

13. Recommendation of the Head of the Department :

that he/she can be / cannot be released from the present post if he/she is selected for the above post.

The applicant namely Mr./Mrs./Miss is serving in this Department/Provincial Council/Institute. He/She is holding a permanent/pensionable/casual post. He/She has earned all his/her increments during last five years. He/she has not been penalized for any disciplinary matter (other than warning) and is not subject to any disciplinary action. I certify

Date : _____.

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Signature of the Head of the
Department/Institution/Authorized Officer.
(Office Stamp)

Examination, Results of Examination & c.,

MINISTRY OF SPORTS AND YOUTH AFFAIRS

Small Enterprises Development Division

POSTS OF ENTERPRISE DEVELOPMENT TRAINING OFFICER

APPLICATIONS are entertained for the posts of Enterprises Development Training Officer in the Small Enterprises Development Division under the Ministry of Sports and Youth Affairs.

01. Description of General
Duties applicable post :

To take action for Enterprise and Small Enterprise development—

- (a) Identity training needs.
- (b) Organizing and operation or training courses and conducting lectures.
- (c) follow up action consultancy and coordinating or allied services.

02. Age Limit :

Not less than 18 years and not more than 45 years. (the upper age limit will not apply to those already in the Public Service, Provincial Council Service).

03. Educational Qualifications :

A first class, a second class upper or lower Division. Degree in one or more of the following subjects Economics, Commerce, Business Administration, Geography, Social Science, Statistics, Management, Mathematics and Science, Engineering Science, Agricultural Science, Information Technology ; and

A post graduate Diploma with one of the above mentioned subjects.

04. Salary Scale :

T-3-6

Rs. 94080 - 12 X 2460 - Rs. 1,23,600 per annum.

All recruitments will done in accordance with Public Administration Circular No. 15/90.

05. Method of recruitment :

The candidates are expected to sit a competitive examination conducted by the Department of Examinations or an institution recognized by the Government in the following subjects :

- 1. Comprehension 100 Marks
- 2. Intelligence 100 Marks

The candidates obtaining the highest qualifications will be called up for an interview after taking into consideration the number of vacancies.

All recruitments will be done in accordance with Public Administration circular No. 15/90.

06. Terms of engagement :

The post is permanent pensionable. The person recruited shall contribute to the Widows' and Orphans' Pension Fund Widowers' and Orphans Pension Fund.

07. Conditions of Services :

Sections 10-12 of Chapter II of the Establishment Code will apply.

08. Method of application : (a) The application shall be prepared as per specimen application and be on 8 1/2" X 12" size paper.
- (b) The duly perfected application form should be sent to the Secretary, Ministry of Sports and Youths Affairs, Bouddhaloka Mawatha, Colombo 07 to reach him on or before 11.02.2005. "Post of Small Enterprises Development Officer" should be clearly indicated on the top left hand corner of the envelope enclosing the application.

Secretary,
Ministry of Sports and Youth Affairs.

No. 420, Bouddhaloka Mawatha,
Colombo 07.

SPECIMEN APPLICATION

MINISTRY OF SPORTS AND YOUTH AFFAIRS

SMALL ENTERPRISES DEVELOPMENT DIVISION

Post of Enterprise Development Training Officer

01. Name : (a) with initials :_____.
(b) Names indicated by initials :_____.
02. Address :_____.
03. Date of Birth : (a) Date :_____. Month :_____. Year :_____.
- (b) Age as at 11th February, 2005 :
Years :_____. Months :_____. Days :_____.
04. Sex :_____.
05. Nationality :_____.
06. Medium to sit the examination :_____.
07. (a) Higher qualifications obtained :

<i>Degree/Diploma</i>	<i>Year</i>	<i>Subject</i>	<i>Pass/Class</i>	<i>University/ Institution</i>

(b) The highest examinations have passed in the following subjects :

- (i) Sinhala
- (ii) Tamil
- (iii) English

08. Have you been convicted in any Court of Law ? :

.....
If "Yes" give particulars :
.....
.....

I do hereby certify that the particulars furnished herein are true and accurate to the best of my knowledge. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before appointment and to be dismissed from service without any compensation if the un-accuracy is detected after appointment.

Signature of Applicant.

Date : _____.

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My No. R/8/IIA/2004.

**EXAMINATION FOR PROMOTION TO CLASS II
SEGMENT "A" OF THE GENERAL CLERICAL
SERVICE AND RECOMMENDED OTHER SERVICES/
SHROFF SERVICE/BOOK KEEPERS SERVICE/
STORE KEEPERS SERVICE AND TYPISTS SERVICE
OF THE PUBLIC SERVICE - 2003/2004**

IT is hereby notified that a qualifying examination for promotion to Class II Segment "A" for officers in class II Segment "B" of the General Clerical Service and Recommended other Services/ Government Shroffs' Service/Government Book Keepers' Service/ Government Store Keepers' Service/Government Typists' Service will be held in Sinhala, Tamil and English Languages in end of April 2005 by the Commissioner General of Examinations.

Examination Centers :

Examinations in respect of the General Clerical Service and recommended other services of the Public Service will be held in all cities, where District Secretariats are situated and any examination center for which there are no sufficient number of candidates will be cancelled. Examinations in respect of the Government Shroffs' Service, Book Keeper's Service and Store Keeper's Service will be held in Colombo and Jaffna.

Examinations in respect of the Typists Service will be held in Colombo, Matara, Badulla, Ratnapura, Anuradhapura, Kandy, Kurunegala, Batticaloa and Jaffna and any examination center for which there are no sufficient number of candidates will be cancelled.

A schedule indicating the Towns and the Town Numbers of the examination centers is annexed at the end of this notification. (see the schedule -I) Candidates should indicate the Town and Number they select to sit for the examination in the relevant cage.

