

**THE MINISTRY OF SAMURDHI AND POVERTY
ALLEVIATION**

**Recruitment to the Post of Training and Research
Assistant**

THE Applications for the Recruitment of the post of Training and Research Assistants are invited by the Ministry of Samurdhi and Poverty Alleviation. The Applications prepared in accordance with specimen form set out below in this Gazette should be sent under registered cover to reach on or before 18.04.2005 to the Secretary, The Ministry of Samurdhi and Poverty Alleviation No. 7A, Reid Avenue, Colombo 07. State "Training and Research Assistant" on the top left hand corner of the envelop.

Note.—Request on the late applications and the applications lost in the post will not be reconsidered.

02. Terms and conditions of service.—This post is permanent and candidate is eligible for a contributory pension. The conditions in volume I and II of the establishment code, financial regulations and rules and regulations issued from time to time by the Government or Ministry/Department shall apply for this appointment.

Exception.—The candidates held a pension able post before 01.01.2003 should be eligible for the pension under the pensions regulation and also contribute to the widow orphans scheme.

03. Salary Scale.—The Annual Salary Scale is Rs. 126,600 — 6 x 1,560 — 8 x 2,220 — 5 x 3,480 — Rs. 171,120.

04. Efficiency Bar:

- (i) 1st EB (within probation period) should be completed with 3 years.
- (ii) This examination is annually held by the Department of Examination or by the Ministry of Samurdhi and Poverty Alleviation or the Secretary of the Ministry will decide to conduct in a government training institute.
- (iii) The applicants should sit for a written examination and prepare to present an thesis.
- (iv) Description of efficiency bar is given below.

Written Examination.—All applicants should answer to the question papers of office administration and Establishment code ; financial regulations. The duration of the question paper is 02 hours Candidate should score 40% marks to qualify.

Syllabus :

A - Office Administration and Establishment code

- (i) The significance of office procedures
- (ii) The ethics of office procedures
- (iii) Public Administration Circular on performance appraisal of public service
- (iv) Establishment code ii, iii, iv, v, viii, xii, xiii, xiv and xix chapters.

B - Financial Regulations

- (i) Chapters, ii and iii in F.R.
- (ii) Audit concepts and standards
- (iii) Duty of the Auditor General

Preparation of the thesis.—All applicants should present an independently prepared thesis in the relevant field on current socio economic topics. It should not be below 5000 words and research methodology must be adopted. Relevant supervisors are nominated by the employment authorized during the probation period. Total marks for the thesis - 100 and the candidate should score 40% marks to qualify. Candidates who score minimum marks from the written paper and thesis are considered to pass the examination.

05. Educational and Other Qualifications :

- (i) Applicant should be a Sri Lankan citizen.
- (ii) Should be a Graduate of a recognized University holding a degree with Sociology, Business Administration, Public Administration, Commerce or Law.
- (iii) Applicants possessed the following qualification will draw special attention.
 - (a) ability to work with Sinhala, Tamil or English Languages in addition to mother tongue. (prove by the certificates)
 - (b) ability to use the computers and knowledge in IT (prove by the certificate)
 - (c) proficiency in preparing project reports

Note.—Applicant should possess all required qualification to the closing date.

06. Age Limits.—Should not be less than 18 years and not more than 45 years.

07. Method of Recruitment.—Recruitment will be made to a structured interview on the result of qualified applications sent on or before the closing date. However Final Decision will be taken by the Secretary, Ministry of Samurdhi and Poverty Alleviation.

08. Every applicant should present the following certificates at the interview :

- (i) Birth Certificate (Original)
- (ii) Original Degree certificates and other educational and vocational certificates
- (iii) Two character certificates
- (iv) Certificates of training/experience

TILAK HAPANGAMA,
Secretary,
Ministry of Samurdhi and Poverty Alleviation.

11th March, 2005,
Ministry of Samurdhi and Poverty Alleviation,
No. 7A, Reid Avenue,
Colombo 07.

