

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 States : _____,

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, given full particulars) : _____,

08. Educational Qualifications (including medium) : _____,

09. Name of Institution and the period where the applicant has served during the five years preceding the closing date (Please annex service certificates) : _____,

Name of Institution	Designation	Period	
		From	To

10. Present Annual Salary : _____,

11. Nature of present duties : _____,

12. Speed in ;

- (a) English Stenography : _____,
(b) English Typing : _____,

13. Proficiency in : _____,

- (a) English Language : _____,
(b) Sinhala/Tamil Language : _____,
(c) Computer Literacy : _____,
(d) Other Foreign Languages : _____,

14. Sri Lanka Missions (if any) In which the applicant had served earlier and the period : _____,

15. Any other qualifications : _____,

16. 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 : _____,

17. Certificate by Applicant :

I hereby certify that the information given in this application is true and correct. I am aware that should any of the information given by me above are found to be false or incorrect, I am liable for disqualification before selection and to dismissal without compensation, if the inaccuracy is detected after the appointment.

Signature of Applicant.

Date : _____,

PART B

(Certificate of Head of Institution)

(To be filled by the Head of the Institution)

I certify that the applicant Mr./Mrs./Miss.....is serving in this Institution from..... his/her work and conduct are satisfactory, the details furnished above are correct according to the records available in this office and placed his/her signature before me on2005.

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

Signature of Head of Institution.

Name of the Attester : _____,
Designation : _____,
Address : _____,
Date : _____,

10-68

SRI LANKA ARCHITECTURAL SERVICE

Open Competitive Examination for recruitment to Class II Grade II - 2005

APPLICATIONS are invited for the Open Competitive Examination which held for making recruitment to the vacant posts in Class II Grade II of the Sri Lanka Architectural Service. Applications prepared on a paper of size 34x24 c.m. (13"x18") as per specimen form appended below. Applications should be sent by registered post to reach "Commissioner General of Examinations, Organization and Foreign Exam Branch, Department of Examinations, Pelawatta, Battaramulla", on or before 07.11.2005. The top left hand corner of the envelope containing the application should bear clearly the title "Examination for the recruitment to Class II Grade II of the Sri Lanka Architectural Service - 2005".

The closing date for foreign applications ; 07.11.2005.

Note:

- (i) Any complaint that an application or connected letter has been lost or delayed at the post will not be entertained.
(ii) Overseas candidates may, if they so desire, forward their applications within the prescribed period to the office of the Sri Lanka representative abroad assigned to or nearest to the country of their residence, for onward transmission to the "Commissioner General of Examinations Organization and Foreign Exam Branch, Department of Examinations, Pelawatta, Battaramulla."

(2) Terms and conditions for engagement in Service

- (i) The post is permanent and the officer is entitled to a contributory pension under contributory pension fund. The appointment is subjected to a 3 year probationary period.
- (ii) The selected candidates should be prepared to serve in any part of the Island and will be subjected to serve in the Provincial Public Service.
- (iii) A selected candidate will be appointed to Class II Grade II of the Sri Lanka Architectural Service on general conditions governing the appointments in Public Service. Terms and conditions stipulated in the Architectural service Minute published in *Gazette* Extraordinary No. 888/2 of 12th September 1995, of the Democratic Socialist Republic of Sri Lanka subject to any amendments made and to be made to the Minute, will also be applicable for such appointment.

(3) *Salary Scale* - the new consolidated annual salary scale attached to the post is as follows :

Rs. 157,500-15x3,780—Rs. 214,220.
(1st Efficiency Bar before reaching the salary step of Rs. 168,840 and 2nd Efficiency Bar before reaching the salary steps of Rs. 180,180 (In terms of the P.A. circular 20/2001).

Note:

- (i) Selected candidates before passing the salary steps of Rs. 168,840/- should pass a written test consisting of following subjects (1st Efficiency Bar).
 1. Financial Procedures
 2. Administration,
 3. Departmental regulations.
- (ii) Selected candidates before passing the salary step of Rs. 180,180/- should acquire full professional qualifications as stipulated in the Service Minute. (Associate Membership of the Institute of Architects, Sri Lanka.) (2nd Efficiency bar).
- (iii) If a candidate with full professional qualifications is selected, he/she will be placed on the salary step of Rs. 180,180/- which is the 7th Step. However such officer is required to pass the 1st Efficiency Bar examination of the 9th Salary step. (before reaching the salary of Rs. 187,740/- of the above salary scale.

