

Examinations, Results of Examinations, &c.

DEPARTMENT OF WILDLIFE CONSERVATION

Filling Vacancies

Applications are invited from suitably qualified citizens of Sri Lanka to fill the following vacant posts in the Department of Wildlife Conservation.

- (a) Wildlife Park Warden grade III
- (b) Wildlife Guard
- (c) Bungalow Keeper
- (d) Assistant Bungalow Keeper

02. *Terms of engagement :*

These posts are permanent. Appointee will be entitled to contributory pension under the contributory pension fund. Contributions should be made to contributory pension fund as per percentages describe by the government from time to time. If a candidate who held a pensionable post before 01.01.2003 is selected will be further entitled to a pension under the pension minute and he should contribute to the widows and orphans pension scheme.

03. *Conditions of service :*

Provisions in sections - 10-12 of chapter II of the establishments code are applicable.

04. *General Qualifications :*

- i. Should be not less than 18 years and not more than 45years of Age (This upper age limit is not applicable to those already employed in the public service.)
- ii. Should possess an excellent moral character and good health.
- iii. You should agreed to serve in any part of the Island as required by exigencies of service.
- iv. All applicants should be males.

05. *Educational/Professional Qualifications and Salary Scale :*

<i>Post</i>	<i>Educational Qualifications</i>	<i>Professional Qualifications</i>	<i>Salary Category and Scale</i>
Wildlife Ranger Grade III	Should have passed 4 subjects at the G. C. E. (A/L) examination in not more than two sittings with credit passes in Botany and Zoology. Under the new syllabus, should have passed 3 subjects at the G. C. E. (A/L) examination in not more than two sittings with credit pass in Botany.	Applicant should be 5' 4" in height and chest should be 32 inches.	TB 2-2 Rs. 1,08,480-9x1,320-8x1560 - Rs. 132,840 Salary has been revised interims of PAC No 0912004
Wildwife Guard	Should have passed 6 subjects at G. C. E. (O/L) examination not more than two sittings with credit passes in Sinhala/Tamil Mathematics and one another subject and 6 subjects should include science or Agriculture.	All candidates should not be below 5 feet and 4 inches. Chest should be 32 inches or above.	T. B. H 1-4 Rs.99,180-23x1,320 -Rs. 1,29,540 (salary has been revised according to P. A. C. No. 09 12004)
Bungalow Keeper	Should have passed 6 subjects at G. C. E. (O/L) examination not more than two sittings with credit passes in Sinhala/Tamil Mathematics and English.	Should have followed a certificate course in maintenance of tourist bungalow or cookery conducted by National Apprenticeship Board or Sri Lanka tourist Board or any other recognized institute. Ability to prepare eastern and western dishes and speak in English.	T. B-1-4 Rs.99,180-23x1,320 -Rs. 1,29,540 (salary has been revised according to P. A. C. No. 09/2004)

<i>Post</i>	<i>Educational Qualifications</i>	<i>Professional Qualifications</i>	<i>Salary Category and Scale</i>
Assistant Bangalow Keeper	Should have passed 6 subjects at G.C. E. (O/L) Examination not more than two sittings with ordinary passes in Sinhala/ Tamil Mathematics and English.	Should have followed a certificate course in maintenanc of tourist bungalow or cookery conducted by National Apprenticeship Board or SriLanka Tourist Board or any other recognized institute. Ability to prepare eastern and western dishes and speak in English.	TB -1-4 Rs. 94,800-20x960 - Rs. 114,0001 (Salary has been revised according to P. A. C. No. 09/2004)

06. *Method of Recruitment*

Wildwife Ranger Grade III

Written examination will be held for qualified candidates and those who obtain maximum marks will be subjected to physical fitness test as per 1.5 ratios according to existing number of vacancies. Candidates should compulsorily pass physical fitness ; test for the selection competitive examination and interview will be held in Colombo only. This examination will be conducted by Department of Wildlife Conservation, Department of Examination, Development Administration or any other recognized institute.

Candidates who pass the physical fitness test will be called for an interview. Their certificates will be checked only, at the interview and appointments will be given in order of merits at the examination.

The written examination consists of one-hour question paper on General Knowledge and Knowledge of Wildlife Conservation and one-hour question intelligence.

Post of Wildlife Guard

All Applicants will be required to appear for a competitive examination and on the results of this examination qualified persons will be subjected to a structural interview and will be recruited after perusal of their qualifications. The competitive examination will be held in the following centers.

01. Colombo
02. Anuradhapura
03. Ampara
04. Polonnaruwa
05. Hambantota
06. Nuwaraeliya.

However in the instances where there are no sufficient number of applicants available for examination center proposed, the examination will be conducted in the centers in the close proximity. Hence applicants are required to apply for three centers at their choice, (Centers applied should be marked as 1, 2 and 3)

The written examination will be conducted by wildlife conservation department or SriLanka Institute of Development Administration or Sri Lanka Examination Department or by such recognized institutions, Applicants who score the highest marks at the written examination will be summoned for a physical fitness test as per 1:5 ratio. Those who get through this physical fitness test will only be called for the structured interview. Recruitments will be made having taken to consideration the aggregate marks scored at the written examination and the structured interview.

Written examination consist of 01 hour paper on intelligence test.

III Post of bungalow keeper and assistant bungalow keeper

- (a) A practical examination and a structured examination will be conducted for the applicants and those who score highest marks will be recruited to this post.

