

## Examinations, Results of Examinations, &c.

### MINISTRY OF FOREIGN AFFAIRS

#### Competitive Examination for Filling Vacancies in the Public Management Assistant's Service Cadre in Sri Lanka Missions Abroad

APPLICATIONS are hereby invited from eligible officers in the Public Management Assistants Service, Provincial Public Management Assistants Service and local Government Public Management Assistants Service for the Competitive Examination conducted by the Commissioner-General of Examinations on behalf of the Ministry of Foreign Affairs and to be held in Colombo for the selection of officers to fill vacancies in the home-based Public Management Assistants' Cadre in Sri Lanka Missions Abroad.

02. *Eligibility.*— An applicant should have the following qualifications :

- (a) Should be an officer in class I or Class II of the Public Management Assistants Service, or an officer in Class I or Class II of the Provincial Public Management Assistants Service and the Local Government Public Management Assistants Service.
- (b) All applicants :-
  - (i) Should be below the age of 56 years on the closing date of applications,
  - (ii) Should have earned on the due dates all the annual increments falling within the five years immediately preceding the date of the his/her application, and
  - (iii) Should not have been subjected to any form of disciplinary punishment. (other than warning).

*Note.*— (i) Those who are presently serving in Sri Lanka Missions abroad are not eligible to apply for this examination.

- (ii) If an applicant who is eligible at the time to forwarding his/her application is subsequently promoted to a Class/ Grade higher than Class I of the Public Management Assistants Service/Provincial Public Management Assistants Service/Local Government Public Management Assistants Service or appointed to a post in any other service, he/she will cease to be eligible for posting to a Sri Lanka Mission abroad to fill a vacancy in the home-based Public Management Assistants cadre. It is the responsibility of such applicant to promptly inform the Secretary, Ministry of Foreign Affairs in the event of any change in his/her official status that might affect his/her eligibility under the clause (a) of this paragraph.
- (iii) Preference is given to officers with experience in accounts and establishment work and having a good knowledge of English Language. Working knowledge in other foreign Languages will be considered as an added qualification.

03. *Method of Selection.*— Selection will be made on the basis of a written examination to be conducted by the Commissioner-General of Examinations and an interview.

3.1 *Written Examination.*— The written examination will consist of the following papers each of which will carry 100 marks.

<i>Paper</i>	<i>Duration</i>
Accounts	2 hours
Establishment and Office Procedure	2 hours
English	2 hours
General Knowledge	1 hour

*Note.*— (i) *Accounts.*— a question paper is set to test the candidate's practical knowledge of financial operations and accounting procedures in a Government Institution.

(ii) *Establishment and Office Procedure.*— The question in this paper are set to test the candidate's practical knowledge of establishment and office procedures in a Government Institution.

The question paper will be set in a manner to let the candidates select question of their choice.

(iii) *English.*— This paper is designed to test the candidate's knowledge in comprehension and written communication.

(iv) *General Knowledge.*— This paper will consist of questions on political, social cultural and economic environment, history and geography of Sri Lanka as well as current international affairs. Candidates are required to answer all question and short answers would be sufficient.

#### 3.2 Interview:

3.2.1 Those candidates who have obtained a minimum of 40 marks in each paper with a total aggregate of 200 marks or above at the written examination will qualify for the interview. However, in case if there are no sufficient qualified applicants with the above mark levels at the written examination, the Secretary, Ministry of Foreign Affairs reserves the right to call candidates with lesser marks for the interview.

3.2.2 The interview will carry 100 marks and will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs.

#### 4. *Terms of Engagement:*

4.1 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.

- 4.2 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.
- 4.3 The officers selected will continue to receive their present substantive salaries and will, in addition, be paid an overseas allowance during their period of service abroad.
- 4.4 When a selected officer is posted to a 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.

(The children eligible for the purpose of this section are those under 21 years of age and dependent on the officer).

5. *Method of Application :*

- 5.1 Printed application forms will not be issued. Candidates should submit their applications in the form, specimen of which is appended to this notification, prepared on a sheet of paper of A-4 size, in a manner to include headings from 1.0 to 5.0 from 6.0 to 13.0 and the remaining heading, 14.0 plus part B in pages one, two and three, respectively. Applications should be forwarded through the respective heads of Departments. applications which does not carry the recommendation of the Head of respective Department as stipulated in the Part B, will be rejected. 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.
- 5.2 Applications should be forwarded by registered post to reach the "Commissioner- General of Examinations, Organization and Foreign Examination Branch, Department of Examinations Pelawatte, Battaramulla" on or before 25.11.2005 and should be marked "Examination for Selection of Management Assistants 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.

6. *Examination Fees.*— Examination fee is Rs. 300. This fee can be paid to any post office to the credit of Revenue head 4000-20-03-20-13 of the Commissioner General of Examinations, and the receipt obtained should be pasted in the relevant cage of the application (receipt number, date amount and the post office should be noted). Receipt obtained by paying examination fees through any other mode or stamp or postal/money orders will not be accepted. It will be appropriate to keep a photocopy of the receipt. The examination fees will not be refunded.

7. Any application, which is not complete in every respect, is liable to be rejected. No allegation that an application has been lost or delayed in the post will be considered. Applications received after the closing date will not be accepted.

8. *Admission to the Examination :*

- 8.1 An application 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 that bears the attested signature of the same 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 to the Supervisor of the Hall, the admission card 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*.

