

05. Ethnicity

(Sinhala - 1, Sri Lankan Tamil - 2, Indian Tamil - 3, Muslim - 4, Others - 5)

06. (i) Permanent residence in a District wherein Plantation Sector Schools are located indicated at 2.1 in the *Gazette* Notification, as on 30.04.2005 :

Years : Months : Days :

(ii) Name and Number of such Residential District :

07. (i) Sex : Female - 1, Male - 2

(ii) Civil Status : Married - (1) Un-married - (2)

(iii) Date of Birth : Year : Month : Date :

(iv) Age as on 30.04.2005 : Years : Months : Days :

08. Educational Qualifications :

8.1 Results of G.C.E. (Advance Level) :

Examination Center :

Year passed :

<i>Subjects</i>	<i>Grade obtained</i>

8.2 Examination Results of G.C.E. (Ordinary Level) :

Medium :

Year passed :

<i>Subjects</i>	<i>Grades obtained</i>

09. Examination fee paid Rs. :

Receipt No. :

Office of issue :

Date :

Please affix the receipt here

10. For Applicants who are already in Public Service :

I hereby certify that Mr./Mrs./Miss forwarding this application is serving in this Ministry / Department / Institute.

.....
Signature of Head of Institute,
Official Frank.

Date :

11. I, hereby certify that Mr./Mrs./Miss forwarding this applications is personally known to me and that he/she placed his/her signature on this day of 2005.

.....
Signature and the Official Frank
of the Certifying Officer.

Date :

Place :

Full Name of the Certifying Officer :

Address :

Designation :

07-108

LIMITED COMPETITIVE EXAMINATION FOR THE PROMOTION OF GRADE II GRAMA NILADHARIES TO GRADE I - 2005

APPLICATIONS are invited from Grama Niladharies in Grade II of the Grama Niladhari Service possessing the following qualifications for promotion to Grade I of the Service.

02. Candidates will be selected for promotion to Grade I based on the results of a written examination to be conducted in November, 2005 by the Commissioner General of Examinations. To be considered for a promotion, a candidate is required to obtain a minimum of 40% of marks in each subject prescribed for the written examination and an interview will be conducted for verification of qualifications of the candidates. The Commissioner General of Examinations will name the centres for the examination after considering the number of applications received in administrative district level.

03. *Procedure for Limited Competitive Examination.*— Candidates are required to appear for tests in the following subjects :

(i) General Intelligence	-	1 hour	-	100 marks
(ii) Professional Knowledge	-	1 1/2 hours	-	100 marks

04. *Syllabus :*

(i) *General Intelligence.*— A paper consisting of subject related brief questions that will be set to test the degree of general intelligence of the candidate on numerical and language skills, problem solving aptitude, logical reasoning and decision making ability.

(ii) *Professional Knowledge.*— A paper consisting of two parts (2) containing subject related brief questions as follows :—

(a) *Statutory Functions.*— A paper containing questions to test the knowledge in office systems, general administration and relevant ordinances, acts, rules and regulations.

Knowledge on responsibility for Public Funds, Maintaining of Diary, Valuation Functions, Registration of Persons Act, Registration of Voters Act, No. 44 of 1980. Acts pertaining to Conservation of State Lands, Land Acquisition Act, Environmental Conservation Act, Rules and Regulations pertaining to Conservation of Fauna and Flora, Forest Ordinance. Duties under the Muslim Marriages and Divorce Act, Kandyan Marriages and Divorce Act, Fisheries and Sea Coast Conservation, Pradeshiya Sabha Act, Gramodaya Mandala Act, Agrarian Services Act, Conservation of Artifacts, Irrigation Act and Duties and Responsibilities of Grama Niladharies under these Acts and Regulations will be tested.

(b) *Non-statutory Functions.*— Candidates knowledge on public relations, development administration, change agent activities in development, programmes for poverty alleviation, rural development planning, major changes introduced to division level administration, environmental pollution and to effects, export development programmes of the Government and rural unemployment will be tested.

05. *Eligibility :*

- (i) Should have completed 10 years service in Grade II of the Grama Niladhari Service as at 05.08.2005 (10 years service in Grade II includes the period of permanent service as Special Services Officer, Cultivation Officer, Agricultural Extension Officer and equivalent services). Likewise, those officers who lost their jobs due to political reasons in 1977 and were re-instated in 1995 are not required to have completed a 10 years service. However, these officers should have completed a period of satisfactory service since re-instatement and should have earned all the salary increments during that period.
- (ii) Should have completed 05 years of satisfactory service as at 05.08.2005.
- (iii) Should have passed the Efficiency Bar in accordance with the approved procedure of the Grama Niladhari Service as at 05.08.2005.

Note.— The requirement to promote over the Efficiency Bar for Grade II Grama Niladharies who have completed the 10 years service period depends on a certificate issued by the Divisional Secretary of the Divisional Secretary's Division concerned to the effect that the officer's work, conduct and attendance are satisfactory disregarding the salary scale.

