

02. (i) Office Address : _____.
(ii) Address to which the admission card should be sent (in English) : _____ ;

03. District to which the service station belongs :

04. Language medium of examination :

Sinhala	-	S	
Tamil	-	T	
English	-	E	

05. (i) Divisional Secretary's Division and Number : _____ ;
(ii) Grama Niladhari Division and Number : _____ ;

06. Date of Birth :

Year : _____, Month : _____, Date : _____ ;

07. (i) Date of appointment/absorption to the present position and the reference number of the letter : _____.

(ii) Period of service :

Years : _____, Months : _____, Days : _____ ;

08. If you are an officer absorbed to the Grama Niladhari Services the particulars of the previous service. (Complete only the relevant paragraph) :

Name of the Service	Date of Entry	Period of Service
(a) Special Services Officers Service
(b) Cultivation Officers Service
(c) Agricultural Extension Officers Service
(d) Others

09. Are you an old entrant or a new entrant for the purpose of the Official Language Policy ? : _____.

10. (i) Have you earned all the salary increments due to you during your period of service ? : _____.

(ii) If not, give details : _____.

11. If you have now been released to serve in a corporation or other service, furnish details : _____.

12. If you have taken no pay leave for employment abroad or for some other purpose, furnish details : _____.

13. N. B.- The receipt obtained from the post office by paying the examination fee as specified in the Gazette should be pasted here properly :

Number of the Receipt : _____,
Post Office : _____,
Date : _____,
Amount : _____.

I, certify that the above particulars are true and correct. Furthermore, I am aware that I could be disqualified without considering my claim for promotion to Class I if the above particulars are found to be false and also disciplinary action could be taken against me and I have no objection for taking action accordingly.

_____,
Signature of Candidate.

Date : _____.

PART II

To be completed by the Divisional Secretary

- (i) I certify that the particulars furnished above by Mr./Mrs./Miss are true and correct and were found to be correct when compared with his/her personal file ;
- (ii) That no decision has been made to take disciplinary action against him/her ; and
- (iii) That his/her service has been satisfactory during the 05 years immediately preceding and has been appointed to the Grade II of the Grama Niladhari Service with effect from and that he/she has been promoted over/released from the Efficiency Bar with effect from and a copy of the application forwarded herewith was attached to the officer's personal file.

_____,
Divisional Secretary.

Name : _____.

Designation : _____.

Official Stamp : _____.

Date : _____.

(Delete inapplicable words).

07-113

**LIMITED COMPETITIVE EXAMINATION FOR PROMOTION OF OFFICERS IN
GRAMA NILADHARI SERVICE TO THE SUPRA GRADE - 2005**

APPLICATIONS are called from Grama Niladharies who possess following qualifications and belonging to Grama Niladhari Service for granting promotions to Supra Grade of Grama Niladhari Service.

01. *Conditions for Promotions.*— 35% of the existing vacancies will be filled by promoting eligible candidates on the result of a Limited Competitive Examination held in terms of the provisions of P.A. Circular No. 30/91 . Examination will be held to determine the Merit.

02. *Method of Recruitment.*— An examination will be held by the Commissioner General of Examination and candidates who have secured highest marks will be promoted depending on the number of posts. Particulars of the Limited Competitive Examination are as follows :

Scheme of Examination.— Candidates are required to appear for the following subjects :

- | | | | | |
|-----------------------------|---|-----------|---|------------------|
| (i) Case Study | - | 100 Marks | - | Duration 01 hour |
| (ii) Professional Knowledge | - | 100 Marks | - | Duration 01 hour |

Knowledge of the candidates in the following subjects is expected :

(A) *Case study :*

- (i) Duties entrusted as the Peace Officer ;
- (ii) Public Assistance and Relief in the Department of Social Services ;
- (iii) Activities relating to elections ;
- (iv) Activities relating to lands ;
- (v) Duties under the Department of Registrar General ;
- (vi) Duties under the Department of Excise ;
- (vii) Issue of worth certificate ;
- (viii) Duties under Forest Ordinance (activities relating to timber) ;
- (ix) Issue of Identity cards under the Department of Registrar of Persons.

(B) *Professional Knowledge :*

(a) *Office Systems :*

- (i) *Documentation and Filing.*— Importance of a proper filing system, methods of filing and indexing, methods of classification, centralized filing system, equipments used in filing, storing documents, disposal of unnecessary documents ;
- (ii) *Designing and Control of Forms .*— Objectives of designing and control of forms, nature, a layout of forms and quality of the contents, size and colour of the forms, economical use of forms ;
- (iii) *Inward and Outward Tappol .*— procedures in relation to the tappol, urgent letters, confidential letters, sending money by post ;
- (iv) *Office Correspondence and Control .*— Techniques of office correspondence, structured letters and reports ;
- (v) *Work Control .*— Methods of reporting on inquiries made relevant to the staff, performance evaluation on documentary sources ;
- (vi) *Layout and Boundaries of the Office.*— Maintenance of office premises, layout of the office, office furniture and other equipments, control procedure in relation to the cleanliness, security, light, ventilation and organization of the security system of the office.