4. *Educational and other qualifications required for the post.*

1. Should be a citizen of the Democratic Socialist Republic of Sri Lanka.
2. Should possess a degree in Architecture from a recognized University.
3. Should be of excellent moral character and physically sound with good eyesight. (Should pass a medical test if selected).

4. Should be not less than 21 years and not more than 35 years at the closing date of applications.

Note.—Qualification required for recruitment to the Service shall be deemed to have been obtained only if -

- (i) A person has successfully completed in every respect the examination or examinations required for the qualifications, by the last day of the month, preceding the month in which the closing date for application occurs ; and
- (ii) the official certificate in respect of the qualifications or an official documents acceptable to the “Secretary, Ministry of Public Administration and Home Affairs” in lieu of such a certificate is produced at the interview, Accordingly, candidates should have completed the requisite qualifications for the post, before 07.11.2005.

5. The candidates may be required to produce any or all of the following documents when called upon to do so.

- (a) birth certificate (N.B. Baptism certificate and the certificates issued for the purpose of assisted schools will not be accepted.)
- (b) Degree certificate or the certificate of the highest examination passed.
- (c) Two character certificates (One of which should be from the Dean of the faculty of university or Professor.)
- (d) Professional and/or Technical certificates.
- (e) Certificates of highest examination passed in Sinhala, Tamil and English.

6. (i) the application should be in the language in which the candidates intends to appear for the examination.

(ii) Applications will not be acknowledge.

(iii) A notice will be published in the newspapers immediately after the issue of admissions to candidates. Any candidates who does not receive admission card at least 7 days before the scheduled date of the examination, should notify the Commissioner General of Examination, Organization and Foreign exam Branch, Department of Examinations, Pelawatta, Battaramulla, along with the following details. (For telegrams : “Examinations Colombo”)

- (a) Name of the examination ;
- (b) Full Name of the candidate ;
- (c) Address ;
- (d) Date of the letter posted, Registration number and post office.

7. *Examination Fees.*—The fee for the examination is Rs. 250/- It should be paid to the Treasury or Divisional Secretariat before closing date of applications, to be credited to head 20-03-20-13. The receipt

obtained from the Treasury or Divisional Secretariat should be affixed on the relevant cage of the application. The fees are not refundable.

8. *Date of examination.*—This examination will be held only in Colombo in the Month of December.

9. The officers in Public Service should forward their applications through the respective Heads of Departments.

10. *Admission to the examination :*

- (a) Commissioner General of Examinations will issue Admission Cards to all candidates whose applications have been received. A candidate himself for the examination should produce his admission card to the supervisor of the examination center and those who fail to produce their admission card will not be permitted to sit the examination.
- (b) A candidate must sit the examination at the examination hall assigned to him. Every candidate should render to the supervisor of the hall, the admission card relevant to that hall on the first day of his presenting himself for the examination at the hall. A set of rules to be observed by all candidates is published in this *Gazette*.

Note : The issue of an admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination.

11. *Identity of candidates :* A candidate will be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose any of the following documents will be accepted.

- (a) Identity Card issued by the Department of Registration of Persons,
- (b) Identity card issued by the Post Master General,
- (c) A valid passport.

12. *Furnishing false information :* If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false within his knowledge or if he has willfully suppressed any material fact, he will be liable to be dismissed from Public Service.

13. Any matter not provided for in these regulations will be dealt with as determined by the secretary, Ministry of Public Administration and Home Affairs.

14. *Scheme of Examination - Language of Examination.*

- (a) The examination will be held in Sinhala, Tamil and English.
- (b) A candidate should sit the examination in the language in which he passed the qualifying examination or in the official language.

Note:

- (i) The term qualifying examination in (b) above refers to the examination referred to in para 4(2).

- (ii) The candidates should answer all the papers of the examination in one and the same language.
- (iii) The candidate will not be allowed to change the language of the examination of the subjects.

15. *Method of recruitment.*— As determined by the Secretary, Ministry of Public Administration and Home Affairs, through a written examination conducted by the Commissioner General of Examinations consisting of the following subjects. Interview will be limited only to verify the certificates and physical fitness.

