

Posts-Vacant

AUDITOR GENERAL'S DEPARTMENT

Post of Deputy Auditor General

SRI LANKA AUDIT SERVICE CLASS I GRADE I

APPLICATIONS are invited for the above post in the Auditor General's Department. Applications prepared as per specimen form appended to this notification should be addressed to the Auditor General, Auditor General's Department, Independence Square, Colombo 07 and should be sent under registered post to reach him on or before the following dates.

(a) Local Applications : 11.11.2005

(b) Overseas Applications : 25.11.2005

The top left-hand corner of the envelope should be clearly marked "Post of Deputy Auditor General".

- Note.*— (i) No complaints that an application form has been lost or delayed in the post will be considered. Applicants who delay their applications until the last date will do so at their own risk.
- (ii) Overseas applicants may forward the application within the prescribed time, if they so desire to the office of the Sri Lanka Representative abroad assigned to or nearest to the country of their residence for transmission to the Auditor General.
- (iii) *Medical Examination and Passage.*— If a Sri Lankan applicant is selected from abroad for appointment under the Democratic Socialist Republic of Sri Lanka he will be required to present himself for examination by an approved medical practitioner with a view to ascertaining whether he is physically fit for service. The fee for such examination as well as the cost of his passage to Sri Lanka shall be paid by the applicant.

2. Terms of Employment and Conditions of Service :

- (i) This post is permanent and is entitled to contributed pension under the Contributed Pension Fund.
- (ii) If the applicant is holding a permanent and pensionable post in the Public Service, the conditions attached to the present post will be applicable in relation the pension.

3. *Salary Scale.*—The consolidated salary scale attached to the post is, Rs. 300,300 — 8 x 11,880 — Rs. 395,340.

Note.—The selected candidate may be placed at an appropriate point on the above salary scale in consultation with the Director General of Establishments depending on his qualifications and experience.

4. *Method of Recruitment.*—An applicant possessing the following qualifications recommended by a Committee consisting of three Public Officers, one of whom shall be the Auditor General, will be appointed by the Public Service Commission.

The other two members of the Committee will be appointed by the Public Service Commission on the recommendation of the Auditor General.

5. *Qualifications Required.*—Every applicant should furnish satisfactory proof that he / she -

- (a) Is a Sri Lankan,
- (b) Is of excellent moral character and physically sound ;
- (c) (i) Should at least be an Associate Member of the Institute of Chartered Accountants of Sri Lanka or England and Wales or the Chartered Institute of Management Accountants of the United Kingdom or the Chartered Association of Certified Accountants of the United Kingdom or similar professional body.
- (ii) Possesses 8 years post qualification experience.

However,

- (i) The period of post qualification experience will be reduced to 4 years in the case of applicants possessing 8 years experience in the staff grade in the Public Service / Provincial Public Service / Corporation Service.
- (ii) The post qualification experience will not be required in the case of applicants from the Sri Lanka Audit Service, possessing 8 years service in the Sri Lanka Audit Service of the Auditor General's Department.
(In arriving at the period of service for this purpose, study leave with full-pay, half-pay and no pay will not be taken into account).

(d) Should not be more than 45 years of age on 11.11.2005. (This age limit does not apply to candidates already holding appointments in the Public Service/Provincial Public Service/Corporation Service).

6. Applicants will be required to produce any or all of the following documents when called upon to do so :

- (a) Certificate of Birth, (N. B.- Baptismal Certificate or Certificate of Birth issued for the purpose of the Code of Regulations for Assisted Schools will not be accepted) ;
- (b) Certificates of Educational, Professional and other qualifications ;
- (c) Certificates in regard to post professional qualification experience ;
- (d) Two recent character certificates. (This is not applicable to applicants already in the Public Service/Provincial Public Service/Corporation Service).
- (e) Certificate of highest examinations passed in Sinhala, Tamil and English.

Note : (i) Documents or copies of documents should not be attached to the application.

(ii) Applications of applicants who fail to produce documents when called upon to do so will not be considered.

7. Applications from officers in the Public Service/Provincial Public Service/Corporation Service should be forwarded to me through the respective Heads of Institutions and not personally to any officer in this office.

8. The General Conditions applicable to appointments to posts in the Public Service published at the beginning of Part I : Section (IIA) of this *Gazette* will be applicable to the recruitment to this post.

