

## Examinations, Results of Examinations &c.

### MINISTRY OF SKILLS DEVELOPMENT, VOCATIONAL AND TECHNICAL EDUCATION

#### National Apprentice and Industrial Training Authority

#### STENOGRAPHER (ENGLISH) COURSE - 2005

#### A Vocation with a high demand for employment

Applications are invited from suitable candidates for training as Stenographers.

Course Content : English Typing, Shorthand and English Language.

01. *Training period.* - 01 year (Full time), Institutional Training 09 months, on the Job Training 03 months.

02. *Educational qualifications.* - A pass at the G.C.E. (O/L) Examination in six subjects in not more than two sittings, including the Language of Medium, Mathematics and a Credit Pass in English Language.

03. *Age.* - Not more than 25 years on 18.10.2005.

04. *Applications and Examination fees.* - Application prepared in English, giving full name, address, date of birth, National Identity Card No., Educational qualifications (with subjects passed), and the training center preferred to obtain the training, should be sent by Registered Post to the relevant postal address corresponding to the training center given below, along with a copy of the cash-paying-in-slip obtained from any branch of People's Bank for Rs. 100 credited to the National Apprentice and Industrial Training Authority Collection Account No. 174-100170347379 at People's Bank, Nugegoda to reach on or before 18.10.2005.

05. *Course fee.* - As indicated against each Training Center.

06. *Postal Address :*

	<i>Location of Stenography Apprenticeship Training center</i>	<i>Course fee</i>	<i>Month of Commencement</i>
Province Director, Western Province Office, National Apprentice and Industrial Training Authority, 242, Havelock Road, Colombo 05	Colombo Katunayaka	Rs. 1,500 Rs. 1,500	October, 2005 October, 2005
Province Director, Central Province Office, National Apprentice and Industrial Training Authority, 108/2B, Thiwanka Bodi Mawatha, Kandy	Kandy	Rs. 1,000	October, 2005
Province Director, Southern Province Office, National Apprentice and Industrial Training Authority, 27, Open University Road, Nupe, Matara	Matara Baddegama	Rs. 1,000 Rs. 1,000	October, 2005 October, 2005
Province Director, Sabaragamuwa Province Office, National Apprentice and Industrial Training Authority, New Town, Ratnapura	Ratnapura	Rs. 500	October, 2005
Province Director, Uva Province Office, National Apprentice and Industrial Training Authority, 288, Kumarasinghe Mawatha, Badulla	Badulla	Rs. 500	October, 2005
Province Director, North Central Province Office, National Apprentice and Industrial Training Authority, 525/2, Maithreepala Senanayake Mawatha, 2nd Stage, Anuradhapura	Anuradhapura	Rs. 500	October, 2005

	<i>Location of Stenography Apprenticeship Training center</i>	<i>Course fee</i>	<i>Month of Commencement</i>
Province Director, North Western Province Office, National Apprentice and Industrial Training Authority, Negombo Road, Malkaduwwa, Kurunegala	Kurunegala	Rs. 500	October, 2005

Chairman.

National Apprentice and Industrial Training Authority,  
971, Sri Jayawardenapura Mawatha,  
Welikada,  
Rajagiriya.

10-61/2

## MINISTRY OF FOREIGN AFFAIRS

### Competitive Examination for Filling Vacancies in the Public Management Assistants' Service Cadre (Stenographers) in Sri Lanka Missions Abroad - 2006

APPLICATIONS are hereby invited for selection of English Stenographers for appointment to Sri Lanka Missions Abroad, from the officers of Public Management Assistants' Service, Stenographers in the Provincial Public Service, Local Government Service, Semi-Government Organizations such as Corporations/State Banks, Other Statutory Bodies and the Private Sector.

#### 01. Eligibility :

- 1.1 Should be a Sri Lankan citizen and if the applicant is married, spouse should also be a Sri Lankan citizen ;
- 1.2 Should be an officer in the Grade I, II and III of the Public Management Assistants Service under the Director General of Combined Services who is not more than 56 years of age on the closing date of application and has completed a minimum of 05 years service ; or

should be a Stenographer in the Provincial Public Service and the Local Government Service who is not more than 56 years of age on the closing date of application and has completed a minimum of 05 years service ; or

Should be a Stenographer in the Ministry of Foreign Affairs who is serving on contract basis and is not more than 56 years of age on the closing date of applications ; or

Should be an English Stenographer in Semi-Government Organizations such as Corporations, State Banks, Other Statutory Bodies and the Private Sector who is not more than 55 years of age on the closing date of application, and having a minimum of 05 years of experience in English Stenography.