(b) In the first instance a structured interview will be held and those who score highest marks will be summoned for the practical test as per 1: 5 ratio depending on the number of vacancies.

(c) At the practical test ability will be tested in the preparation of eastern and western dishes and proper maintenance of tourist bungalows.

07. *How to apply*

07.1 Application prepared using both sides of A4 size papers according to the specimen form in this notification should be sent under registered post to reach the Director General, Department of Wildlife Conservation, No 18, Gregory's Road, Colombo 07 before 17th March, 2006. The post applied for should be written on the top left hand corner of the envelope enclosing applications. Application from the applicants employed in the government and other institutions should be forwarded through the respective heads of their departments. In the event of applying for more than one post separate applications for each post should be sent.

07.2 All applications not completed in every respect, without basic qualifications and received after due date will be rejected and whether such applications were received or rejected will not be informed.

07.3 It should be noted that this department is not responsible for the delays or misplacements in the post.

07.4 The applicants signature should be attested by a Principal of a Government School, a Justice of Peace, Priest in charge of a place of worship, attorney at law or a government officer drawing an annual salary not less than Rs. 94,080.00.

08. *Examination fees :-*

A money Order to the value of Rs.250 as examination fees should be sent in favour of the Director General Wildlife Conservation paying office should be indicated as the Kuruduwatta Post Office. The Money Order received on payment of examination fees should be attached to the applications form.

09. *Providing false information :-*

If any candidate is found to be disqualified prior to appointment, his/her candidature will be cancelled. If the candidate is found to be disqualified, or if it is indicated that he/she has furnished false information deliberately or suppressed correct information willfully, he/she is liable to dismissal, candidates who are unable to submit the original certificates at the interview will not be considered later.

The decision of the Director General of Wildlife Conservation will be final regarding problems arising out of matters relating to notification of calling applications or other matters which are not covered by this application.

DAYANANDA KARIYAWASAM,
The Director General,
Wildlife Conservation.

Department of wildlife Conservation,
No. 18, Gregory's Road,
Colombo 07.
31st of January, 2006.

Specimen Application Form

**WRITTEN TEST FOR RECRUITMENT TO THE POST OFIN
DEPARTMENT OF WILDLIFE CONSERVATION**

01. (a) Name of the applicant with initials

i. In English : _____.

ii. In Sinhala/Tamil : _____.

(b) Full Name

i. In English : _____.

ii. In Sinhala/Tamil : _____.

(c) Male/Female : _____.

02. Permanent Address :

i. In English : _____.

ii. In Sinhala/Tamil : _____.

iii. District : _____.

iv. Telephone No. : _____.

03. Medium
(write in the relevant box)

		Center Preferred (This is applicable only to the post of wildlife guard)	
Sinhala	- S	<input type="checkbox"/>	Colombo
Tamil	- T	<input type="checkbox"/>	Anuradhapura
English	- E	<input type="checkbox"/>	Ampara
		<input type="checkbox"/>	Polonnaruwa
		<input type="checkbox"/>	Hambantota
		<input type="checkbox"/>	Nuwara-Eliya

04. (a) Date of Birth : _____.
(b) Age as at closing date, Years : _____. Months : _____. Days : _____.
05. National Identity Card No : _____.
06. Civil Status : _____.
07. Whether you are a citizen of Sri Lanka : _____.
08. Educational Qualifications (As stipulated in the notification for recruitment to the post) : _____.
09. Professional Qualifications : _____.
10. Height : Feet : _____. Inches : _____. Chest : _____.
11. If you have been convicted of any offence in a court of law, give particulars : _____.
12. If presently employed, give particulars : _____.
13. Post office where examination fees have been paid : _____.
No and date of money order : _____.

(Money order should be well affixed on the application)

14. Declaration of the applicants :

I do hereby certify that the particulars given in this application are true and correct to the best of my Knowledge and belief in terms of the conditions of recruitment, I am aware that my candidature is liable to be cancelled if particulars given here are found to be false before or after the examination and I am liable to dismissal if detected after selection to the post.

Date : _____.

: _____.

Signature of the applicant

Attestation of the applicants signature :

I certify that this applicant is well known to me and he/she placed his/her usual signature in my presence and this is his/her signature.

: _____.

Signature and the official frank of the attester.

Date : _____.

Certification of the head of department or Institution

(Only for applicants employed in public/provincial public service/state co-operations/statutory boards) I recommend and forward the application submitted by Mr/Mrs/Miss who holds the post of

.....in this institution. I certify that his/her work and conduct is satisfactory and no disciplinary action is pending and contemplated. He/she can/cannot be released if he/she is selected to this post.

: _____.

Signature and official frank of the head of Department/Institution

Date : _____.

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MINISTRY OF EDUCATION

Higher Education Division

PEOPLE'S REPUBLIC OF CHINA POSTGRADUATE SCHOLARSHIPS - 2006/2007

Applications are invited from citizens of Sri Lanka for selection of suitable candidates to be nominated for twelve (12) scholarships offered by the Government of Peoples' Republic of China for postgraduate studies.

There is no restriction in the field of study.

