

08. Height (Inches): :_____, Chest (Inches) :_____,
09. Educational Qualifications(State Examinations passed and attach copies of certificates) :_____.
10. Whether married or single :_____.
11. (i) Present employmet :_____.
(ii) Are you a members of any armed force :_____.
12. Have you any special claims and / or Qualifications :_____.
13. Give names and address of two non - related referees ;
(i) :_____.
(ii) :_____.
14. (a) Have your ever applied for a post in the Police Service (If so give reference) :_____.
(b) Have you served in the Police or in the Sri Lanka Reserve Police before?:_____.
(If so under what circumstances did you leave the service/ Give details)
15. (a) Are you serving in any of the Armed Services? (if so your application must be submitted through the respective Service Commander) :_____.
(b) Have you seved in any of the Armed Services? (If so, attach copy of your discharge certificate) :_____.
16. (a) Are you serving as a Volunteer in any one of the Armed services? (if so, your application must be submitted through the respective Service Commander) :_____.
(b) Have you served as a Volunteer in any of the Armed Services? (If so attach a copy (copies of your discharge certificate/ certificates) :_____.
17. Have you been involved in or concerned in or charged or arrested even on suspicion and or convicted of any offence? If so, give details) :_____.
18. Have any of your relatives been involved in or concerned in or charged or arrested even on suspicion or convicted of any offence? (If so, give details) :_____.
I, hereby declare that the above particulars are true and correct to the best of my knowledge and believe. I am aware that I am liable for termination of my service in the Police Department forth with (even if I have been appointed) at any time if the particulars furnished are found to be incorrect or false.

Signature of the Applicant.
Date :_____.
12-414

Examinations, Results of Examinations, &c.

MINISTRY OF EDUCATION

Recruitment for Vacancies in Posts of Document Assistants

APPLICATIONS are called for by me from citizens of Sri Lanka having the prescribed qualifications for filling the vacancies in posts of Document Assistants in the Ministry of Education.

The examination for this purpose will be held by the Department of Examinations in February, 2006 in the cities indicated below. Examonation centres for which a sufficient number of candidates have not applied for will be cancelled and the relevant candidates will be referred to the centres indicated by the candidates as their second choice.

City	City No.
Colombo	01
Gampaha	02
Kalutara	03
Galle	04
Matara	05
Hambantota	06
Kegalle	07
Kurunegala	08

City	City No.
Puttalam	09
Anuradhapura	10
Polonnaruwa	11
Matale	12
Kandy	13
Nuwara Eliya	14
Ratnapura	15
Badulla	16
Moneragala	17
Amparai	18
Batticaloa	19
Trincomalee	20
Vavuniya	21
Mannar	22
Mullativu	23
Kilinochchi	24
Jaffna	25

01. *Age Limit* .— Should not be less than 18 years and not more than 45 years of age as on the last date of receiving applications. The upper age limite is not applicable for those who are already employed in Public Service or in Provincial Public Service.

02. *Salary Scale* .— Rs. 1,01,880 - 14 x 1,320 - 6x 1,560 - 1,29,720 (T. B. 2-11) Annual Based on P.A. Circular No. 09/2004

03. Educational and Professional Qualifications

3.1 For external candidates :

- (a) Pass in General Certificate of Education (Ordinary Level) examination in not more than two sittings with six passes including the subjects Language (Sinhala/Tamil) Arithmetic/ Pure Mathematic Elementary Mathematics (Should have passed 05 subjects in one sitting) Out of these candidates should have three credit passes including the first language or
- (b) Pass in National Certificate of General Education in not more than two sittings with 06 subjects including Sinhala/ Tamil Language, and Mathematics (Should have passed 5 subjects in one sitting. Out of these candidates should have three credit passes including the first language. or
- (c) Should have passed in General Certificate of Education (Ordinary Level) in not more than two sittings with 06 subjects including the first language (Sinhala/Tamil) and Mathematics should have pass 5 subjects in one sitting. Out of these candidates should have three credit passes including the first language.

Exception:

If the Candidate have passed the Sinhala/Tamil Language subject in G. C.E. (Advance Level) Examination they will be exempted only for the credit requirement for the language in the above examinations.

