 1984 will commence the study programme in Costing and Estimating for Printers by August, 2005.

This course is specially designed for those who are involved in the printing and Graphic Industry such as Estimators, Accounting personnel, Print Buyers, Sales Personnel, Print Supervisors Managers, Print Material Suppliers and Advertising Personnel who wish to learn the art of Costing and Estimating in the Printing Industry.

The course is useful for school Leavers/new comers who wish to take up printing as a career.

The course will also provide part qualifications to become eligible to follow the Advanced Diploma in Printing Technology and Management conducted by the Institute.

#### Course Contents :

#### Estimating Module

Definition of an Estimate  
Estimate as a sales tool  
Estimate as a production tool  
Estimating Practices  
Standard Methods  
Estimating Material and Operation Times  
Estimating Electronics and Conventional Pre Press  
Estimating Press  
Estimating Digital Printing  
Estimating Bindery  
Estimating paper, inks and other materials  
Computerised Managing Information System (MIS)  
Application of Estimating and costing software

#### Costing Module

Definition and Elements of Cost  
Introduction to Printing Processors and Applications  
Costing methods and its relevance to the industry  
Inventory and material control  
Labour cost control  
Absorption costing and marginal costing  
Fixed costs, Variable costs and Depreciation  
Budget Centres  
Budgeting and Managing cost accounting information  
Budgeted hourly rates

Developing BHRs for your company

The medium of Instructions will be in Sinhala with essential terminology in English. The course will spread over 27 weeks with classes being held on Tuesdays and Thursdays from 5 p. m. to 8 p. m.

Inquiries and Reservations :

Registrar,  
Sri Lanka Institute of Printing,  
No. 118, Dr. Danister de Silva Mawatha,  
Colombo 08.  
Telephone : 2686162, 2679791  
Fax : 2686162  
E-mail : sliopreg@sri.lanka.net

08-311

### SRI LANKA DEPARTMENT OF RAILWAYS

#### Examination for recruitment to the Post of Assistant Divisional Transportation Superintendent (Non-mechanical) - Year 2005

APPLICATIONS are invited for 03 posts of Assistant Divisional Transportation Superintendent (non-mechanical) in the Department of Railways. The application form as per specimen shown below should be sent under registered post to reach the General Manager of Railways, Office of the General Manager of Railways, P. O. Box 355, Colombo 10, on or before 05.09.2005.

02. *Method of forwarding applications.* - Applications should be prepared by the candidate himself on the specimen form given at the end of this notification of the size A4 using both sides of the paper.

- (i) Applications of officers in the State/Corporation/Provincial Public Service should be forwarded through their respective Heads of Institutions. In forwarding such applications the Head of Institution should certify that the particulars given in the application are true and correct and that the officer could be released from service.
- (ii) The top left hand corner of the envelope containing the application should be marked "Recruitment to the Post of Asst. Transportation Suptd. (Non-Mechanical)". The application should be complete and correct in all respects.
- (iii) Late applications and which are not in conformity with the *Gazette Notification* will be rejected without notice. Any complaint regarding loss or delay of application or any correspondence related thereto will not be entertained.
- (iv) Applicants should satisfy all qualifications on the date of calling for applications.

03. *Salary Scale*.— Rs. 157,500 - 15 x 3,780 - Rs. 214,200 per annum (as per P. A Circular No. 09/2004).

(Should pass the first Efficiency Bar Examination within 03 years of appointment and the Second Efficiency Bar Examination within 07 years).

04. *Age Limit* :

- (i) Not less than 18 years and not more than 45 years of age on the last date of calling for applications.
- (ii) The upper age is not applicable to those who are already in Public Service and Provincial Public Service.

05. *Educational Qualifications* :

- (a) Should have obtained a degree from a recognized University a first or second class special degree ; or
- (b) Should be an Associate Member of the Institute of Transport London (C. M. I. LG) with at least five years experience in a subordinate grade post in the Department of Railways or with at least 10 years, administrative experience in a permanent post in a recognized Institute of Transport, of which 05 years experience should be in a staff grade post and with 05 years satisfactory service immediately prior to the date of making the application ; or
- (c) Has obtained a Degree from a recognized University with at least 05 years of experience in a permanent subordinate post in the Railway Department and should possess a satisfactory service immediately prior to the date of making the application. (Satisfactory service means that all increments during the preceding five years should have earned and no punishment imposed other than a warning).

06. *Method of Recruitment* :

- (a) Of the candidates possessing the qualifications referred to in para 5 above who have scored the highest marks at the Open Competitive Examination by obtaining a minimum of 60% marks on each subject the required number in order of merit, will be interviewed by an Interview Board appointed with the approval of the Public Service Commission and on its recommendation after scrutinizing their eligibility, three candidates who have scored the highest marks will be selected. No marks will be assigned at the Interview Board.
- (b) Scheme of Examination and Syllabus are as follows :
  - (i) Examination will be conducted in all the three media - Sinhala, Tamil and English.
  - (ii) Candidates should appear for the examination in one language media.
  - (iii) There will be three (03) Question Papers.
    - (i) Intelligence test :  
Duration 1 1/4 hours – Total marks 100
    - (ii) Comprehension :  
Duration 02 hours – Total marks 100
    - (iii) General Question Paper :  
Duration 02 hours – Total marks 100

60% of marks or more on each paper should be obtained to qualify.