The medium of study is Chinese language. Some courses may be available in English language

02. General eligibility requirements:

- Candidates should be citizens of Sri Lanka,
- They should be in good health,
- Should possess a class at the 1st degree in the relevant field of study from a recognised university,
- Should be employed in a Government Department, a University or in a State Corporation.
- No application will be entertained from a person holding a temporary casual or contractual appointment or from a person who is unemployed.
- An employee or probationer may apply, provided that his/her confirmation is conditional upon acquiring a specified postgraduate qualifications.

03 Terms of award:

- A monthly maintenance allowance
- Approved tuition and examination fees
- A grant for books and apparatus where applicable.
- Free medical care
- Hostel accommodation

Travel expenses to China and back will have to be borne by the candidate. Successful candidates are required to enter into an agreement with the Government of Sri Lanka prior to their departure.

No.:
(for official use only)

Cage for affixing stamp for the value of Rs. 10

04. Applications:

- Every application should conform to the specimen form given here.
- The words "Chinese Postgraduate Scholarships - 2006" should be clearly hand or typewritten on the top left corner of the envelope containing the application.
- Each applicant should submit only one application and that too for a single course of study.
- A non refundable stamp fee of Rs. 10 is payable in respect of the application. A stamp or stamps to this value should be affixed in the cage provided for this purpose in the application and cancelled by the applicant's signature.
- No application from an employee of the Government Service, a University or a State Corporation will be entertained unless channeled through the relevant Head of the Institution. He should in Forwarding the application, appropriately complete the certificate in cage 16 of the application.
- No application will be entertained from a person who has entered in to an agreement or a bond to serve the Republic of Sri Lanka, a University or a State Corporation for a specific period unless he/she shall have completed by 10.03.2006, the full period specified in such agreement or bond and shall have discharged fully all the other obligations under such agreement or bond.
- Any statement in the application which is found to be incorrect, will render the applicant liable to disqualification, if the inaccuracy is discovered before selection and to the withdrawal of the award after selection.
- Closing date:
Applications will be accepted only up to 4.00 p. m. 10th March, 2006 and those received after the deadline will be rejected.
- Applications should be sent to the following address by registered post :

Secretary,
Ministry of Education,
Higher Education Division,
No. 18, Ward Place,
Colombo 07.
- Every application which has not been sent through the proper channel which is incomplete in any respect and which has been received late will be rejected.

Secretary,

Ministry of Education,
Higher Education Division,
18, Ward Place,
Colombo 07.

**Ministry of Education - Higher Education Division
(form of Application)**

Chinese Postgraduate Scholarships - 2006/2007

- (a) Name with initials (Mr./Mrs. Miss) : _____.
(in block letters)
- (b) Names denoted by initials : _____.
2. Address : _____.
Telephone No : _____.
3. Date of birth : _____.
Year : _____.Month : _____.Date : _____.
4. Exact age on 10.03.2006
Years : _____.Months : _____.Days : _____.
5. Are you a citizen of Sri Lanka? : _____.
6. Whether married/single / widowed : _____.
7. Academic/Professional/ Technical qualifications

(a)

Name of examination /certificate	Year & month	Institution	Subjects	Grade of pass

(b) Details of postgraduate degree, if any : _____.
8. Present employment

Designation	Name of the Institution	Department	Date of appointment

- If you are in Government /University/Corporation service:
 - Is your appointment permanent or temporary ? : _____.
(b) If permanent, have you been confirmed in the appointment? : _____.
(c) Number and date of the letter of confirmation and the authority who has issued it : _____.
- (a) Desired course or field of study : _____.
(b) Whether Master's Degree of Ph. D. : _____.
- Particulars of any bonds and /or agreements entered into with the Republic of Sri Lanka or with any Government aided or

sponsored institution, with date of discharge of obligations under them :_____.

12. If you have been abroad earlier on a scholarship, study tour, training etc. state full particulars :_____.
13. Highest examination passed in English/Chinese :_____.
14. Particulars of research and publications if any :_____.
15. Any other particulars :_____.

I hereby certify that the particulars furnished by me in this application are true and accurate, and that I have not suppressed any essential information. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification if the inaccuracy is discovered before selection, and withdrawal of the award, if discovered after selection.

:_____
Signature of applicant.

Date :_____.

16. (When the applicant is an employee of State Institution aided by Government funds)

Certificate of the Head of the Institution

(i) I certify that,

- (a) The training provided under this scholarship is essential/not essential for this institution.
- (b) Details declared by the applicant in cages 8, 9 and 11 of the application were verified by me with the personal record of the officer and are correct*/should be corrected as indicated here.
- (c) The applicant is confirmed in the appointment/* will be confirmed in the appointment on
- (d) The applicant will*/ will not be released to take up this scholarship if selected.
- (e) The applicant will*/ will not be granted leave on full pay/* no pay.

- (ii) Full name of the applicant :_____.
 - (iii) Any other special reasons :_____.
- Name of the Institution :_____.

:_____
Signature of Head of the Institution
with the official frank

(this certificate should be signed by the Head of the Institution)

* Delete words inapplicable.

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MINISTRY OF FINANCE AND PLANNING

Department of Inland Revenue

POST OF ASSESSORS OF INLAND REVENUE

AN Open Competitive Examination for recruitment to the post of Assessors in Class II Grade II of the Sri Lanka Inland Revenue Service will be held in May 2006 in Colombo by the Commissioner General of Examinations and applications conforming to the requirements stated herein are invited from persons of either sex for these posts.