06. *Salary Scale :*

- (i) For Grade I of the Grama Niladhari Service : Rs. 123,480 - 8 x 1,560 - 4x2,220 - 3 x 2,520 - Rs. 152,400.
- (ii) Officers who are receiving promotions will be placed on the relevant salary step of the above salary scale in terms of Section 05 Chapter VII of the Establishments Code and amendments made by the Public Administration Circular No. 7/2000 of 11.02.1994.

07. *Procedure of Examination :*

- (i) Candidates are required to answer the 02 question papers either in the language medium in which the candidate passed the recruitment examination to Grama Niladhari Service or in Sinhala or Tamil medium. Those who have been recruited to the Grama Niladhari Service without a competitive examination are required to answer these two question papers either in the language medium in which they have received their education or in the Sinhala medium.
- (ii) A Specimen Form of the application for the examination has been published at the end of this notification. Candidates should prepare their own application forms in accordance with the Specimen Form. Applications should be prepared on a A4 size paper. Applications should be so prepared that cages 01 to 07 appear on the first side of the paper and the rest on the following papers. The application forms may be typewritten but they should be filled up in candidate's own handwriting correctly and legibly in accordance with the instructions given in this notification.
- (iii) Attention should be paid to the following matters when filling the application. The district referred to is the Administrative District in which the candidate is serving as Grama Niladhari. Since the promotion scheme is based on the Administrative District in which the officer is serving according to the procedure of recruitment of Grama Niladharies, candidates should not apply for any other district. He/She should apply for the examination from the district he/she serves.
- (iv) The address to which the admission card should be sent is also required to be furnished in the application form in addition to the official address. This is needed solely for the purpose of prompt delivery of admission cards to the candidates. It is emphasized that this address will in no way be made use of in giving promotions.
- (v) Officers who are new entrants for the purposes of Official Language Policy should prepare and fill the application form in the Official Language itself. However, the old entrants may prepare and fill their application forms either in the Official Language or English Language at their discretion.

08. *Applications.*— Applications should be filled in duplicate and a copy should be sent to the Divisional Secretary to be included in the candidate's personal file and the other to the Commissioner-General of Examinations in accordance with the following instructions.

- (i) All candidates should forward their application forms under registered cover through the Divisional Secretary of the Division to which they are attached, to the Commissioner-General of Examinations, Department of Examinations, Pelawatte, Battaramulla, Sri Lanka, to receive on or before 05.08.2005.
- (ii) The top left hand corner of the envelop containing the application should bear the words "Limited Competitive Examination for Promotion of Grade II Grama Niladharies to Grade I - 2005". Applications received after the closing date will be rejected.

09. *Examination Fees.*— The fee for the examination is Rs. 300. The fee is payable at any Post Office and the receipt received should be affixed on the relevant cage of the application. (The receipt number, date and Post Office should be indicated in the application form). The fee will not be refunded under any circumstance and will not be considered for transferring as examination fee for any other examination. Money Orders or Stamps will not be accepted as examination fees and the application bearing such will be rejected without any notice.

10. *Admission to the Examination :*

- (i) Admission Cards indicating the date of examination will be issued to all candidates who have submitted applications by the Commissioner General of Examinations. Candidates should produce their admission cards to the supervisor of the examination. Candidates will not be allowed to enter the examination hall and to sit for the examination without an admission card.
- (ii) All candidates should be aware of the rules and regulation on examinations published in the *Government Gazette* and they should be bound by them.

11. Duty leave will be granted to the candidates to whom admission cards have been issued, by the Heads of Departments to enable them to sit for the examination. Traveling expenses will not be paid.

12. *Identity Cards.*— Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they appear for. For this purpose, any of the following documents will be accepted :

- (a) a valid passport ;
- (b) an identity card issued by the Department of Registration of Persons ;
- (c) a valid identity card issued by the Postmaster-General.

13. The Commissioner-General of Examinations will issue admission cards to all candidates whose applications have been accepted. If any candidate has not received the admission card at least seven days before the examination, he/she should notify that to the Commissioner-General of Examinations, Pelawatte, Battaramulla, Sri Lanka (Telegraphic Address : “Exam” Battaramulla) along with the following particulars :

- (a) Name of Examination : _____;
- (b) Full name of the candidate : _____;
- (c) Address : _____;
- (d) Post Office, registration number and date of posting : _____;

D. DISSANAYAKE,
Secretary,

Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
16th June, 2005.

Specimen Application

LIMITED COMPETITIVE EXAMINATION FOR THE PROMOTION OF GRADE II GRAMA NILADHARIES TO
GRADE I - 2005

(should include No. 01 to 07 on the first page and from No. 08 onwards on other pages)

Index No. :
For office use only.

District in which serving :

PART - I

N. B.— Application should be filled by the candidate in his/her own handwriting correctly.

01. (i) (a) Name with initials (in Sinhala) : _____ ;
(b) Name with initials (in English) : _____ ;
- (ii) Names denoted by initials : _____ ;