02. Those who are presently serving in Sri Lanka Missions abroad are not eligible to apply.

#### 03. Method of Selection :

3.1 Applicants will be required to sit for a test in English Stenography. The speed in Stenography require for the test will be 80 w.p.m. Those who have secured 40% or more at this test will be called upon to sit for a test on computer literacy and an interview. However, in case if there are insufficient number of qualified applicants with the above mark levels at the written examinations, secretary to the Ministry of Foreign Affairs will reserve the right to call candidates with lesser marks for the interview.

3.2 Marks allocated for tests and the interview will be as follows :

- (a) English Stenography - 100 marks
- (b) Computer Literacy - 50 marks
- (c) Interview - 50 marks

3.3 The interview (maximum 50 marks) will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs.

#### 04. Terms of Engagement :

4.1 (a) An officer selected will be required to serve initially in Colombo at the Ministry of Foreign Affairs for a specified period not exceeding two years prior to being posted to a Sri Lanka Mission abroad. If his/her work and conduct during this initial period of service at the Ministry of Foreign Affairs are found to be unsatisfactory, his/her selection is liable to be cancelled. The period of service in the Ministry can be changed according to the requirement of the Ministry.

(b) Posting will be decided on the basis of requirement of respective Missions and the officer's suitability and

competence (in foreign language, etc). In deciding on such postings, there is no obligation on the part of the Ministry to consider the officer's personal needs and grievances (Children's education etc.). Further the Ministry is not bound to fill the vacancies purely in accordance of the order of merit of the selection tests.

- (c) An officer selected on being posted to a Sri Lanka Mission abroad, is normally required to serve abroad for a period of three years on terms and conditions as stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to that effect.

4.2 English Stenographers selected from Corporations, State Banks, Statutory Bodies and Private Sector have to serve for a contractual period of 05 years in the Ministry of Foreign Affairs as well as in the Sri Lanka Mission abroad (02 years Initially in the Ministry and 03 years in a Mission). However, the period of service in the Ministry of Foreign Affairs and Sri Lanka Mission abroad can vary depending on the exigencies of the service. They will be reverted to their previous posts after the expiry of the contract period of 05 years.

4.3 Officers in Government Service (Combined/Provincial/Public/Local Government Service) if selected, will continue to be paid on the present salary scales. Others will be paid a fixed salary of Rs. 7,800 per month.

In addition, they will be paid an Overseas Allowance that is applicable, in accordance with existing rules and regulations while they are serving in Sri Lanka Missions abroad.

4.4 When a selected officer is posted to Sri Lanka Mission abroad, the Government will meet the cost of air passage to the country of posting and back, accommodation there and other allowances as determined by the Secretary, Ministry of Foreign Affairs during his/her service abroad only in respect of the officer, his/her spouse and two eligible children. (For the purpose of this clause "eligible children" means children under 21 years of age).

05. *Method of Application :*

5.1 Printed application forms will not be issued. Candidates should submit their applications in the form of the specimen appended to this notification prepared on a sheet of paper of A-4 size and should be forwarded through the respective Heads of Department/Institution. Every application should carry an endorsement from the Head of Department/Institution as to the suitability of the applicant for service overseas, that the applicant if selected, can be released from his/her present post Immediately and that the particulars given in the application are correct.

5.2 The application should be forwarded by registered post to reach the Commissioner General of Examinations, Department of Examinations, Pelawatte, Battaramulla, on or before 10.11.2005 and should be marked "Examination

for Selection of Stenographers to fill Vacancies in Sri Lanka Missions Abroad" on the top left-hand corner of the envelope. No application received after the closing date will be accepted.

06. *Examination Fees .*— Examination fee is Rs. 200. This fee can be paid to any Post Office. The receipt obtained should be pasted in the relevant cage of the application. (Receipt number, date and the Post Office should be noted.) Under no circumstance, the examination fees will be refunded. Money Orders or stamps will not be accepted for payment of examination fees.

07. Any application that is not completed in every respect is liable to be rejected. No complaints that an application has been lost or delayed in the post will be considered.

08. *Admission to the Examination :*

8.1 Applications will not be acknowledged. Applicants will be summoned for the written examination according to the order in which the applications were received.

8.2 The Commissioner-General of Examinations, will issue Admission Cards to those applicants who are eligible. A candidate presenting himself for the examination must produce his/her admission card to the Supervisor of the Examination Centre. A candidate who fails to produce his/her admission card will not be permitted to sit for the Examination.