02. Method of Application :

- (a) Application form should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on foolscap paper of size 8 1/2" x 12" using the both sides of the paper. The application forms should be so prepared that Cages 1 to 7(i) appear on the One side of the paper and other cages appear on the nest side of the paper.
- (b) Completed applications should be sent by registered post to reach Commissioner (Organization), Department of Inland Revenue, P. O. Box : 515, Colombo, on or before 15.03.2006. The envelope containing the application should be marked "Open Competitive Examination for the Post of Assessors of Inland Revenue - 2006" on the top left hand corner.
- (c) Applications from those in the State Service and Provincial Public Service should be forwarded through their Heads of Departments and those from employees in Local Government Service and State Corporations, etc., through the Heads of their Institutions, before the due date.
- (d) The application should be prepared in the language in which the candidate intends to sit the examination.
- (e) The applications which differ from the specimen form, or which are not completed in every respect or received after the due date will be rejected without any prior notification. Any complaint that an application has been lost or delayed in the post will not be considered.

03. Applications and Examination Fee :

- (a) An examination fee of Rs. 325 is payable. The fee must be paid by Money Order, obtainable from Post Offices, drawn in favour of "Commissioner General of Inland Revenue" payable at the General Post Office, Colombo 01.
- (b) The Money Order must be attached to the application form. Application forms submitted without Money Orders will be rejected.
- (c) Applications will not be acknowledged. A notice will be published in the Newspapers as soon as admission cards are posted to applicants by the Commissioner of Examinations.

A candidate who does not receive his admission card at least seven days before the day of the examination, should at once notify the Commissioner General of Examinations, Sri Lanka Examinations Department, Organization and Foreign Examinations Branch, Battaramulla, Palawatte, with the following particulars :

- (i) Name of the Examination ;
- (ii) Full name of the applicant ;
- (iii) Address ;
- (iv) Date of posting of the application, Post Office and the Registration Number.

04. Admission to the Examination :

- (a) The Commissioner General of Examination will issue Admission Cards to all persons whose names are given in the list prepared by the Commissioner General of Inland Revenue according to the applications forwarded to him. A candidate presenting himself for the examination must produce his Admission Card to the Supervisor in charge of the Examination Centre. A candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) A candidate must sit for the examination at the examination hall assigned to him. Every candidate should produce the admission card to the Supervisor in charge of the hall, when presenting himself for the examination at that 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 doesn't necessarily mean that he or she has the requisite qualification to sit the examination.

05. Identity of Candidate.—A candidate will be required to prove his identity at the examination hall to the satisfaction of the supervisor in charge for each subject he offers. For this purpose any of the following documents will be accepted.

- (a) An identity card issued by the Commissioner of the Department for Registration of Persons.
- (b) A valid passport issued during three years from the date of the examination.

06. 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 him is found to be false within his knowledge, he will be liable to be dismissed from the Public Service.

07. Terms of Engagement and conditions of Service :

- (a) The post is permanent and liable to contributory pensions scheme. If He/She is already holding a permanent and pensionable post is liable to continue the permanent and pensionable post. Contribution, will have to be made to 'widows' and 'orphans' Pension scheme.

(b) The selected candidates, if not already in the State Service will be appointed on Probation for three years in the first instance. If a permanent and pensionable officer in the State Service is selected, his appointment will be on a probationary/trial period of one year. On confirmation, he will be placed on an appropriate salary scale from the date of appointment to the post in accordance with the provisions of the Establishment Code.

(c) Before qualifying for confirmation as assessor, the Officer will be required to pass.

(i) Within 2 years of appointment a Departmental examination mentioned in Appendix 4 of Sri Lanka Inland Revenue Service Minute ;

(ii) Within 3 years of appointment the prescribed proficiency tests in the official languages.

08. Salary and allowances.—The new consolidated salary scale attached to this post is Rs. 157,500—15x3,780-214,200/- (with two efficiency bars before Rs. 165,060 and Rs. 187,740) (according to the Public Administration Circular No. 09/2004 and dated 27.12.2004)

An Assessor will be required to complete the Second Departmental Examination after 5 years of service in that grade.

09. Medium of Examination.—The examination will be held in all three medium, Sinhala, Tamil and English.

- (a) A candidate shall sit the examination in the language in which he passed the qualifying examination or in an official language ;
- (b) A candidate shall answer all question papers, in one language ;
- (c) A candidate will not be permitted to change the medium.

10. Method of Examination : A written examination on two subjects.

- (i) Comprehension - 2 hour paper
- (ii) Intelligence test - 1 hour paper
- (iii) General Knowledge - 3 hour paper

11. Syllabus :

(a) *Comprehension :*

This question paper is limited to two hours. This paper is designed to test the manner in which the candidate is able to grasp the meaning of a given passage or several passages and to express the meaning of the passage in brief. (100 marks).

(b) *Intelligence Test :*

This Question paper is limited to 1 hour. This is designed to provide an assessment of the candidates power of logical reasoning and analysis and ability to draw inferences.

question paper will be of the multiple choice type. (100 marks).

(c) *General Knowledge :*

This question paper is limited to 3 hours. This paper is designed to test the candidates awareness of his environment including political, social, cultural and economic developments of Sri Lanka, matters of current national and international interest as well as scientific and technological developments. (100 marks).