SPECIMEN APPLICATION FORM

MINISTRY OF SAMURDHI AND POVERTY ALLEVIATION

THE POST OF RESEARCH TRAINING ASSISTANT

1. Name in Full : _____,
2. Name with Initials : _____,
3. Name denoted in Initials : _____,
4. Address : _____,
5. Sex : _____,
6. Date of Birth and Place of Birth :
Year : _____ Month : _____ Date : _____ Place : _____
7. National Identity Card No. : _____,
8. Nationality : _____,
9. Marital Status : _____,
10. Educational Qualifications :

Degree	Class obtained	Year	Subject

Highest Examination Passed :

Sinhala	Tamil	English

Vocational and Other Qualifications :

Name of the Course	Institution	From	To

Experience :

Name of the Employer	Post	From	To

I hereby certify that the above mentioned particulars are true and correct to the best of my knowledge. I am also aware that if any information contained herein are found to be false or inaccurate I am liable to disqualification if the inaccuracy is discovered before selection and to dismissal without any compensation, if detected after the appointment.

_____,
Signature of the Applicant.

03-643/1

THE MINISTRY OF SAMURDHI AND POVERTY ALLEVIATION

Recruitment to the Post of Audit Assistant

THE Applications for the Recruitment of the post of Audit Assistants are invited by the Ministry of Samurdhi and Poverty Alleviation. The Applications prepared in accordance with specimen form set out below in this Gazette should be sent under registered cover to reach on or before 18.04.2005 to the Secretary, The Ministry of Samurdhi and Poverty Alleviation No. 7A, Reid Avenue, Colombo 07. State "Audit Assistant" on the top left hand corner of the envelop.

Note.—Request on the late applications and the applications lost in the post will not be reconsidered.

02. Terms and conditions of service.—This post is permanent and candidate is eligible for a contributory pension. The conditions in volume I and II of the establishment code, financial regulations and rules and regulations issued from time to time by the Government or Ministry/Department shall apply for this appointment.

Exception.—The candidates held a pension able post before 01.01.2003 should be eligible for the pension under the pensions regulation and also contribute to the widow orphans scheme.

03. Salary Scale.—The Annual Salary Scale is Rs. 126,600 — 6 x 1,560 — 8 x 2,220 — 5 x 3,480 — 171,120.

04. Efficiency Bar:

- (i) 1st EB (within probation period) should be completed with 3 years.
- (ii) This examination is annually held by the Department of Examination or by the Ministry of Samurdhi and Poverty Alleviation or the Secretary of the Ministry will decide to conduct in a government training institute.
- (iii) The applicants should sit for a written examination and prepare to present an thesis.
- (iv) Description of efficiency bar is given below.

Written Examination.—All applicants should answer to the question papers of office administration and Establishment code ; financial regulations. The duration of the question paper is 02 hours Candidate should score 40% marks to qualify.

Syllabus :

A - Office Administration and Establishment code

- (i) The significance of office procedures
- (ii) The ethics of office procedures
- (iii) Public Administration Circular on performance appraisal of public service
- (iv) Establishment code ii, iii, iv, v, viii, xii, xiii, xiv and xix chapters.

B - Financial Regulations

- (i) Chapters, ii and iii in F.R.
- (ii) Audit concepts and standards
- (iii) Duty of the Auditor General

Preparation of the thesis.—All applicants should present an independently prepared thesis in the relevant field on current socio economic topics. It should not be below 5000 words and research methodology must be adopted. Relevant Supervisors are nominated by the employment authorizer during the probation period. Total marks for the thesis - 100 and the candidate should score 40% marks to qualify. Candidates who score minimum marks from the written paper and thesis are considered to pass the examination.

05. Educational and Other Qualifications :

- (i) Applicant should be a Sri Lankan citizen,
- (ii) Should be a Graduate of a recognized University holding a degree Accountancy, Commerce or Management,
- (iii) Applicants possessed the following qualifications will drawn special attention.
 - (a) ability to work with Sinhala, Tamil or English Languages in addition to mother tongue. (prove by the certificates),
 - (b) ability to use the computers and knowledge in IT (prove by the certificate),
 - (c) proficiency in preparing project reports.

Note.—Applicant should possess all required qualification to the closing date.

06. Age Limits.—Should not be less than 18 years and not more than 45 years.

07. Method of Recruitment.—Recruitment will be made to a structured interview on the result of qualified applications sent on or before the closing date. However Final Decision will be taken by the Secretary, Ministry of Samurdhi and Poverty Alleviation.

