

- (a) A valid Identity Card issued by the Commissioner of the Department of Registration of Persons.

**Schedule- II**

- (b) A valid Passport.

**Subjects and Subjects Numbers**

08. Any provision which does not fall under the regulations of this notification will be decided on the Director General of Combined Services.

JAYAMPATHY P. HETTIARACHCHI,  
Director General of Combined Services.

Combined Services Division,  
Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07.  
29th September, 2004.

**Schedule – I**

Towns where Examination Centers set up

<i>Town</i>	<i>Town No.</i>
Colombo	01
Gampaha	02
Kalutara	03
Galle	04
Matara	05
Hambantota	06
Kegalle	07
Kurunegala	08
Puttalam	09
Anuradhapura	10
Polonnaruwa	11
Matale	12
Kandy	13
Nuwara Eliya	14
Rathnapura	15
Badulla	16
Monaragala	17
Ampara	18
Batticaloa	19
Trincomalee	20
Vauvniya	21
Mannar	22
Mulatiuv	23
Killinochchi	24
Jaffna	25

<i>Service</i>	<i>Subject</i>	<i>Subject No.</i>
General Clerical Service and Recommended other services	Accounts	01
	Regulations, Procedures and office Systems	02
	Sinhala Language	03
	Tamil Language	04
	Typing	05
Shroffs Service	Mathematics	06
	Book –keeping	07
Book Keepers Service	Accounts Systems	08
	Financial Regulations	09
	Sinhala Language	03
	Tamil Language	04
Store Keepers Service	Store Keeping - I	10
	Store Keeping - II	11
Typist's Service	Speed Test	12
	Typing a draft letter	13

**SPECIMEN APPLICATION FORM**

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

*N. B.* —The form should be correctly and legibly filled by candidates own handwriting.

Index No.

(For office use only)

Service belongs to

(Indicate 01 if belongs to the Central Government Service or indicate the relevant number if belongs to the Provincial Public Service in the cage. see para 6.1 (b) of the notification)

<i>Town</i>	<i>Town No.</i>
1.	
2.	

(Indicate the name of the Town in which you to appear for the examination according to the *Gazette* Notification , see schedule – 1)

Language Medium

Sinhala - S, Tamil - T, English - E  
(indicate relevant letter in the cage)

6.0 Date of Birth : Year

Month

Date

- 1.0 1.1 Name with initials: Mr./Mrs/Miss :\_\_\_\_\_.  
(in English Block Letters)  
1.2 Name with initials :\_\_\_\_\_.  
(in Sinhala/Tamil)  
1.3 Names denoted by initials :\_\_\_\_\_.  
(in English Block Letters)  
1.4 Names denoted by initials :\_\_\_\_\_.  
(in Sinhala/Tamil)  
1.5 Have you changed your name after entry to Public Service ?  
If so , indicate the previous name :\_\_\_\_\_.  
1.6 National Identity Card Number :

2.0 Name and the Address of the working place :

- 2.1 Address of the Office/Department/Institute :\_\_\_\_\_.  
(in English Block Letters)  
2.2 Address of the Office/Department/Institute :\_\_\_\_\_.  
(in Sinhala/Tamil)

3.0 Subjects applied for : (see schedule - II)

Serial No.	Subject	Subject No.
01		
02		
03		
04		
05		

4.0 4.1 Present Post :

- General Clerical Service - 01  
Shroffs' Service - 02  
Book Keepers' Service - 03  
Store Keepers' Service - 04  
Typists' Service - 05  
Railway Clerical Service - 06  
Postal Clerical Service - 07

(Indicate the relevant  
number of the service to  
which you belong, in the  
cage)

- 4.2 Number of the letter of appointment to that post :\_\_\_\_\_  
\_\_\_\_\_.  
4.3 Date of entry to the Service :\_\_\_\_\_.  
4.4 Date of confirmation in service as an officer in Class II Segment B of that Service :\_\_\_\_\_.  
(if the appointment has been confirmed)

- 5.0 Sex:  
(Male = 0, Female = 1)

7.0 7.1 Are you an old entrant or New Entrant for the purpose official Language policy:

- 7.2 If you an Old Entrant indicate here if you appear for any language test in Sinhala/Tamil under para 4.1 (3) of the Gazette Notification:

Written Test :\_\_\_\_\_.