(b) *Accounting Systems .—*

- (i) *Annual Estimates .*— Procedure adopted in the preparation of annual estimates and budget, procedures in relation to supplementary estimates under F.R. 71, control of expenditure, vesting powers for the expenses and payments ;
- (ii) *Control of Equipments .*— Methods of preparation of the supply estimates inventorizing the equipments recovery of money investigation ;
- (iii) Role of the Public Accounts Committee General Treasury and Auditor General.

(c) *Establishment Matters .—*

- (i) Role of the public service commission and Ministry of Public Administration ;
Recruitment to the public service, schemes of recruitment, various service minutes, service conditions, probation period, confirmation in the service, salary increments, promotions, retirement, resignation from post.
- (ii) Holding interviews and Selection of employees, aptitude tests methods of holding factor-based inquiries ;
- (iii) Personal records ; History sheets, appointments, transfers ;
- (iv) Welfare of the staff, pension and gratuity ;
- (v) Duty leave of public servants under various categories ;
- (vi) Accident leave and special leave including sick leave granted on illnesses such as tuberculosis ;
- (vii) Salary loans and advance ;
- (viii) Securities prescribed for public servants ;
- (ix) Activities of Trade Unions ;
- (x) Grievances management in public service.

Note .— Knowledge of the candidates in respect of Circulars, general conduct indicated in Volume II of Establishment Code and disciplinary procedures is expected.

03. *Qualifications .—* Candidates should have possessed the following qualifications on the closing date of applications :

- (a) Should have completed 10 years satisfactory service in Grade II of Grama Niladharis' Service. Officers who have lost their posts due to political reasons in 1977 and been reinstated in 1995 are not required to complete 10 years satisfactory service. However such officers should have completed a satisfactory period of service from the date of reinstatement and earned all the salary increments during the relevant period.
- (b) Should have earned salary increments in last 5 years.

04. *Salary Scale .—*

- (i) Salary Scale for the Supra Grade is as follows :
Rs. 133,380-1x2,460-15x3,480—188,040.
- (ii) Officers who are promoted will be placed at the relevant salary step in the scale in terms of the revision made to the Section 5 Chapter VII of the Establishment Code by Public Administration Circulars 11/94 and 7/2000.

05. *Method of Application :*

- (i) A Specimen Form of application for the examination has been published at the end of this notification. Candidates should prepare their application forms strictly in accordance with this Specimen Form. Application Form should be prepared using a paper of A4 size. Cages from 1 to 7 should be indicated on the first page and form No. 8 should be indicated on the succeeding pages. The application form may be typewriting but should be filled in correctly and legibly in the candidates own hand writing in accordance with the instructions mentioned herewith ;
- (ii) Applications should be prepared in duplicate. One of these copies should be sent to the Commissioner General of Examinations and the other copy should be sent to the respective Divisional Secretary to be attached to his/her personal file ;
- (iii) All candidates should send their applications through the Divisional Secretary to whom the Grama Niladhari Division in which the candidate serves is attached by Registered Post, to reach Commissioner General of Examinations, Pelawatta, Battaramulla on or before 05th August, 2005 ;
- (iv) The words "Limited Competitive Examination for Promotion to the Supra Grade in Grama Niladhari Service 2005" should be written on the top left-hand corner of the envelope in which the application is enclosed. Applications received after the closing date will be rejected ;
- (v) Any documents or a copy of a document should not be attached to the application. However, the documents which confirm the qualifications should be kept ready to be produced when they are requested for.

06. *Examination Fees.*— The Examination fee is Rs. 300. The receipt obtained in favour of the Commissioner General of Examinations by paying this fee to any Post Office should be affixed in the relevant cage of the application. (Indicate receipt number, date and the Post Office). Fees are not refundable for any reason. Money orders or stamps for payments of examination fee will not be accepted.

07. *Admission to the Examination :*

- (i) Admission Cards will be issued to all candidates who have submitted applications by the Commissioner General of Examinations. The candidates should produce their Admission Cards to the Supervisor of the Examination. They will not be allowed to enter the examination hall and to sit the examination without an admission card ;
- (ii) All candidates should be aware of the rules and regulations of examination published in the *Government Gazette* and they should be bound by them ;
- (ii) 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. Travelling expenses will not be paid ;
- (iv) *Identity Cards.*— Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents will be accepted :
 - (a) an Identity Card issued by the Department of Registration of Persons ;
 - (b) a valid Passport obtained within 05 years ;
 - (c) a valid identity card issued by the Postmaster General.

08. Admission card will be issued to all candidates whose applications have been accepted by the Commissioner General of Examinations. If any candidate has not received the Admission Card at least seven days before the date of examination he/she should notify the Commissioner General of Examinations, Pellawatta, Battaramulla. (Telegraphic Address : Exam, Battaramulla) along with the following particulars :

- (e) Name of examination ;
- (f) Full name of the candidate ;
- (g) Address ;
- (h) Post Office, Registration Number, Date of Posting .

09. This notification is issued on the order of the Public Service Commission.

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

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