08. Every applicant should present the following certificates at the interview :

- (i) Birth Certificate (Original),
- (ii) Original Degree certificates and other educational and vocational certificates,
- (iii) Two character certificates,
- (iv) Certificates of training/experience.

TILAK HAPANGAMA,
Secretary,
Ministry of Samurdhi and Poverty Alleviation.

Ministry of Samurdhi and Poverty Alleviation,
No. 7A, Reid Avenue,
Colombo 07.
11th March, 2005,

SPECIMEN APPLICATION FORM

MINISTRY OF SAMURDHI AND POVERTY ALLEVIATION

THE POST OF AUDIT ASSISTANT

1. Name in Full : _____,
2. Name with Initials : _____,
3. Name denoted in Initials : _____,
4. Address : _____,
5. Sex : _____,
6. Date of Birth and Place of Birth :

Year : Month : Date : Place :

7. National Identity Card No. : _____,
8. Nationality : _____,
9. Marital Status : _____,
10. Educational Qualifications :

Degree	Class obtained	Year	Subject

Highest Examination Passed :

Sinhala	Tamil	English

Vocational and Other Qualifications :

Name of the Course	Institution	From	To

Experience :

Name of the Employer	Post	From	To

I hereby certify that the above mentioned particulars are true and correct to the best of my knowledge. I am also aware that if any information contained herein are found to be false or inaccurate I am liable to disqualification if the inaccuracy is discovered before selection and to dismissal without any compensation, if detected after the appointment.

_____,
Signature of the Applicant.

Date :
03-643/2

THE MINISTRY OF SAMURDHI AND POVERTY ALLEVIATION

Recruitment to the Post of Programme Assistant

THE Applications for the Recruitment of the post of Programme Assistants are invited by the Ministry of Samurdhi and Poverty Alleviation. The Applications prepared in accordance with specimen form set out below in this *Gazette* should be sent under registered cover to reach on or before 18.04.2005 to the Secretary, The Ministry of Samurdhi and Poverty Alleviation No. 7A, Reid Avenue, Colombo 07. State "Programme Assistant" on the top left hand corner of the envelop.

Note.—Request on the late applications and the applications lost in the post will not be reconsidered.

02. Terms and conditions of service.—This post is permanent and candidate is eligible for a contributory pension. The conditions in volume I and II of the establishment code, financial regulations and rules and regulations issued from time to time by the Government or Ministry/Department shall apply for this appointment.

Exception.—The candidates held a pensionable post before 01.01.2003 should be eligible for the pension under the pensions regulation and also contribute to the widows' and orphans' scheme.

03. Salary Scale.—The Annual Salary Scale is Rs. 1,26,600 — 6 x 1,560 — 8 x 2,220 — 5 x 3,480 — Rs. 1,71,120.

04. Efficiency Bar:

- (i) 1st EB (within probation period) should be completed with 3 years,
- (ii) This examination is annually held by the Department of Examination or by the Ministry of Samurdhi and Poverty Alleviation or the Secretary of the Ministry will decide to conduct in a government training institute,
- (iii) The applicants should sit for a written examination and prepare to present a thesis,
- (iv) Description of efficiency bar is given below.

Written Examination.—All applicants should answer to the question papers of Office Administration and Establishment Code ; Financial Regulations. The duration of the question paper is 02 hours. Candidate should score 40% marks to qualify.

Syllabus :

A - Office Administration and Establishment Code :

- (i) The significance of office procedures,
- (ii) The ethics of office procedures,
- (iii) Public Administration Circular on performance appraisal of public service,
- (iv) Establishment Code ii, iii, iv, v, viii, xii, xiii, xiv and xix chapters.

B - Financial Regulations

- (i) Chapters, ii and iii in F.R.,
- (ii) Audit concepts and standards,
- (iii) Duty of the Auditor General.

Preparation of the thesis.—All applicants should present an independently prepared thesis in the relevant field on current socio economic topics. It should not be below 5000 words and research methodology must be adopted. Relevant supervisors are nominated by the employment authorizer during the probation period. Total marks for the thesis - 100 and the candidate should score 40% marks to qualify. Candidates who score minimum marks from the written paper and thesis are considered to pass the examination.