An interview only will be held if and when there is only one candidate.

- (a) Intelligence Test-100 marks-01 hour duration (50 multiple choice type questions)
- (b) General paper-100 marks-02 hours duration (Multiple choice and structured questions and essays).

16. *Method of selection - Appointment.*— the candidate who have secured 40 or more marks for each paper will be selected and their marks will be added. Candidates who secure highest marks at the written examination will be selected for appointment. When several candidates have secured equal marks, Public Service Commission will take a suitable decision on the recommendations of Sri Lanka Architectural Service Board and such decision will be final.

17. *Syllabus*

Intelligence Test.— This question paper is limited to 1 hour. This is designed to provide an assessment of candidate's power of logical reasoning and analysis and ability to draw sound inferences. The question paper will be of the multiple choice type.

General paper.— This question paper is limited to 2 hours. This paper is designed to test the candidate's awareness of his environment including the political, social, cultural, and economic environment of Sri Lanka, matters of current national and international interest as well as scientific and technological developments. Candidates are given a choice to select their questions.

18. Number of persons to be appointed and the effective date of appointment will be determined by the Public Service Commission. The public Service commission reserves the right to fill some vacancies or not to fill any vacancy.

With the order of the Public Service Commission,

D. DISSANAYAKE,
Secretary,
Minister of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs.
Independence Square,
Colombo 07,
2005.

**SPECIMEN APPLICATION FORM FOR RECRUITMENT FOR THE
SRI LANKA ARCHITECTURAL SERVICE IN YEAR 2005**
(Please use first page to indicate particulars from paras 1 to 7)

**Open Competitive Examination for recruitment to
Class II Grade II of the Sri Lanka Architectural Service -
2005**

Index No.:

For office use only

1. Name of applicant : _____,
 - 1.01 Name with initials (In English block capitals) : _____,
e.g. MR./MRS./MISS. PALITHA, K. K.
 - 1.02 Name in full (In Sinhala/Tamil) : _____,
 - 1.03 Name in full (In English) : _____,
2. Address : _____,
 - 2.01 Address to which the admission card should be sent (In English) : _____,
 - 2.02 Office Address (In Sinhala /Tamil) : _____,
3. Sex : _____,
Male - 1- Female - 2 (indicate the relevant number in the cage)
4. Ethnic Group : _____,
 - 1.Sinhala
 - 2.Sri Lankan Tamil (indicate the relevant number in the cage and underline the ethnic group)
 - 3.Indian Tamil
 - 4.Muslim
 - 5.Malay
 - 6.Burgher
 - 7.other
5. Medium of Examination : _____,
Sinhala - S, (indicate the relevant letter in the cage)
Tamil - T,
English - E,
6. Age : _____,
 - 6.01 Date of Birth : _____,
 - 6.02 Age as at closing date of applications
Years : _____, Months : _____, Days : _____,
7. Civil Status : _____,
8. Qualifications : _____,
 - 8.01 Educational Qualifications : _____,

Examination/Degree	Year	Institution
1.		
2.		
3.		

8.02 Professional Qualifications. _____

9. The highest examination passed. _____
 1. Sinhala
 2. Tamil
 3. English

10. Particulars of employment and/or training since leaving school (Date of engagement and reasons for leaving should be indicated).

11. Particulars of the present post held

- (a) Post : _____,
- (b) Department/Institution : _____,
- (c) Date of appointment : _____,
- (d) Whether permanent/pensionable/non pensionable/ temporary : _____,
- (e) Whether confirmed in the post : _____,
- (f) Salary scale of the post and the present salary :—,

12. Have you ever been convicted in a court of law for a criminal offence ? If so, furnish particulars of such conviction and penalty imposed.

13. Please paste the receipt properly (Keep a photo copy with you)

Receipt No : _____,

Office receiving money : _____,

Date : _____,

I hereby certify that the particulars given by me in this application are true and correct, I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification if detected before selection and to dismissal without compensation, if detected after appointment.

_____,
Signature of Applicant.

Date : _____,

**Report of the Head of Department if the Applicant is in the
Public Service**

I certify that the particulars given in paragraph II above are correct/ need amendment, as shown below and that his/her work and conduct are.....

He/She can be released/cannot be released from the present post.

_____,
Signature of Head of Department/Institution.

Designation : _____,

Date : _____,