*Syllabus* :

- (i) Intelligence test.— It is designed to test the candidates ability to thinking in logical terms, analytical thinking and decision making. The question paper is of multiple choice.
- (ii) Comprehension.— Several short passage will be provided to the candidates by this question paper. Some Passages are meant to give the meaning in one sentence. Questions will also be raised to describe the meaning of underlined phrases. In some passages a number of alternative statements will be given and the candidate is required to select the most appropriate statement out of them. Also in certain passages, a number of questions will be raised and the candidates are expected to give the correct answers. This question paper will be set prepared to test the candidate's ability to understand the meaning of passages. In addition, a fairly long passage will be given for precis writing.
- (iii) General Question Paper.— This question paper is designed to test the candidate's knowledge on scientific and technical development as well as current affairs of national and international importance on political, social, cultural and economic development of Sri Lanka including his working environment.

07. *Terms of Engagement*.— The post is permanent. Entitled to a contributory pension under the Contributory Pension Fund. If an officer holding a permanent and pensionable post prior to 01.01.2003 is selected, he should still continue to contribute towards the Widows' Orphans'/Widowers' Orphans pension Scheme.

Section 10 - 12 of Chapter II of the Establishment Code will apply. The selected candidates will be subjected to the provisions of Establishment Code, Financial Regulations, Departmental orders and other regulations.

08. Training of Assistant Divisional Transportation Superintendent (Non-Mechanical).

1. A four (04) year training will be provided as follows :-

- (a) One year - Working in Railway Stations in order to acquire a thorough knowledge in coaching traffic and goods traffic.
- (b) Six months - attached to Maradana Transportation Superintendents' office including 3 months Train Control work with Controllers.
- (c) Six months - attached to/Divisional offices at Nawalapitiya and Anuradhapura.
- (d) One year - attached to Headquarters (03 months in operating Branch 3 months in Commercial Branch and 6 months in Administration Branch).
- (e) Perform any duties entrusted with no extra - remuneration, during the final year of training in order to gain experience and acquire thorough knowledge in Railway activities.

(ii) Pass with merit in the following tests :-

- Railway Station Accounts and commercial regulation test within one year from the date of appointment.
- Test on Railway Safety Rules and operation Regulations within three years from the date of appointment.
- Test on Railway Departmental Instructions (Administration) within 04 years from the date of appointment.

09. *Examination Fees.* - A non-refundable fee of Rs. 250 will be levied. It can be paid to any Post Office convenient to you. Money Order drawn in favour of the General Manager of Railways encashable at the Post Office, Maradana (01000) should be attached to the application. Except the original Photostat copies should not be attached.

10. *Certification of candidate's signature.* - The signature of applicant should be certified by a Principal of a Government School or a Justice of the Peace or a Commissioner of Oaths or Notary Public or a Commissioner Officer of the three Forces - Army, Navy, Air Force or a Gazetted Police Officer or an officer in Govt. or Provincial Public Service drawing a consolidated salary of Rs. 74,160 or more with an annual increment of Rs. 1560. (as per P. A. Circular 2/97-III).

By order of the Public Service Commission,

Dr. D. S. JAYAWEEERA,  
Secretary,  
Ministry of Transport.

Ministry of Transport,  
No. 01, D. R. Wijewardena Mawatha,  
Colombo 10,  
18th July, 2005.

SPECIMEN APPLICATION FORM

For office use only

**Recruitment to the post of Assistant Divisional  
Transportation Superintendent (Non-Mechanical)  
Sri Lanka Department of Railways - year, 2005**

Part (A)

- Name with initials : \_\_\_\_\_.  
(i) Sinhala/Tamil : \_\_\_\_\_.  
(ii) English : \_\_\_\_\_.
- Names denoted by initials :  
(i) Sinhala/Tamil : \_\_\_\_\_.  
(ii) English : \_\_\_\_\_.
- Permanent Address :  
(i) Sinhala/Tamil : \_\_\_\_\_.  
(ii) English : \_\_\_\_\_.

04. Sex (Indicate X in the relevant cage) :

Female ☐ Male ☐

05. Residence :

- Grama Niladhari Division and No. : \_\_\_\_\_.
- Divisional Secretary's Division : \_\_\_\_\_.
- District : \_\_\_\_\_.

06. Ethnic Group (Indicate X in the relevant cage) :

Sinhala ☐  
Sri Lanka Tamil ☐  
Muslim ☐  
Indian Tamil ☐  
Burgher ☐  
Malays ☐  
Others ☐

07. Medium in which candidate is sitting the examination (indicate x in the relevant cage) :

Sinhala ☐ Tamil ☐ English ☐

08. Citizenship (Indicate x in the relevant cage) :

By descent ☐ By registration ☐

Part (B)

01. Date of Birth :

Age on 05.09.2005 :  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

02. National Identity Card No. : \_\_\_\_\_.

03. Educational Qualifications :

G. C. E. (O/L) : 1st sitting 2nd sitting

Index No. : \_\_\_\_\_.

Year : \_\_\_\_\_.

G. C. E. (A/L) : 1st sitting 2nd sitting

Index No. : \_\_\_\_\_.

Year : \_\_\_\_\_.

Degree obtained : \_\_\_\_\_.

Year : \_\_\_\_\_.

University : \_\_\_\_\_.

04. Other Educational Qualifications : \_\_\_\_\_.

05. Other Qualifications : \_\_\_\_\_.