12. *Qualifications required :*

(i) Every candidate must furnish satisfactory evidence that he/she :

(a) is a citizen of Sri Lanka ;

(b) (i) Is a graduate of a recognized university, who possess a First or a Second Class Degree or is an Attorney-at-Law, or is a Chartered or Incorporated Accountant or Registered Accountant ;

(ii) Graduate with not less than 5 years service in Class III of Inland Revenue Service ;

(c) Is not more than 30 years and not less than 18 years on the date of receiving the applications. (This age limit does not apply to those who are already in the Government service or Provincial Public Service).

(d) Candidates will be required to produce the following documents when called upon to do so :

(a) Birth Certificate ;

(b) Degree or Highest Educational Certificate ;

(c) Two Certificate of Character ;

(d) Certificate of Professional and/or Technical Qualification ;

(e) Certificate of the highest examination passed in Sinhala, Tamil and English.

Note.—No documents or copies of documents other than the Money Order should be attached to the application form.

13. *Method of Selection :*

The selection for appointment will be made on the basis of the aggregate marks scored at the written examination and an interview. Marks allocated for the interview will not exceed 25% of the total marks allocated for the written examination.

14. Reference is invited to General Conditions applicable to appointments to posts in the State service published at the beginning of Part I Section (IIA) of the *Gazette*.

15. The Secretary to the Ministry of Finance and Planning reserves the right to postpone or cancel this examination.

Dr. P. B. JAYASUNDARA,
Secretary,
Ministry of Finance and Planning.

Ministry of Finance and Planning,
The Secretariat,
Colombo 01,
02nd February, 2006.

Specimen Application Form

MINISTRY OF FINANCE AND PLANNING

**Open competitive examination for recruitment of Assessors
in Class II Grade II of the Sri Lanka Inland Revenue Service
— 2006**

Index No.

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(For Office use only)

Medium in which you wish to answer the questions :

Sinhala	S	
Tamil	T	
English	E	

(Mark X relevant letter in the cage)

01. (i) Last name with initials (In block capital letters) :———. : eg. Mr/Mrs/Miss – SILVA A.B.

(ii) Name in full (In Sinhala/Tamil) :———.

02. Full Address to which the admission card should be sent (In block capital letters) :———.

01. (i) Last name with Initials :———.

(ii) Name in full :———.

02. (i) Address :———.

(ii) Address to which admission card should be posted :———.

(Para 1 and 2 above should be in English block capital letters)

03. (i) Date of Birth : Year :——.Month :——.Date :——.

(ii) Age on 15.03.2006 : Years :——.Months :——.Days :——.

04. Are you a citizen of Sri Lanka ? Yes/No

(by descent/registration)

(Delete the words which are not relevant)

05. Sex :

M	
F	

(Mark X in the relevant cage)

06. National Identity Card No. :

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MINISTRY OF FINANCE AND PLANNING

07. (i) Highest Educational Qualifications :

Department of Inland Revenue

POST OF TAX OFFICERS

Degree	Year	Subjects offered	Class Secured	Name of the University/ Institution

AN Open Copetitive Examination for recruitment to the post of Tax Officer in Class III Grade II of the Inland Revenue Service will be held in Colombo in May, 2006 by the Commissioner General of Examinations and applications conforming to the requirements stated herein are invited from persons of either sex for these posts.

(ii) Highest Examination Passed In :

- (a) Sinhala : _____.
(b) Tamil : _____.
(c) English : _____.

02. Method of Application :

08. Details of previous occupations (if relevant) :

Name of Dept./Institution	Post	Period		Annual Salary
		From	To	

09. (a) Are you free from pecuniary embarrassment ? If not, what is the extent of your commitments : _____.
(b) Have you been charged for any criminal offence in Court of Law ? If so, state full particulars : _____.

(a) The application form should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on foolscap paper of size 8 1/2" x 12" using the both sides of the paper. The application forms should be so prepared that Cages 1 to 9 appear on the first side of the paper and cages 10 to 14 appear on the other side of the paper.

(b) Completed applications should be sent by registered post to reach Commissioner (Organization), Department of Inland Revenue, P. O. Box : 515, Colombo, on or before 15.03.2006. The envelope containing the application should be marked "Open Competitive Examination for the Post of Tax Officer - 2006" on the top left hand corner.

10. Details of money order :

No : _____.
Post Office of origin : _____.

(c) Applications from those in the State Service and Provincial Public Service should be forwarded through their Heads of Departments and those from employees in Local Government Service and State Corporations, etc., through the Heads of their Institutions, before the due date.

(d) The application should be prepared in the language in which the candidate intends to sit the examination.

13. I declare that to the best of my knowledge and belief, the information set out herein is true and correct. I am also aware that if the information given herein is found to be false or incorrect, my candidature is liable to be cancelled before or after the examination and if so found after recruitment that I am liable to be discontinued from service.

Signature of the Applicant.

Date : _____.

(e) The applications which differ from the specimen from, or which are not completed in every respect or received after the due date will be rejected without any prior notification. Any complaint that an application has been lost or delayed in the post will not be considered.

14. Certificate of Head of the Department/Institution :

I certify that the applicant Mr./Mrs/Miss..... is presently serving in this Department/Institution. He/She has earned all increments during the last five years and that He/She has not been subject to any form of disciplinary punishment (excluding warning) for any offence.

Signature of Head of Department/
Institution or Authorised Officer.

Name : _____.
Designation : _____.
Date : _____.
Department/Institution : _____.