8.3 A candidate must sit the Examination at the Examination Hall assigned to him/her. Every candidate should surrender, the admission card relevant to the hall, to the supervisor of the hall on the first day of his/her presenting himself/herself for the examination at that hall. A set of rules to be observed by all candidates is published in the *Gazette*.

09. *Penalty for Furnishing False Information :*

9.1 If a candidate is found to be ineligible to sit this examination at any stage prior to, during or after the examination, his/her candidature is liable to be rejected.

9.2 If any of the particulars furnished by candidate are found to be false within his/her knowledge, or if he/she willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.

10. *Identification of Candidate :*

10.1 A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose any of the following documents will be accepted :

10.2 National Identity Card issued by the Department of Registration of Persons.

10.3 Valid Identity Card recently issued by the Post Master General.

10.4 A valid Passport issued not more than three years before this Examination.

H. M. G. S. PALIHAKKARA,  
Secretary,  
Ministry of Foreign Affairs.

Ministry of Foreign Affairs,  
P. O. Box 583,  
Republic Building,  
Colombo 01.  
09th September, 2005.

### SPECIMEN FORM No.1

#### Application for post of public management assistants' service (English stenographers) in Sri Lanka missions abroad (for Government sector employees)

Index No :   
(for office use only)

01. (i) Full name of Applicant : \_\_\_\_\_,  
(ii) Last names with initials : \_\_\_\_\_,
02. Address  
(a) Official : \_\_\_\_\_,  
(b) Private : \_\_\_\_\_,
03. (i) Date of Birth  
Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_,  
(ii) Age as at closing date of application  
Years : \_\_\_\_\_, Months : \_\_\_\_\_, Dates : \_\_\_\_\_,
04. Civil Status : \_\_\_\_\_,
05. If married, name of spouse and his/her nationality : \_\_\_\_\_,
06. Number of children their names, date of birth and their ages : \_\_\_\_\_,
07. If spouse is employed, particulars of employment (if a State Officer, give full particulars) : \_\_\_\_\_,
08. Educational Qualifications (including medium) : \_\_\_\_\_,
09. Date of First appointment under Government/Provincial Public/Local Government Sector, as a Stenographer/Typist : \_\_\_\_\_,
10. Date of Confirmation : \_\_\_\_\_,
11. Present Grade and date of entry to it : \_\_\_\_\_,
12. Present Annual Salary : \_\_\_\_\_,
13. Nature of Present duties : \_\_\_\_\_,
14. Speed in :  
(a) English Stenography : \_\_\_\_\_,  
(b) English Typing : \_\_\_\_\_,
15. Proficiency In  
(a) English Language : \_\_\_\_\_,  
(b) Sinhala/Tamil Language : \_\_\_\_\_,  
(c) Computer Literacy : \_\_\_\_\_,  
(d) Other Foreign Languages : \_\_\_\_\_,
16. Sri Lanka Missions (if any) in which the applicant had served earlier and the period : \_\_\_\_\_,
17. Any other qualifications : \_\_\_\_\_,
18. Remarks : \_\_\_\_\_,

Applicants are required to paste the receipt for examination fees obtained from the Post Office for the correct amount as per terms of the *Gazette Notification* : \_\_\_\_\_,

1. No. of the Receipt : \_\_\_\_\_,
2. Post Office : \_\_\_\_\_,
3. Date : \_\_\_\_\_,
4. Amount : \_\_\_\_\_,

#### 19. Certificate by Applicant :

I declare that during the five years preceding 07.10.2005, I have earned all increments and that I have not subjected to any form of disciplinary punishments (excluding warning), and that to the best of my knowledge and belief, the information given in this form is correct and accurate.

\_\_\_\_\_  
Signature of Applicant.

Date : \_\_\_\_\_,

### PART B

#### Certificate of the Head of Department

(To be filled by the Head of the Department)

I have ascertained that during the five years preceding 30.09.2005, Mr./Mrs./Ms.....has (a) earned all his/her increments (b) not been subjected to any form of disciplinary punishment (excluding warning).

I certify that the particulars given in the application are correct.

This officer if selected, could be released from his/her present post immediately.

\_\_\_\_\_  
Signature of Head of Department.

Name of the Attester : \_\_\_\_\_,  
Designation : \_\_\_\_\_,  
Address : \_\_\_\_\_,  
Date : \_\_\_\_\_,

### SPECIMEN FORM No. II

#### Application for post of Public Management Assistants' Service (English Stenographers) in Sri Lanka Missions abroad (For Private Sector Employees)

#### PART A

Index No:  
(for office use only)

01. (i) Full Name of Applicant : \_\_\_\_\_,  
(ii) Last names with Initials : \_\_\_\_\_,