

Examinations, Results of Examinations, &c.

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE SRI LANKA ADMINISTRATIVE SERVICE - 2004

IN this Notice "Secretary" means the Secretary to the Ministry of Public Administration, "Service" means the Sri Lanka Administrative Service.

1. *Written Examination* - The Examination will consist of the following question papers :

- (i) General Intelligence ;
- (ii) Essay and Precis ;
- (iii) General Knowledge ;

Date of Examination.— This Examination will be held in Colombo City (City No. 1) and Jaffna City (City No. 2) in September. The Secretary reserves the right to post-pone or cancel this examination subject to instructions given by the Public Services Commission.

(iv) *Interview.*— Date of interview will be determined by the Secretary on receipt of the results of the written examination.

2. Number of persons to be appointed and effective date of appointment will be determined by the Secretary subject to the instructions of the Public Services Commission.

3. *Conditions of Service.*— A selected candidate will be appointed to Class II Grade II of the Service on the General Conditions governing appointments in the Public Service and on the terms and conditions set out in the Minute of the Service dated 27th May, 1988, (published in the *Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka* No. 509/7 of 7th June, 1988) and subject to any amendments made or to be made hereafter to the Minute.

3.1 Appointment of candidates who fail to report for duty on the due date and/or refuse or evades to take up duties in a post or in an area they are appointed to, are liable to be cancelled.

4. *Structure and salary scale per annum :-*

Class I -Rs. 276,540 - 10 x 11,880 - Rs. 395,340
Class II Grade I - Rs. 214,980 - 2 x 7,740 - 5 x 8,580 - Rs. 273,360
Class II Grade II - Rs. 157,500 - 15 x 3,780 - Rs. 214,200

(1st Efficiency Bar before Rs. 168,840 and 2nd Efficiency Bar before Rs. 180,180).

The appointments through this examination will be to the Class II Grade II of the Sri Lanka Administrative Service.

5 *Health and Character.*— A candidate must satisfy the Secretary that he is duly qualified in respect of health and that he has an excellent moral character. He must, possess good eye sight and be physically fit for service in any part of the Island. A selected candidate will be called upon to undergo a medical examination.

6. *Eligibility.*— A candidate must —

- (a) be a Citizen of Sri Lanka ;
- (b) have obtained a degree from a recognized University or have completed a professional qualification, which is deemed by the Public Services Commission to be of equivalent standard ;
 - (i) The examination or examinations by which the candidate qualify himself to apply for this examination should have been completed in every respect as at 31.12.2004 ;
 - (ii) The effective date of the certificate of degree or professional qualifications should be a date prior to 31.12.2004 ;
- (c) be not less than 22 years and not more than 30 years of age as at 31.12.2004.

Note.— No person shall sit the examination on more than three occasions.

7. *Examination Fee.*— The fee is Rs. 300. It should be paid before the closing date of applications at any District Secretariat/ Divisional Secretary's Office or the General Treasury to be credited to Revenue 4000-20-03-20-13. The receipt obtained from the District Secretariat/Divisional Secretary's Office or the Treasury should be pasted to the relevant cage in the application form. This fee is not refundable.

8. *Method of Application :*

- (a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 8 1/2" x 12" (A 4) using both sides of the paper. It should be specially noted that the application forms should be so prepared that cages 1 to 7 appear on the first side of the paper and cages 8 to 11 appear in the other side of the paper.
- (b) The application should be in the language in which the candidate intends to sit the examination.
- (c) The completed application form for the examination should be sent by Registered Post to reach the Commissioner- General of Examinations, (Organization and Foreign Examination Branch) Pelawatta, Battaramulla on or before 1st August, 2005. The words "Open Competitive Examination for Recruitment to the Sri Lanka Administrative Service" should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Applications received after the closing date will be rejected.
- (d) Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of the Peace, Commissioner of Oaths, Attorney -at- Law, Notary Public, Commissioned Officer in the Armed Forces, and Officer holding a gazetted post in the Police Service or an Officer holding a permanent post in the Public Service whose annual initial salary is more than Rs. 128,160.
- (e) Any application, which is not complete in every respect is liable to be rejected. No complaint that an application has been lost or delayed in the Post will be considered.
- (f) Applications will not be acknowledge. A notice will be published in the newspapers as soon as Admission Cards are issued to applicants who are advised to be on the look out for such a notice.

A candidate who does not receive his Admission Card at least seven days before the date of the examination should at once notify the Commissioner-General of Examinations, Department of Examinations, Pelawatta, Battaramulla (Telegraph Address : "Exams", Battaramulla) with the following particulars :-

- (a) Name of Examination :_____.
- (b) Full name of the candidate :_____.
- (c) Address :_____.
- (d) Date of posting of the application, registration number and post office :_____.
- (e) Number and Date of the Receipt :_____.