Candidates will be subjected to the regulations imposed by Commissioner General of Examinations regarding the conduct of the Examination. Those who violate these regulations will be subjected to any punishment decided by the Commissioner General of Examinations. The regulations applicable the candidates are indicated separately at the beginning of the *Gazette Notification*.

02. Eligibility .— The officers belonging to Class II Segment 'B' of the General Clerical Service and Recommended other Services of the Public Service, Shroff's Service, Book-Keeper's Service, Store-Keeper's Service and Typist's Service possessing 3 years permanent Service and confirmed in the post on or before 01.10.2004 and whose work and conduct are satisfactory are eligible to appear for this Examination.

The officers who have not so far been confirmed in their appointments due to delay in producing educational certificates or general forms in support of their eligibility for selection to above services could provisionally be permitted to appear for the examination pending confirmation if the Heads of Departments are satisfied that they are qualified in every respect for the confirmation. Such candidates should indicate it in para 5(ii) of their application.

Note :- The date of appointment to class II Segment 'A' of the General Clerical Service, Shroff's Service, Book-Keeper's Service, Store-Keeper's Service and Typist's Service will be the date, the officer completes 4 years in Segment Class II 'B' or the date on which the qualifying examination was held, whichever occurs later.

In addition to the above requirement, the clerks appointed on or after 01.10.1971 should pass the Typing Test mentioned in para 5 of the General Clerical Service minute. Those officers who have not passed the said test should appear for the Typing Test in addition to the other subjects in this examination.

03. *Salary Scale.*— The Salary scale attached to class II Segment 'A' of the General Clerical Service, Shroff's Service, Book-Keeper's Service, Store-Keeper's Service and Typist's Service is Rs. 69,480-9x1,320-8x1,560-Rs. 93,840 (Efficiency bar before reaching Rs. 82,920).

04. *Scheme of Examination :*

- (a) General Clerical Service and other recommended Services.
- (b) Shroff's Service.
- (c) Book-Keeper's Service.
- (d) Store-Keeper's Service.
- (e) Typist's Service.

The examination relevant to each of above services will consist of the subjects indicated in the following manner. A schedule indicating the subjects and subject numbers is annexed at the end of this notification. (see schedule -II) Candidates should indicate subjects and subject numbers for which they apply in para 3.0 of the application.

04.1 General Clerical Service and Other recommended Services :

Scheme of Examination .— The subjects of the examinations and the marks assigned to each subject are given below' Typewriting is also a subject of this examination for those appointed to the General Clerical Service on and after 01st October, 1971. Marks will be deducted for bad hand writing and spelling mistakes. Candidates whose writing is illegible are liable to be disqualified.

- (1) Accounts (one and half hour paper)— The paper will consist of questions in accounts totals etc, and will be designed to test accuracy in handling figures and fundamental rules of accounts – 100 marks.

Syllabus :

- (a) Totals, designed to test the accuracy and speed in additions/ or subtracting a series of figures (not exceeding 7 digits) appearing in 6 to 8 vertical and horizontal columns.
- (b) Double entry Book-keeping, application of fundamental principle of Double entry Book-Keeping as applied to a Sole Trade in Trading Business, Practical use of Prime entry and subsidiary books, i.e. ledgers, Journal, column cash books, petty cash book and other subsidiary books including Control Ledger, Bank Reconciliations, correction of errors, Extracting a Trial Balance, preparing and presenting a Trading Profit and Loss Accounts, and Balance Sheet, including simple adjustments for prepayments, Accruals, Depreciation, Provisions Reserves, etc.
- (c) Basic knowledge on commerce and banks.
- (2) Regulations Procedure and Office Systems. (Two hour paper), The paper will be designed to test officer's usefulness and competence as a clerk and required to make a precise of an actual series of official letters to submit a draft letter, in

terms of an order to show a knowledge of index systems filing, and have the ability to express himself clearly on paper – 200 marks.

Note: (i) Candidates should answer both papers in the language medium in which they sat the Competitive Examination to enter the Clerical Service. In those cases where initial recruitment took place without a competitive examination the medium should be the language in which the officer qualified for entry into service.

Officers belonging to both categories may at their option answer both papers in the Official Language (Sinhala). Officers who are deemed to be the "Old Entrants" for the purpose of the Official Language Policy may and who have been recruited through the English Medium may answer each of these two papers as a whole either in Sinhala or English.

- (ii) To qualify in these subjects, candidates will be required to obtain a minimum of 33 percent of the marks in each of these papers and an aggregate of 40 percent of the marks in both papers.

- (3) Sinhala or Tamil - (A written paper of one and a half hour duration – 100 marks).

The written paper will include exercise on :-

- (i) Comprehension of simple prose passage;
- (ii) one or more of the following forms of composition; description, dialogue and letter writing;
- (iii) Translation of :-
 - (a) sentences into Sinhala, Tamil;
 - (b) a simple prose passage into English;
- (iv) Meaning functions and relation of words, phrase and sentences, errors.

Note :- (i) The examination in this subject has been set as to test whether the candidate has a working knowledge of the language.

- (ii) Candidates who satisfy the requirements laid down in Note (ii) above will be summoned for the *Viva voce* test in this subject. such candidates should obtain aggregate of 35 percent marks of total marks on both written papers and interview to qualify.

- (iii) Candidates who answer both question papers, viz. (1) Accounts and (2) Regulation, procedure and office systems in Sinhala or Tamil medium will be exempted from subjects mentioned in para 03 above Sinhala or Tamil.

- (iv) Candidates who possess any one of the under-mentioned qualifications will also be eligible for exemption from the subject Sinhala or Tamil.