3.2 For internal candidates :

Should be a person having one of the educational qualifications indicated under 03.1 above and not holding a permanent post in the Combined Service and who is presently serving in the Ministry of Education or in the Departments under the Ministry, National Colleges of Education, Teachers Colleges and National Schools and having a minimum of 03 years. Satisfactory Service.

04. Scheme of Recruitment :

Out of the existing number of vacancies 60% will be recruited from the external candidates and 40% from the internal candidates.

Filling of all existing vacancies or for not filling a part of it or to refrain from filling all vacancies will be decided by the appointing authority.

4.1 For external candidates :

* Intelligence Test

- (a) Time 1½ Hours - Total Marks 100.
- (b) A question paper consisting of Short Multiple type questions prepared to assess the logical ability, and mathematical and Language ability of the candidate.
- (c) Language and Comprehension
Time 01 Hour - Total Marks 100
A question paper prepared on precis writing, essay writing and with paragraph related questions for assessing the ability of the candidate on language handling, documentation ability, comprehension and submission in an organized manner.

4.2 For Internal Candidates :

* Intelligence Test

- (a) Time 1½ Hours - Total Marks 100
- (b) A question paper consisting of Short Multiple type questions prepared to assess the logical ability, and mathematical and Language ability of the candidate.

* General Knowledge

- (a) Time 1½ Hours - Total Marks 100
- (b) A Multiple Question Paper prepared to assess the candidates knowledge relating to current events of local and foreign significance in Computer Application, Economic, Political, Philosophical, Cultural, Social, Scientific, Technological and sports field.

Candidates who are qualified after calling for applications will be subjected to the above examinations conducted by the Commissioner General of Examinations and a priority list will be prepared by adding marks of both papers from among the candidates who obtained over 40% marks for each question paper and they will be called for the interview. At this interview only the physical fitness and the certificates relating to the fulfilment of basic qualifications will be examined.

05. Conditions of recruitment :

1. This Post is permanent. Appointees will be entitled to a pension under the Contributory Pension Scheme.

Exception

If a person who held a pensionable post before 01.01.2003 is selected for this Post he/she will be entitled further to a pension under the Pension Minute while contributions should be made to the Widows/ Widowers' Pension Fund.

06. Conditions of deployment in service .— Sections 10-12 in Chapter II of the Establishment are applicable.

07. Admission for the Examination

01. This examination will be held only in Sinhala and Tamil mediums and a candidate should appear for the question papers in the one medium.
02. Applications should be prepared in accordance with the specimen form indicated here in A4 size paper by including items 01 to 03 in the first page and items 04 to 07 in the second page and the remaining part in the next page. Applications which are not prepared in conformity with the prescribed form, applications forwarded without paying the examinations fees before the due date, those without the signature and official frank of the Head of the Department/ Institute, applications without the signature of the Secretary of the Provincial Public Service Commission in the case of candidates belonging to Provincial Public Service as well as the applications which are incomplete will be rejected.
03. The Commissioner General of Examinations will allow to appear for the examination for all candidates who have paid

the prescribed examination fees and forwarded their applications on or before the due date assuming that applications were made only by those who were qualified according to the *Gazette* Notification. The issue of an admission card to appear for the competitive examinations will not be considered as an acceptance that the candidate has fulfilled the qualifications required for the Post. If it is revealed at the interview held for verifying the qualifications stipulated in the *Gazette* Notification that a particular candidate is not having such qualifications, his/her candidature will be cancelled.

04. The receipt for Rs. 250/- paid to any District/Divisional Secretary's office to the credit of Revenue Head No. 4000-20-03-20-13 in the name of the Commissioner General of Examinations should be firmly affixed at the relevant place in the application. It would be useful to keep a Photostat copy of this receipt with the candidate.

05. Applications which are not prepared in conformity with the specimen form or those sent without indicating the required qualifications will be rejected. Applications will not be acknowledged and also the rejections will not be notified. Applicants in Public Service should send their applications through the Head of their Department and those in Provincial Public Service through the Secretary of the relevant Public Service Commission along with recommendations from the Head of the institution. Applications without such recommendations will be rejected.