Oral Test :\_\_\_\_\_.

- 7.3 If you are eligible to be exempted from Sinhala/Tamil subjects as an old entrant, please indicate whether such exemption is claimed under note III of IV para 4:1 (3) of the *Gazette Notification* :\_\_\_\_\_.

- 7.4 Furnish following particulars if exemption is under Note IV:

- (i) Name of the Examination :\_\_\_\_\_.  
(ii) Year and month:\_\_\_\_\_.  
(iii) Index No. :\_\_\_\_\_.  
(iv) Subject passed in Sinhala/Tamil :\_\_\_\_\_.  
(v) Medium and level/grade of the proficiency examination Sinhala/Tamil:\_\_\_\_\_.  
7.5 Under which medium did you enter the General Clerical Service, Recommended Services, Shroffs' Service, Book-Keepers' Service, Store-Keepers' Service, Typists' Service of the Public and Provincial Public Service?:\_\_\_\_\_.  
(Delete words not applicable)

- 7.6 If you are a Book Keeper, have you been exempted from the subject of accounts ? :\_\_\_\_\_.

- 7.7 Furnish following particulars if you have been appointed on or after 01.10.1971.

(i) Have you passed the Typing test ? :\_\_\_\_\_.

(ii) In which language do you sit for the Typing test as per para 4:1 (4) of the notification :\_\_\_\_\_.

- 8.0 State whether you are sitting the examination for the first time ? :\_\_\_\_\_.

If not,

number of the postal receipt (affixed) :\_\_\_\_\_.

Issued post office :\_\_\_\_\_.

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

(Affix the receipt here)

## CANDIDATE'S STATEMENT

I certify on honour,

- (i) That the statements made by me above are true to the best of my knowledge and belief.  
(ii) That I am an officer in class II Segment 'B' of the General Clerical Service/Railway Clerical Service/Postal Clerical

Service/Shroff's Service. Book-Keepers' Service. Store Keepers' Service/Typists' Service and have been confirmed in the appointment on or before 01.10.2004 (Delete words not applicable).

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

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

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

(iii) That I have earned all increments /all possible increments during the period of 4 years immediately prior to 02.10.2004(with regard to the officers with less than 4 years service on 02.10.2004 this should read as all possible increments).

(iv) That I have not suffered any punishment more severe than a fine or reprimand since the last increment.

(v) That I appear for this examination for the first time/that the receipt for the exam fees is affixed here.

I am aware that if any particulars contained herein are found to be false or incorrect, disciplinary action would be taken against me. I agree to abide by the regulations for this examination.

\_\_\_\_\_  
Signature of the candidate,  
(See note below).

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

*Note :-* The candidate should sign in the presence of the head of his/her Department or of an officer Authorised to sign on behalf of such Head of Department or his local head.

#### ATTESTATION OF THE SIGNATURE

I certify that Mr./Mrs./Miss/ ..... who is an officer in my office and who is known to me personally ..... placed his/her signature in my presence this on ..... day of .....

\_\_\_\_\_  
Signature of person attesting

#### CERTIFICATE OF THE HEAD OF THE DEPARTMENT

I certify that,

(i) Mr./Mrs./Miss/ ..... is an officer in class II Segment 'B' of the General Clerical Service/Railway clerical Service/Postal Clerical Service/Shroffs' Service/Book-Keepers' Service/Store Keepers' Service/Typists' Service and has completed three year service as at 01.10.2004 and is eligible to sit the examination in terms of the notification published in the Gazette of the Democratic Socialist Republic of Sri Lanka dated .....

(ii) the number of the appointment letter of Class II 'B' of officer as per his/her personal file is (Indicate the number of the appointment letter)

(iii) the particulars given in para 1.0 to 8.0 have been verified and found to be correct.

(iv) The officer is sitting the examination for the first time/that the receipt for the exam fees is affixed here.

\*(Delete words inapplicable)

\_\_\_\_\_  
Signature of the Head of Department  
and official frank.

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

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

01-242