03. Applications and Examination Fee :

(a) An examination fee of Rs. 250 is payable. The fee must be paid by Money Order, obtainable from Post Offices, drawn in favour of "Commissioner General of Inland Revenue" payable at the General Post Office, Colombo 01.

(b) The Money Order must be attached to the application form. Application forms submitted without Money Orders will be rejected.

(c) Applications will not be acknowledged. A notice will be published in the Newspapers as soon as admission cards are posted to applicants by the Commissioner General of Examinations. A candidate who does not receive his admission

card at least seven days before the day of the examination, should at once notify the Commissioner General of Examinations, Sri Lanka Examinations Department, Organization and Foreign Examinations Branch, Battaramulla, Palawatte, with the following particulars :

- (i) Name of the Examination
- (ii) Full name of the applicant
- (iii) Address
- (iv) Date of posting of the application, Post Office and the Registration Number.

04. *Admission to the Examination :*

- (a) The Commissioner General of Examination will issue admission cards to all persons whose names are given in the list prepared by the Commissioner General of Inland Revenue according to the applications forwarded to him. A candidate presenting himself for the examination must produce his admission card to the Supervisor of the Examination Centre. A candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) A candidate must sit for the examination at the examination hall assigned to him. Every candidate should produce the admission card to the Supervisor in charge of the hall, when presenting himself for the examination at that 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 qualification to sit the examination.

05. *Identification of Candidate.*—A candidate will be required to prove his identity at the examination hall to the satisfaction of the supervisor in charge for each subject he offers. For this purpose any of the following documents will be accepted.

- (a) An identity card issued by the Commissioner of the Department for Registration of Persons.
- (b) A valid passport issued during three years from the date of the examination.

06. *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 him is found to be false within his knowledge, he will be liable to be dismissed from the Public Service.

07. *Terms of Engagement and conditions of Service :*

- (a) The post is permanent and should contribute to the contributory pensions scheme. If he/she is already holding a pensionable post, he/she is further liable to contributory pensions scheme under contributory pensions fund.
- (b) The selected candidates, if not already in the State Service will be appointed on Probation for three years in the first

instance. If a permanent and pensionable officer in the State Service is selected, his appointment will be on a probationary/trial period of one year. On confirmation, he will be placed on an appropriate salary scale from the date of appointment to the post in accordance with the provisions of the Establishment Code.

- (c) Before qualifying for confirmation as Tax Officer, the Officer will be required to pass.

(i) Within 3 years of appointment a prescribed qualifying examination mentioned in Appendix A(2) to the Sri Lanka Inland Revenue service Minute.

(ii) Within 3 years of appointment the prescribed proficiency tests in the official languages.

08. *Salary and allowances.*—The consolidated salary scale attached to this post is Rs. 135,360-4x2,220-14x3,480-Rs. 192,960 (according to the Public Administration Circular No. 09/2004 and dated 27.12.2004).

09. *Language Medium.*—The examination will be held in all three medium, Sinhala, Tamil and English.

- (a) A candidate shall sit the examination in the language medium in which he passed the qualifying examination or in an official language.
- (b) A candidate shall answer all question papers in one language.
- (c) A candidate will not be permitted to change the medium.

10. *Method of Examination.*—A written examination on two subjects.

- (i) Intelligence -1 hour
- (ii) General Questions Paper- 3 hour

11. *Syllabus :*

- (a) *Intelligence :*

A subject centered paper of one hour duration comprising linguistic and non linguistic questions designed to test the Candidate's language and numerical ability, power of logical reasoning, analysis and synthesis ability to draw quick inferences etc. (100 marks).

- (b) *General Question Paper :*

A structural essay type question paper of three hour duration designed to constitute Sri Lanka's economy, government policies, public finance, tax policies as well as its cultural environment and international affairs. (100 marks).

12. *Qualifications required :*

- (i) Every candidate must furnish satisfactory evidence that he/she :

SPECIMEN APPLICATION FORM

*OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO
CLASS III GRADE II TAX OFFICERS FOR THE SRI LANKA
INLAND REVENUE SERVICE – 2006*

Sinhala	S	<input type="text"/>
Tamil	T	
English	E	

(Mark relevant letter in the cage)

(This age limit does not apply to officers already in the Government service or Provincial Government Service).

- (a) Birth Certificate ;
- (b) Degree or Higher Educational Certificate ;
- (c) One Certificate of Character ;
- (d) Certificate of Professional and/or Technical Qualifications ;
- (e) Certificate of the highest examination passed in Sinhala, Tamil and English.

13. *Method of Selection :*

The selection for appointment will be made on the basis of the aggregate marks scored at the written examination and interview. Marks allocated for the interview will not exceed 25% of the total marks allocated for the written examination.

14. Reference is invited to General Conditional applicable to appointments to posts in the State service published at the beginning of Part I Section (IIA) of the *Gazette*.

15. The Secretary to the Ministry of Finance and Planning reserves the right to postpone or cancel this examination.

Dr. P. B. JAYASUNDARA,
Secretary,
Ministry of Finance and Planning.

Ministry of Finance and Planning,
The Secretariat,
Colombo 01,
02nd February, 2006.