9. *Admission to the Examination :*

- (a) The Commissioner-General of Examinations will issue Admission Cards to all persons whose applications have been received. A candidate presenting himself for the examination must produce his Admission Card to the Supervisor of the Examination Center. A candidate who fails to produce his Admission Card will not be permitted to sit the examination.
- (b) A Candidate must sit the examination at the examination hall assigned to him. Every candidate must hand-over the Admission Card relevant to that Hall to the Supervisor on the first day he present himself for the examination. A set of rules to be observed by all candidates is published in this *Gazette*.

Note.— The issue of an Admission Card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

10. *Identity of Candidates.*— A candidate will be required to prove his Identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents will be accepted :-

- (a) National Identity Card issued by the Department of Registration of Persons ;
- (b) A valid Passport.

11. *Penalty for Furnishing False Information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he has willfully suppressed any material fact, he will be liable for dismissal from the Public Service.

12. Any matter not provided for in these regulations will be dealt with as determined by the Secretary subject to the instructions given by the Public Services Commission.

13. *Scheme of Examination.*— Medium of Examination :

- (a) The Examination will be held in Sinhala, Tamil and English;
- (b) A candidate should sit the examination in the language in which he passed the qualifying examination or in an Official Language;
- (c) A candidate who has passed subjects at the qualifying examination in more than one language, should sit the examination in the language in which he passed the majority of subjects at such examination or in an Official Language.;
- (d) A candidate with a Special Degree who has passed the principal subject in one language and the subsidiary subject in another language should sit the examination in the language in which he passed the principal subject or in an Official Language.

Note :

- (i) The term “qualifying examination” in (b) and (c) above refers to the examination referred to in paragraph 6(b).
- (ii) A candidate must sit all the papers of the examination in one and the same language.
- (iii) A candidate will not be permitted to change the language of the examination, indicated in the application.

14. *Method of Selection* :- A written examination in the following subjects ;

- (i) General Intelligence - Duration 1 hour - 100 marks
- (ii) Essay and Precis - Duration 2 hours - 100 marks
- (iii) General Knowledge - Duration 2 hours - 100 marks

Candidates should sit all the question papers.

An interview will be held to examine the eligibility qualifications and physical fitness of the candidates. No marks will be awarded at the interview. A number of candidate's equivalent to the number of vacancies available will be called for the interview in order of merit of the written examinations.

15. The selection for appointment will be made in order of merit from among those who have at the written examination and presented themselves for the interview.

16. *Syllabus* :-

- (i) General Intelligence :- (Duration 1 hour and 100 marks)-
To access the candidate's capacity for comprehension, qualification and perception of time space relations by measuring the candidate's inferences and responses to problems presented in verbal, numerical and spatial contexts.
- (ii) Essay and Precis- (Duration 2 hours - 100 marks)
To test the candidate's capacity for conceptualization, critical reasoning and his judgmental abilities in the development, organization and presentation of ideas and information on a topic/theme chosen by the candidate from a given set of topics/themes, and the ability to comprehend a fairly complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.
- (iii) General Knowledge - Duration 2 hours - 100 marks
To test the candidate's awareness and understanding of the social, culture, education, scientific, political, economic and any other relevant factors operating at the National, Regional and Global environment or organizations, as well as of our society.

On the order of the Public Service Commission,

D. DISSANAYAKA,
Secretary,
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07.
14th June, 2005.

SPECIMEN FORM OF APPLICATION

Name of Examination

(For Office use)

City City No.

1.....

2.....

(Indicate city and city No. in which the candidate intends to sit for the examination as per the 1st paragraph of the *Gazette* Notification)

Medium of Examination

(Sinhala - S, Tamil - T, English - E)

(Indicate the relevant English letter in the cage)

1.0 Name :

1.1 Name with Initials Mr./Mrs/Miss :_____,
(In English Capital letters)

1.2 Name in full :_____,
(In English Capital letters)

1.3 Name in full :_____,
(In Sinhala or Tamil)

1.4 National Identity Card No. :_____

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2.0 Address :

2.1 Permanent Address :_____,
(In English Capital letters)

2.2 Permanent Address :_____,
(In Sinhala or Tamil)

2.3 Official Address :_____,
(In English Capital letters)

3.0 3.1 Ethnic Group :

(1) Sinhala

(2) Tamil

(3) Indian Tamil

(4) Muslim

(5) Others

3.2 Female - F, Male - M :

(Indicate the appropriate English letter)

3.3 Civil Status : Married - M, Unmarried - S :

(Indicate the appropriate English letter)

3.4 Date of Birth :

Year :

Month :

Date :

3.5 Age as at 31.12.2004 :

Years :

Months :

Days :