06. All applications should be sent under registered post to be received on or before 16.01.2006, addressed to "Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Pelawatta Battaramulla" the words "Application for the recruitment of Document Assistants" should be written on the left hand top corner of the envelope enclosing the application. Delayed applications will not be accepted and no responsibility will be undertaken relating to delays caused in the post.

08. *Appearance for the Examination*. — Admission Cards for the examination will be issued by the Commissioner General of Examinations to reach one week before the date of the examination. Candidates who had not received their admission cards by that time should make enquiries from the Commissioner General of Examinations, Organizations and Foreign Examinations Department Pelawatta, Battaramulla along with the following details.

- i. Name of examination;
- ii. City selected;
- iii. Whether internal candidate or external candidate;
- iv. Registration number of the application, date and Post Office;
- v. Payment receipt number date and office.

09. Candidates should produce one of the following documents to the Supervisor of the Examination hall to prove to their identity.

- i. National Identity Card issued by the Department of Registration of Persons ;
- ii. A valid Passport.

10. The date of the examination will be notified by the Commissioner General of Examination in due cause.

Secretary,
Ministry of Education.

02 December 2005,
Ministry of Education,
"Isurupaya",
Pelawatta,
Battaramulla.

MINISTRY OF EDUCATION

RECRUITMENT FOR THE VACANCIES IN POSTS OF DOCUMENT ASSISTANTS

Please indicate whether you are an Internal or External candidate

External	
Internal	

Please mark 'X' in appropriate cage

City and the city number applied for

City	City Number

(Please indicate numbers of 2 cities expected to appear, in order)

01. 1.1 Name with initials : Mr./Mrs./Miss. ————,
(English Capital Letters Eg. D. M. Dayananda)

1.2 Names indicated by the initials : ————,
(English Capital Letters : Eg.: Disanayake Mudiyanse)

1.3. Name with initials : ————,
(In Sinhala Eg ; දිසානායක මුදියන්සේ.)

02. 2.1 Permanent Address : For sending Admission Card : ————
—,

2.2 Official Address if employed in Government Service : ————
—,

03. 3.1 Birthday : Year: ————, Month : ————, Date : ————
—,

3.2 Age as on 05.12.2005 Years : ————, Months : ————,
Days: ————,
(Annex a copy of the Birth Certificate)

04. 4.1 Medium applied for examination (Place "X" mark on relevant blank cage)

Sinhala S		Tamil T	
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4.2 Sex: (Place "X" mark on relevant blank cage)

Femal F		Male M	
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05. Educational Qualification (Copies of the certificates annexed for conformation)

5.1 G. C. E. (O/L) Examination :

Subject	Pass	Subject	Pass
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.....
.....
.....

5.2 Professional Qualifications :

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06. Service in a Government or Affiliated or Semi Government or in a recognized institution:

Name of the Institute	Post	Period of time From -To

07. If already employed in Government Service.

- 7.1 Department /Institute : _____,
7.2 Post held at present: _____,
7.3 Period of Service : _____,
7.4 Whether permanent pensionable/Temporary : _____,

08. 8.1 Number of the cash payment receipt . _____,
8.2 Paying Office . _____,
8.3 Date . _____,

Please affix the receipt here firmly.

I hereby certify that the particulars furnished by me above are true and correct. I am aware of the fact that I will not be qualified in any manner for this post if any information furnished by me are found to be incorrect.

_____,
Signature of Candidate.

Date. _____.

Certificate of the Department Head if the candidate is serving in Government Service or if he is serving in Provincial Public Service by the Secretary, Public Service Commission.

I hereby certify that the information furnished by the above officer are correct and she/he is serving in this Department/Institute from _____ in this post and that he/she has not been subjected to any disciplinary punishment and also it is not intended to do so and that he/she can be released from the post held by him/her if selected for the post.

_____,
Signature of the Head of the Department/Institute
(with Official Frank)

Place : _____,

_____,
Secretary, Public Service Commission
(with Official Frank)

Place : _____.

12-421/2