05. Sex :	M	
	F	

(Mark X in the relevant cage)

06. Permanent Address :————.

07. District :_____.

[illegible]

09. (i) Highest Educational Qualifications :

<i>Degree/ Examination</i>	<i>Year</i>	<i>Subjects offered</i>	<i>Class Secured</i>	<i>Name of the University/ Institution</i>

10. Details of the previous occupations (if relevant) :

Name of Dept./ Institution	Post	Period		Annual Salary
		From	To	

11.(a) Are you free from pecuniary embarrassment ? If not, what is the extent of your commitments :

(b) Have you been charged for any criminal offence in Court of Law ? If so, state full particulars :_____.

12. Details of money order :

No :_____.

Post Office of origin :_____.

13. I declare that to the best of my knowledge and belief, the information set out herein is true and correct. I am also aware that if the information given herein is found to be false or incorrect, my candidature is liable to be cancelled before or after the examination and if so found after recruitment that I am liable to be discontinued from service.

:_____
Signature of the Applicant.

Date :_____.

14. Certificate of Head of the Department/Institution :

I certify that the applicant Mr./Mrs/Miss..... is presently serving in this Department/Institution. He/She has earned all increments pertaining to him/her during the last five years. He/She has not been subject to any form of disciplinary punishment (excluding warning) for any offence.

:_____
Signature of Head of Department/
Institution or Authorised Officer.

Name :_____
Designation :_____
Date :_____
Department/Institution :_____
Official Seal :_____.

02-578/2

EFFICIENCY BAR EXAMINATION AND SECOND LANGUAGE TEST FOR THE OFFICERS IN SRILANKA ADMINISTRATIVE SERVICE, SRILANKA ACCOUNTANTS' SERVICE, SRI LANKA SCIENTIFIC SERVICE, SRILANKA ENGINEERING SERVICE, SRILANKA POLICE SERVICE AND SRILANKA ARCHITECTURES' SERVICE—2006

EFFICIENCY Bar Examination and the Second Language Test for officers in the above mentioned Services will be held in Colombo in May, 2006.

02. Time Tables will be prepared enabling the candidates to sit for the both Efficiency Bar Examinations at the same time.

03. Syllabus :

<i>Service</i>	<i>Efficiency Bar Examinations</i>	<i>Date and number of the Gazette notification</i>	<i>Appendix relevant to the Syllabus</i>
Sri Lanka Administrative Service	First Efficiency Bar Examination	07.06.1988 509/07	'C'
	Second Efficiency Bar Examination	do.	'D'
	Second Language Test		'E'
Sri Lanka Accountants Service	First Efficiency Bar Examination	27.07.2001 1194/26	'B'
	Second Efficiency Bar Examination	do.	'D'

Officers are allowed to sit for the subjects of the Efficiency Bar Examinations at one sitting or different occasions, if they wish so.

However officers are required to pass the Efficiency Bar Examination within the prescribed period. Action will be taken to conduct Oral Tests for the officers who sit for the Second Language Test at one center.

04. (a) Subjects prescribed for the Efficiency Bar in each Service are as follows :

Sri Lanka Administrative Service

<i>First Efficiency Bar Examination</i>			<i>Second Efficiency Bar Examination</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>	<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
01	Penal Code and Evidence ordinance	3	20	Economics and Social Politics (with Special reference to Sri Lanka)	3
02	Legal Systems and Court Organisation in Sri Lanka	3	21	Systems relating to Development Administration (with special reference to Sri Lanka)	3
03	Constitution of Sri Lanka	3	22	Management and Organization	3
04	Financial Systems	3			
05	Administration	3			
06	Economics	3			
07	Social Science	3			
08	English	3			
	Second Language Test			Officer in other services mentioned in this notification can also apply for the 2nd Language Test, if they wish so	
09	Sinhala (Written)	2			
10	Tamil (Written)	2			
11	English (Written)	2			
12	Sinhala (Oral)				
13	Tamil (Oral)				
14	English (Oral)				

Sri Lanka Accountant Service

<i>First Efficiency Bar Examination</i>			<i>Second Efficiency Bar Examination</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>	<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
30	Government Financial Procedures	3	36	Management Accountancy	3
31	Law and Management	3	37	Public Financial Management	3
32	Administration	3	38	Management and Organisation	3

<i>First Efficiency Bar Examination</i>			<i>Second Efficiency Bar Examination</i>		
<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>	<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
33	Reports writing and presenting information to management	3		Second Language Test Officers who apply for this test, please see under Sri Lanka Administrative Service for subjects and subject numbers.	

Sri Lanka Police Service

<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
80	Administration of Justice Law and Evidence Ordinance	3
81	Penal Code and Police Ordinance Officer who apply for the Second Language – please see under Sri Lanka Administrative Service for subjects and subjects numbers.	3

Sri Lanka Engineering Service, Sri Lanka Architecture's Service and Sri Lanka Scientific Service

<i>Subject No.</i>	<i>Subject</i>	<i>Duration Hours</i>
04	Financial Systems	3
05	Administration	3

04(b)

Names of Examinations

Sri Lanka Administrative Service	First Efficiency Bar Examination	01
Sri Lanka Administrative Service	Second Efficiency Bar Examination	02
Second Language Test		03
Sri Lanka Accountants' Service	First Efficiency Bar Examination	01
Sri Lanka Accountants' Service	Second Efficiency Bar Examination	02
Sri Lanka Scientific Service	First Efficiency Bar Examination	01
Sri Lanka Architectures' Service	First Efficiency Bar Examination	01
Sri Lanka Police Service	First Efficiency Bar Examination	01
Sri Lanka Engineering Service	First Efficiency Bar Examination	01

