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The Date of examination will be notified by the Commissioner-General of Examinations later. Examination centers, not chosen by adequate number of candidates will be cancelled, and those who have chosen such centers will be directed to the center of their second choice.

01. *Age Limit.*— Should not be less than Eighteen (18) or more than Forty Five (45) years of age as at the closing date of applications. Maximum age limit will not be applicable to those who are already in Public or Provincial Public Services.

02. *Salary Scheme.*— Rs. 108,480—9x1,320—8x1,560— Rs. 132,840 = (TB-2-2)

(As per P.A.C. No.: 09/2004)

03. *Educational and Professional Qualifications.*—

(a) Having passed in G.C.E. (O/L) examination at least in six Subjects with the five credits where one such credit is for Sinhalese/Tamil and Literature, Mathematics/Applied Mathematics/Pure Mathematics/Basic Mathematics, English and Chemistry/Biology/Physics in not more than two sittings (A minimum of five passes must have been earned at one sitting) ;

or

(b) Having passed in G.C.E. (O/L) examination at least in six (6) Subjects with 'A', 'B', or 'C' passes for at least five (5) Subjects including Mathematics Sinhalese/Tamil, Science and English in not more than two sittings. (A minimum of five passes must have been earned at one sitting) ;

or

(c) Having passed in N.C.G.E. (O/L) examination at least in six (6) Subjects with 'A' or 'B' passes for at least five subjects including First Language, Mathematics Science and English at not more than two sittings (A minimum of five passes must have been earned at one sitting).

Professional Knowledge and Skills.—

(a) Having completed a course of not less than 6 months in computer application at a recognized institute (As for recognized institutes, Government and Semi Government institutes will be given more consideration). The course should include such components as Word Processing, Spread sheet, Data Base and Operating System, which are presently in use) ;

with

(b) Working experience of at least 6 months as a Data Entry Operator at a recognized institute.

04. *Method of Recruitment.*— Since the existing number of vacancies is limited (only 9), selection will be made by subjecting the applicants with the highest qualifications, to a written test and a practical test.

1. *Written Test :*

Aptitude

(a) **Duration — 01 hour**

Total marks allocated - 100

(b) A paper of short multiple choice questions to test the candidate's capacity of logical reasoning, mathematical knowledge and language skills.

General Knowledge —

(a) Duration — 01 hour

Total marks allocated - 100

(b) A paper designed to test the applicant's Knowledge on current issues of national and international significance related to the fields of Computer Science, Economics, Politics, Philosophy, Culture and Society, Science Technology and Sports.

2. *Practical Test.*— Basic knowledge and skills in Data Entry Operation will be tested.

(a) Duration — 30 min.

Total marks allocated -100

From among the candidates who have scored more than 40% at both components of the written test, a number equivalent to 5 fold of the existing vacancies will be called for the practical test. Then, those who score more than 40% at the practical test too, and produce top score when the marks of both written test and the practical test are combined, will be called for the Interview. The purpose of the Interview is only to examine the physical fitness, educational certificates and general eligibility of the candidates. The application should accompany a receipt of Rs. 300 paid at any post office to be credited by the Commissioner General of Examinations.

(a) The examination will be held in Sinhalese and Tamil mediums.

(b) Candidates should face all the tests in one and the same language.

05. *Conditions of Recruitment.*— This post is permanent and pensionable under the Contributory Pension Scheme.

Exception.— In the case of a person who has held a pensionable post prior to 01.01.2003, been recruited to this post, such a person will be eligible for a pension under the Pensions. Minute and he/she has to contribute to the W.& O.P. fund.

06. *Conditions of Appointment .*— Shall be as per the clauses 10 to 12 of the chapter 11 of the Establishments Code.

(i) Applications, prepared not in compliance with the specimen provided, not providing the information of relevant qualifications and not accompanied by proof of such qualifications as per this notification will be rejected. There will be no acknowledgement of applications. All the application should be sent in accordance with the instruction given herein. Those who are in Public Service and Provincial Public Service should forward their applications through the Head of the relevant Department and the Secretary of the relevant Provincial Public Service Commission along with the recommendation of the Head of the relevant institution respectively.

(ii) Applications prepared on A4 papers in accordance with the specimen provided herewith should be sent by registered post before the closing date. Late applications will not be accepted and the Department will hold no responsibility of the applications delayed or lost in the post.

W. A. M. WIJAYASIRI,
Commissioner General of Examinations.

Department of Examinations,
Pelawatta,
Battaramulla,
24th June, 2005.

SPECIMEN APPLICATION FORM

DEPARTMENT OF EXAMINATIONS — SRI LANKA
EVALUATION AND TESTING SERVICE

RECRUITMENT TO THE POST OF COMPUTER DATA ENTRY OPERATOR

Town	Town No.

(Select, from the list given in the relevant *Gazette Notification*, two towns in which to sit the examination)

01. 1.1 Name with Initial : Mr./Mrs./Miss : _____.
(In Block Letters) Ex. DAYANANDA D.M.) : _____.
1.2 Names Denoted by the Initials : _____.
(In Block Letters) Ex. DISSANAYAKE MUDIYANSELAGE) : _____.
1.3 Name with Initials : _____.
(In Sinhalese) (Ex : දයානන්ද, ඩී. එම්.)

02. 2.1 Permanent Address : _____.
(In Block Letters)
2.2 District of your Permanent Residence : _____.
2.3 If presently Serving at a Public Institute, Official Address : _____.

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District No.

03. 3.1 Date of Birth : Year : _____, Month : _____, Date : _____.
3.2 Age as at 30.07.2005 : _____ Years : _____, Months : _____, Days : _____.
(Attach a copy of the Birth Certificate)

04. 4.1 The Language Medium in which you choose to sit the Examination (place the mark "X" in the relevant cage)

Sinhalese—S		Tamil—T	
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- 4.2 Gender (place the mark "X" in the relevant cage) :

Female—F		Male—M	
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05. Educational Qualifications :

5.1 G.C.E (O/L) examination :

Subject	Grade	Subject	Grade
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5.2 Professional Qualifications :

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06. Working experience at a Government or Semi-Government institute or any other recognized institute :

Name of the Institute	Post held	Duration	
		From	To

07. If already in Government Service :

- 7.1 Department/Institute ;
- 7.2 Post presently held ;
- 7.3 Period of Service ;
- 7.4 Whether the post is permanent and pensionable/temporary ;

08. 8.1 Number of the receipt of payment ;

- 8.2 Name of the place at which the payment was made ;
- 8.3 Date of payment ;

Attach here, the receipt of payment.

I do hereby certify that the particulars given in this application are true and correct to the best of my knowledge. Also I am aware, in the event of the information given herein found untrue or incorrect, that I would have no claim, under any circumstances what so ever to be appointed to the above post.

_____,
Signature of the Applicant.

Date : ____.

If the applicant is already in Public/Provincial Public Service the certification of the Head of the relevant Department/the Secretary of the relevant Provincial Public Service Commission.

It is hereby certified that the particulars given by the above applicant are true and correct and he/she has been serving at this Department/Institute as a (post).....since.....and, no disciplinary action have been or intended to be taken against him/her. Also it is further informed that in the event of his/her being selected to the above post he/she will be released from the present post.

_____,
Signature of the Head of the Department/Institute.
(With Office stamp)

Date : ____.

_____,
Secretary,
Provincial Public Service Commission.
(With office stamp)

Date : ____.

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