9. The receipt of applications will be notified to the candidates within three weeks from the closing date. If an acknowledgement is not received it should immediately be notified to me.

By order of Public Service Commission,

S. C. MAYADUNNE,
Auditor General.

Auditor General's Department,
Independence Square,
Colombo 07,
27th September, 2005.

SPECIMEN FORM OF APPLICATION

AUDITOR GENERAL'S DEPARTMENT

POST OF DEPUTY AUDITOR GENERAL - SRI LANKA AUDIT SERVICE CLASS I GRADE I

No. :
(for office use only)

01.Name in Full (in block letters ; underline surname) :_____.

02.Postal Address :_____.

03.(a) Date of Birth :

Year : _____, Month : _____, Date : _____.

(b) Age on 11.11.2005 :

Years : _____, Months : _____, Days : _____.

04. Nationality :

(a) Whether a Citizen of Sri Lanka : _____.

(b) If a Citizen of Sri Lanka, state place of Birth of :

(i) Applicant : _____.

(ii) Applicant's Father : _____.

(iii) Applicant's Paternal Grand Father : _____.

05. Academic/Educational Qualifications :

<i>Examination/Degree</i>	<i>Year</i>	<i>Subjects</i>

06. Professional Qualifications :

<i>Details</i>	<i>Date of Obtaining such Qualifications</i>

07. Particulars of Present Post :

(a) Post : _____.

(b) Department/Institution : _____.

(c) Date of Appointment : _____.

(d) Whether Permanent/Pensionable/Temporary or on Contract Basis : _____.

(e) Whether Confirmed in the Post : _____.

(f) Annual Salary Scale : _____.

(g) Present Annual Salary : _____.

08. Particulars of Employment in Staff Rank up to the date of obtaining Professional Qualifications :

<i>Post and Nature of Duties</i>	<i>Department/ Institution</i>	<i>From</i>	<i>To</i>	<i>Annual Salary</i>

09. Particulars of Employment since obtaining Professional Qualifications :

<i>Post and Nature of Duties</i>	<i>Department/ Institution</i>	<i>From</i>	<i>To</i>	<i>Annual Salary</i>

10. Highest Examination passed in :

Sinhala : _____, Tamil : _____, English : _____.

11. Name and Addresses of Two Referees :

(i) _____.

(ii) _____.

12. Certificate of Applicant :

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained herein are found to be false or inaccurate, I am liable to disqualification if the discrepancy is discovered before selection and to dismissal without any compensation if detected after the appointment.

_____,
Signature of Applicant.

Date :_____.

13. Certificate of Head of the Institute :

(Only for applicant who are already in the Public Service/Provincial Public Service/corporation Service)

The application of Mr./Mrs./Miss is forwarded herewith. It is hereby confirmed that he/she has been working in this Ministry/Department/Corporation as a Permanent/Temporary/Casual. Contract basis employee since and I inform that he/she can/cannot be released from the service, if he/she is selected for the post concerned.

_____,
Signature of the Secretary,
to the Ministry /Head of the Department,
Chairman of the Corporation.

Date :_____.

Designation :_____.

Institute :_____.

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Examinations, Results of Examinations, &c.

AMENDMENT

MINISTRY OF FOREIGN AFFAIRS

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

SUB-paragraph 5.1 of the Paragraph 5 and the Paragraph 6 in the Notification 'No 10-68', published in Part I : Sec. (IIA) of Government Gazette - No. 1,414 of 7.10.2005, under the Class Heading Examinations, Results of Examination and C; should be amended as follows :-

05. Method of Application:

5.1 Printed application forms will not be issued. Applicants in the Public Service should submit their applications in the specimen application appearing in No. 1. Applicants not in the Public Service should submit their applications in the specimen application appearing in No. 2. Application should be prepared on a A-4 size paper and should be forwarded through the respective Heads of Department/Institution. If the specimen application is No. 1 cat-

egory, the front page should contain Item No. 1 - 15 and the balance carry to the page 2. If the specimen application is No. 2 category, the front page should contain Item No. 1-13 and the balance carry to the page 2. Every application should carry an endorsement from the Head of Department 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.

06. *Examination Fees* .-Examination fee is Rs. 200. This amount should be credited to the Commissioner General of Examination's Revenue Head of, 4000-20-03-20-13. 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 circumstances, the examination fees will be refunded. Money Orders, Stamps or any other receipts will not be accepted for payment of examination fees.

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

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