Rules governing the surrender of the admission card to Supervisor of Examination Hall on the first day of his/her presenting himself/herself are published at the beginning of the *Gazette*.

9. *Medium of Examination.*— the Examination will be conducted in sinhala/Tamil/English media.

- 9.1 A candidate is required to answer all papers, except the English Language paper, in one language, sinahala/Tamil/English. Answering questions in two languages is prohibited.

10. *Penalty for Furnishing False Information :*

- 10.1 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.
- 10.2 If any of the particulars furnished by a 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.

11. *Identity of Candidate:*

- 11.1 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.
- 11.2 National Identity Card issued by the Department of Registration of Persons.
- 11.3 Valid Identity Card recently issued by the Post Master General.
- 11.4 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.

07th October, 2005.

## SPECIMEN APPLICATION FORM

**APPLICATION FOR THE COMPETITIVE  
EXAMINATION FOR FILLING VACANCIES IN THE  
PUBLIC MANAGEMENT ASSISTANT'S CADRE IN  
SRI LANKA MISSIONS ABROAD**

Part A

For office use only

Language medium in which the applicant wishes to sit  
(Sinhala-S, Tamil-T, English\_E),

Give the relevant letter in the Box

## 1.0 Name :

1.1 Name with initials : MR. MRS. MISS :\_\_\_\_\_.

(In English capitals)

Eg: MR. SILVA M.A.

1.2 Name in full (In English capitals) :\_\_\_\_\_.

1.3 Name in full (In Sinhala/Tamil) :\_\_\_\_\_.

1.4 National Identity Card No. :

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2.0 Permanent Address (In English capitals) :\_\_\_\_\_.  
(To which admission cards are sent to)

2.1 Permanent Address (In Sinhala/Tamil) :\_\_\_\_\_.

Tel No. :\_\_\_\_\_.

2.2 Official Address (In English capitals) :\_\_\_\_\_.

Tel No. :\_\_\_\_\_.

3.0 3.1 Sex :

(Female -F, Male - M),  
(Give the relevant letter)

3.2 Date of Birth :

Year \_\_\_\_\_, Month \_\_\_\_\_, Date \_\_\_\_\_.

3.3 Age on the closing date of application :

Years \_\_\_\_\_ Months \_\_\_\_\_ Days \_\_\_\_\_.

4.0 Service (Public Management Assistants Service/Provincial  
Public Management Assistants Service/Local Government public  
Management Assistants Service) :\_\_\_\_\_

(Delete whichever is inapplicable)

4.1 Date of first appointment to the Public Service/Provincial  
Service/Local Government Service and Language medium  
:\_\_\_\_\_.

(Delete whichever is inapplicable)

5.0 Civil Status: (If married — M, If single — S)  
(Give the relevant letter)

5.1 If married, number of children and their dates of birth  
and Ages :\_\_\_\_\_.

6.0 If the spouse is employed, give details (If a Public Officer give  
full details) :\_\_\_\_\_.

7.0 Educational Qualification (with Language medium) :\_\_\_\_\_.

8.0 Date of promotion to :

8.1 Class II/Segment A :\_\_\_\_\_.

8.2 Class I :\_\_\_\_\_.

8.3 The Class to which the applicant is currently attached and  
the date of appointment for the same :\_\_\_\_\_.

9.0 Present Annual Salary :\_\_\_\_\_.

10.0 Experience (Give the number of years) :\_\_\_\_\_.

10.1 Accounts :\_\_\_\_\_.

10.2 Establishment Procedures :\_\_\_\_\_.

11.0 Proficiency:

(a) Sinhala Language :

(b) Tamil Language :

(c) English Language :

(d) Other Foreign Language :

Reading	Writing	Spoken

12.0 Ability :

12.1 Typing (Sinhala/Tamil/English) :\_\_\_\_\_.

12.2 Use of Computer (Give details) :\_\_\_\_\_.

13.0 If the applicant has previously served in any Sri Lanka  
Mission Abroad, give the name of such Mission  
with dates :\_\_\_\_\_.

14.0. Any other qualifications :\_\_\_\_\_.

*Note.*— The receipt issued by the Post Office on payment of  
Examination fees should be affixed here.\_\_\_\_\_

- |    |                    |
|----|--------------------|
| 1. | Receipt No.:_____  |
| 2. | Post Office :_____ |
| 3. | Date :_____        |
| 4. | Amount :_____      |

15. *Applicant's Certificate.*\_\_\_\_\_

I do hereby declare that I have earned all increments falling due in  
the 5 years immediately preceding 21.10.2005 and have not been  
subject to any disciplinary punishment(except warning). I also declare  
that to the best of my knowledge the information furnished in this  
application is true and accurate.

\_\_\_\_\_,  
Applicant's Signature.

Date :\_\_\_\_\_.

PART B

(To be filled by the head of the Department)

Recommendation:

- (i) Applicant's suitability for service in Mission Abroad.——  
(ii) Whether he/she can be release/cannot be released promptly, if selected.

I do declare that I have verified that Mr./Mrs./Miss.....  
Class I/Class II of the Public Management Assistants Service/  
Provincial Government Public Management Assistants Service/Local  
Government Public Management Assistants Service.

\_\_\_\_\_,  
Signature of the Head of Department.  
with the official rank.

- (a) has earned all increments during the 5 years immediately  
preceding 21.10.2005.

Designation :——.

- (b) and has not been subject to any disciplinary punishment  
during the 5 years immediately preceeding 21.10.2005 and  
that the information furnished in the application is true.

Date :——.

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