

**EXAMINATION FOR PROMOTION TO SUPRA GRADE OF THE GRAMA NILADHARI  
SERVICE ON MERIT - 2005**

APPLICATIONS are invited from Grama Niladharies belonging to Grama Niladhari Service who possess following qualifications for promotion to Supra Grade of that Service on Merit.

01. *Procedure for Promotion.*— 65% of the existing vacancies will be filled by promotion of qualified officers on seniority and merit as per Public Administration Circular 15/90 and 30/91. An examination will be held to determine merit.

02. *Method of Recruitment.*— An examination will be held by the Commissioner General of Examinations for the candidates and selections will be made out of those qualified candidates who score higher marks at the examination. Details of the written examination through which merit is decided when promoting on seniority and merit are as follows :

*Examination Procedure.*— Candidates should sit for the following subject :

(1) Professional and Administrative Knowledge - 100 marks.

(b) *Syllabus.*— This question paper is of a multiple choice based on Establishments Code, Financial Regulations, Office Systems and Relevant Acts and Ordinances.

Duration 1 1/2 hours.

03. *Qualifications .*— The candidates should have satisfied the following qualifications as at the closing date of applications :

- (a) Should have completed 5 years satisfactory service in Grade I of the Grama Niladhari Service ;
- (b) Should have earned salary increments of last five years.

04. *Salary Scale :*

(i) The salary scale attached to Supra Grade is as follows:

Rs. 133,380-1x2,460—15x3,480—188,040.

(ii) The officers who are promoted will be placed on the salary step of this salary scale in terms of the amendments made to Section 5 Chapter VII of the Establishment Code and Public Administration Circular Nos. 11/94 and 7/2000.

05. *Applications:*

- (i) A specimen application for the examination is published at the end of this notification. Candidates are required to prepare their applications as per the Specimen Form. Applications should be prepared in a paper A4 in size. No. 01 to 07 should be in first page and the rest should be in the other pages. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting ;
- (ii) Applications should be prepared in duplicate and one should be handed over to the Divisional Secretary to file in the personal file and the other application should be sent to the Commissioner General of Examinations ;
- (iii) All candidates should sent their applications to the Commissioner General of Examinations, Pelawatta, Battarmulla through the Divisional Secretary to whom their Division belongs by Registered Post on or before 05th August, 2005 ;
- (iv) The words “Examination for Promotion to Supra Grade of the Grama Niladhari Service on Merit 2005” should be indicated on the top left-hand corner of the envelope containing the application. Applications received after the closing date will be rejected ;
- (v) Any documents or copy 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 order or stamps for payment 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 on examination published in the *Government Gazette* and they should be bound by them ;
- (iii) 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 ;
- (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 candidates has not received the admission Card at least seven days before the day of examination he/she should notify the Commissioner General of Examinations, Pellowatta, Bataramulla. (Telegraphic Address : Exam, Battaramulla) along with the following particulars :

- (a) Name of examination ;
- (b) Full name of the candidate ;
- (c) Address ;
- (e) 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.

#### SPECIMEN APPLICATION

### EXAMINATION FOR PROMOTION TO SUPRA GRADE OF THE GRAMA NILADHARI SERVICE ON MERIT 2005

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

Index No:  
For Officer use only :

District in which serving :

#### PART I

*N.B* : Application should be filled by the candidates in his/her own hand writing correctly.

- 01. (i) (a) Name with initials :———.
  - (in Sinhala)
  - (b) Name with initials :———.
    - (in English)
- (ii) Name denoted by initials :———.
- 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 | <span style="border: 1px solid black; display: inline-block; width: 30px; height: 15px; vertical-align: middle;"></span> |
| 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 Nildhari Service the particulars of the previous Service (Complete only the relevant paragraph).

| <i>Name of the Service</i>                  | <i>Date of Entry</i> | <i>Period of Service</i> |
|---|----------------------|--------------------------|
| (a) Special Service Officer                 | _____                | _____                    |
| (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 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 taken 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).

07-115

## MINISTRY OF EDUCATION

### Sri Lanka Institute of Advanced Technical Education (SLIATE)

#### ADVANCED TECHNICAL INSTITUTE - LABUDUWA

ADMISSION OF STUDENTS TO THE HIGHER NATIONAL DIPLOMA IN ELECTRICAL TECHNOLOGY (HNDET) & HIGHER NATIONAL DIPLOMA IN CONSTRUCTION TECHNOLOGY (HNDCT) COURSES — ACADEMIC YEAR 2005/2006 (FULL TIME)

ADVANCED Technical Institute Labuduwa is situated in Akmeemana in the District of Galle.

Applications are invited from the suitably qualified persons for admission to the above courses.

These full time courses are conducted in English Medium, which are consist of two and half year duration of theory/practical with one year Industrial Training.

The candidates for admission should fulfill the following eligibility requirements if he/she is to be considered for enrolment :

- (1) That he/she is a Citizen of Sri Lanka.
- (2) (i) Have four passes at one and the same sitting in the following subjects at the G. C. E. (A/L) (old syllabus) Examination conducted by the Commissioner of Examinations, Sri Lanka in or before 2004.
  - (a) Applied Mathematics
  - (b) Pure Mathematics
  - (c) Physics
  - (d) Chemistry