

07. Application forms are obtainable from the offices of District Secretaries (Government Agents) and Land and District Registries. Applications should be sent by registered post to the address given in the Schedule on or before 29th July, 2005.

L. K. RATHNASIRI,
Registrar General.

Registrar General's Department,
No. 280, Main Street, Colombo 11.
09th June, 2005.

SCHEDULE

| <i>District</i> | <i>Division of the Divisional Secretary</i> | <i>The Division and the Post for which applications are called</i> | <i>The address to which applications must be sent</i> |
|-----------------|---|--|--|
| Matale | Yatawara | Post of Registrar of marriage (Kandyan/Ordinary of Matale South and Birth and Deaths of Asgiri Palleriyapattu Division. | District Secretary/ Addl. Registrar General District Secretariat, Matale |

07-19

PROMOTION OF GRAMA NILADHARIES IN GRADE II TO GRADE I ON MERIT - 2005

APPLICATIONS are invited for promotion of Grama Niladharies in Grade II possessing the following qualifications to Grade I on seniority and merit.

01. *Procedure of Promotion.*— Promotions will be granted to the Grama Niladharies who have satisfied the qualifications mentioned in Paragraph 02 below taking in to account their seniority and merit assessed at the interview to be conducted by a Board of Interview. Those candidates who secure 40% of marks or more at the interview will be promoted to Grade I of the Grama Niladhari Service.

02. *Qualifications.*—

- Possessing 15 years of satisfactory service in Grade II of the Grama Niladhari Service as at 05.08.2005 including the period of absorption in to Provincial Public Service. (15 Years in Grade II includes the period of permanent service as Special Services Officers, Cultivation Officers, Agricultural Extension Officers and equivalent services).
- Should have earned increments of last 5 years in Grade II of the Grama Niladhari Service prior to 05.08.2005.
- Should have passed from the Efficiency Bar Examination in terms of the approved procedure of the Grama Niladhari Service before 05.08.2005.

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

- Candidates who are appearing for the competitive Examination for Promotion to Grade I of Grama Niladhari Service due to be held in 2005 by the Commissioner-General of Examination may also apply for this if they possess the qualifications listed above.

03. *Salary Scale.*—

- For Grade I of the Grama Niladhari Service :
Rs. 123,480-8x1,560-4x2,220-3x2,520—Rs. 152,400
- Grama Niladharies who are receiving promotions will be placed on the relevant salary step of the above salary scale in terms of the amendments made to the Section 5 Chapter VII of the Establishments Code and Public Administration Circular No. 11/94 of 11.02.1994 by the Public Administration Circular No. 7/2000 of 02.03.2000.

04. Procedure of Recruitment.— Applicants will be called for an interview conducted by a Board of Interview. The following will be taken in to consideration at the interview by the board and marks will be allocated accordingly.

- (a) Satisfactory Service records ;
- (b) Commendations ;
- (c) Creative activities ;
- (d) Seniority ;
- (e) Service experience.

Those who secure 40% of marks or more at the interview will be promoted to the Grade I of the Grama Niladhari Service.

05. Receiving of Applications :

- (i) All applications should be sent through the Divisional Secretary of the Division where the applicant is serving. by registered post to reach the District Secretary on or before 05th August, 2005.
- (ii) “Promotions to Grama Niladharies in Grade II to Grade I on Merit” should be indicated on the top left hand corner of the envelop containing the application.
- (iii) Applicants should prepare their applications as per the Specimen Application. Application can be written, but should be filled by the applicants themselves in their own hand writing correctly and legibly.
- (iv) Any document or a copy of a document should not be attached to the application. However, the documents to prove the qualifications furnished in the application should be kept ready for submission whenever asked for.
- (v) All applications made contrary to the instructions given in this notification will be rejected.

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 FORM

(Should be prepared using both sides of A4 Paper)

PART I

- 01. (i) Name with initials ._____.
Name denoted by initials._____.
- 02. (i) Office Address ._____.
(ii) Private Address ._____.
- 03. Date of Birth ._____.
- 04. Age as at :
Years ._____., Months ._____., Days ._____.
- 05. Date of first appointment to Public Service._____.
- 06. Date of appointment to Grama Niladhari Service/Date of absorption ._____.

07. Particulars if absorbed in to Grama Niladhari Service .——
(Fill only the relevant Paragraph)

| <i>Name of the Service</i> | <i>Date of Entry</i> | <i>Period of Service</i> |
|---|----------------------|--------------------------|
| (a) Special Services Officers Service | | |
| (b) Cultivation Officers' Service | | |
| (c) Agricultural Extension Officers Service | | |
| (d) Others | | |

08. (i) Name and number of Grama Niladhari Division serving at Present .——
(ii) Divisional Secretary's Division to which that Grama Niladhari Division belongs .——

09. Districts, Divisional Secretary Divisions and Grama Niladhari Divisions served (with the period of service) :

| <i>District</i> | <i>Divisional Secretary's Division</i> | <i>Grama Niladhari Division</i> | <i>Period</i> | |
|-----------------|--|---------------------------------|---------------|-----------|
| | | | <i>From</i> | <i>To</i> |
| | | | | |

10. (i) Have you earned all increments during the period of service ?
(ii) If not, give particulars .——
11. Give particulars if you have now been released to serve in a corporation or other service .——
12. Give particulars, if you have taken no pay leave for employment abroad or for any other purpose ?
13. Creative work carried out during the period of service (state in brief about the work done, population benefited etc.), .——
14. Details about commendations received during the period of service .——

I, certify that the particulars furnished above 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 false and also disciplinary action could be taken against me and I have no objection for taking actions accordingly.

_____,
Signature of Candidate.

Date .——

PART II

To be perfected 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 make 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 Grade II of the Grama Niladhari Service with effect fromand he/she has been promoted over/released from the Efficiency Bar of Grade II Grama Niladharies with effect from.....and that 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).