05. Educational and Other Qualifications :

- (i) Applicant should be a Sri Lankan citizen,
- (ii) Should be a Graduate of a recognized University,
- (iii) Applicants possessed the following qualifications will draw special attention :
 - (a) ability to work with Sinhala, Tamil or English Languages in addition to mother tongue. (prove by the certificates),
 - (b) ability to use the computers and knowledge in IT (prove by the certificate),
 - (c) proficiency in preparing project reports.

Note.—Applicant should possess all required qualification to the closing date.

06. Age Limits.—Should not be less than 18 years and not more than 45 years.

07. Method of Recruitment.—Recruitment will be made to a structured interview on the result of qualified applications sent on or before the closing date. However Final Decision will be taken by the Secretary, Ministry of Samurdhi and Poverty Alleviation.

08. Every applicant should present the following certificates at the interview :

- (i) Birth Certificate (Original),
- (ii) Original Degree certificates and other educational and vocational certificates,
- (iii) Two character certificates,
- (iv) Certificates of training/experience.

TILAK HAPANGAMA,
Secretary,
Ministry of Samurdhi and Poverty Alleviation.

Ministry of Samurdhi and Poverty Alleviation,
No. 7A, Reid Avenue,
Colombo 07.
11th March, 2005,

SPECIMEN APPLICATION FORM

MINISTRY OF SAMURDHI AND POVERTY ALLEVIATION

THE POST OF PROGRAMME ASSISTANT

1. Name in Full : _____,
2. Name with Initials : _____,
3. Name denoted in Initials : _____,
4. Address : _____,
5. Sex : _____,
6. Date of Birth and Place of Birth :

Year : Month : Date : Place :

7. National Identity Card No. : _____,
8. Nationality : _____,
9. Marital Status : _____,
10. Educational Qualifications :

Degree	Class obtained	Year	Subject

Highest Examination Passed :

Sinhala	Tamil	English

Vocational and Other Qualifications :

Name of the Course	Institution	From	To

Experience :

Name of the Employer	Post	From	To

I hereby certify that the above mentioned particulars are true and correct to the best of my knowledge. I am also aware that if any information contained herein are found to be false or inaccurate I am liable to disqualification if the inaccuracy is discovered before selection and to dismissal without any compensation, if detected after the appointment.

_____,
Signature of the Applicant.

Date :
03-643/3

Examinations, Results of Examinations &c.

MINISTRY OF EDUCATION

Selection of Teachers to follow Teacher Training Courses in Teachers' Colleges — 2005

APPLICATIONS are entertained from untrained teachers (who have got formal appointments signed by Secretary, Education Service Commission or Secretary, Provincial Public Service Commission) serving in Government Schools, who are eligible to follow the Two Years Teacher Training Course in Government Teachers' Colleges. Teachers who have got their formal appointments in Government approved private schools and in approved Pirivenas are also eligible to apply for this course. In the case of Private Schools they must be registered under Director of Private Schools in Ministry of Education.

Those who could not complete the Distance Training Programme and PRINSETT Programme conducted by the NIE also can apply for this Training. To prove this they have to forward a letter at the interview signed by the Distance Training Authority of NIE.

Selection will be made according to the number of vacancies existing in the Teachers' Colleges and also on the basis of applicant's seniority in assuming duties in the school. In view of the fact that

this may be the last opportunity provided to follow courses in the Sinhala medium, all untrained teachers are expected to apply. If you do not apply for this training, it is emphasized that you will be deprived of opportunities in professional development. If the number of applicants in the Sinhala medium is found to be too small, it is considered to conduct all the courses in a Teachers' College.

Duration of this Course will be two years and the pupil teachers are required to undergo full time residential institutional training. If there is no residential facility or if there is no adequate accommodation, student teachers can be provided with accommodation closer to the Institution. For this they should get the Principal's approval. During the period of training in the Teachers' College they should not follow any other course or appear for any external examination.

02. Admission :

- (i) These courses are not applicable to the under-mentioned categories of teachers :
 - (a) Teachers who have already undergone or are undergoing training in any Teachers' College.
 - (b) Teachers who are following Distance/PRINSETT Teacher Training Courses.