05. Exemption from the requirement of passing Efficiency Bar Examination :

<i>Sri Lanka Administrative Service</i>	<i>Subject</i>	<i>Qualifications to be exempted</i>
First Efficiency Bar Examination	Law	Being a Barrister of Law, an Advocate or Attorney-at-law in the Supreme Court of Sri Lanka, a Graduate in Law from a University
	Economic/Social Science	Being a graduate in Economics or Social Science (Special)
	English	Passing the English subject in the Training Programme for Cadets conducted by the Sri Lanka Institute of Development Administration

<i>Sri Lanka Administrative Service</i>	<i>Subject</i>	<i>Qualifications to be exempted</i>
Second Efficiency Bar Examination	Management and Organisation	Certificate of Public Administration awarded by Sri Lanka Institute of Development Administration
Second Language Test	Sinhala/Tamil/English	Passing a Test in a sufficient standard

<i>Sri Lanka Accountant Service</i>	<i>Subject</i>	<i>Qualifications to be exempted</i>
Second Efficiency Bar Examination	36 Management Accountancy 37 Public Finance Management 38 Management and Organisation	Diploma in Public Finance Management conducted by Sri Lanka Institute of Development Administration ; or Higher Diploma in Computer Programming conducted by Business Management Institution ; ; or Post-Graduate Diploma in Accountancy, Commerce, Management Public Administration, Business Administration Computer Science/ Master of Arts/PH.D ; or Passing the final examination in one of the following: Institute of Chartered Accountants, Institute of Chartered Management Accountants, Chartered Association of Certified Accountant, British Computer Association Australian Computer Association ; or Any other similar qualification recognized by the Board

6. Arrangements will be made by the Commissioner General of Examination to enable the candidates to answer all the subjects in Sinhala, Tamil or English other than the question papers relating to languages.

7. If any candidate is later found to have sat in a medium in which he is not entitled to sit, his candidature will be cancelled.

8. Application should be prepared according to the annexed form on a paper of A4 size. From number 01 to 05 should be included into the front page. Candidates appearing for both examination Should submit separate applications in respect of each examination.

9. Application should be sent through the respective Head of Department by registered post to reach the following address on or before 24th March, 2006. Application received after the prescribed date will be rejected.

Commissioner General,
Organization and Foreign Examination Branch,
Department of Examinations, Sri Lanka
Pelawatta, Battaramulla.

10. If a candidate does not receive his admission card, he should communicate without delay with the commissioner General of Examinations, (Telegraphic Address "Exams" Battaramulla) informing him that he has not received the admission form and giving following information :

- (1) Name of Examinations :_____.
- (2) Full Name of the candidate :_____.
- (3) Postal Address :_____.
- (4) Post Office, Registration Number and Date of Dispatch :_____.

11. Subsequent correspondence by candidates who fail to comply with the requirements as laid down in paragraph 10 above will not be entertained.

12. The attention of all candidates is invited to Circular No. SE 274 of 29.06.1971 issued by the Commissioner General of Examinations regarding the use of identity cards. It is the responsibility of candidates to prove their identity through any of the following identity card at the Examination Hall :

- (i) National Identity card,
- (ii) Valid Passport,

13. Examination fee will be as follows :

- (a) First sitting (whole examination or part there of) free of charge ;
- (b) Each subsequent sitting -

	<i>Rs. Cent.</i>
Complete examination	115.0
One Subject	75. 0
Oral Test	75.0

The fees should be paid in revenue stamps duly cancelled by the candidate with his signature thereon.

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

Ministry of Public Administration
and Home Affairs,
Independence Square,
Colombo 07,
02nd February, 2006.

Sri Lanka Administrative Service

Appendix "C"

(a) The 1st Efficiency Bar Examination for officers of the Sri Lanka Administrative service will comprise the following subjects:-

- (1) Law ;
- (2) Financial System;
- (3) Administration ;
- (4) (a) Economics ; or
(b) Sociology ;
- (5) English.

Scheme of Examinations

(1) Law

Syllabus ;

- (a) The constitutions of Sri Lanka Candidates will be expected to be familiar with the following in Acts and Orders in Council (including Amendments) :
The Ceylon (Constitution and Independence) Orders in Council 1946 and 1947 (Chapter 379) ;
The Citizenship Act, No. 18 of 1948 (Chapter 349) ;

The Ceylon (Parliamentary Elections) Orders in Council 1846 (381) ;
The Constitution of the Democratic Socialist Republic of Sri Lanka.

- (b) The Legal Systems of Sri Lanka and the Organisation of the courts. Candidates will be expected to be familiar with the Court Ordinance (Chapter 6) and the Court of Appeal Act, No. 44 of 1971.
- (c) The Penal Code and the Evidence Ordinance (Chapters 19 and 14).

Note.—Candidates will be required to obtain a minimum of 33,1/3 percent of the marks in each subject in law and an average of 40 percent for a pass.

(2) Financial Systems

Syllabus :-

- (a) The Financial Regulations of the Government of Sri Lanka part 1 (Except Chapter X) ;
- (b) The Estimates of the Current Year *e.g.*-Their Arrangement the Heads of Revenue ; the Finance and Appropriation Acts.

Note.—A Candidate will be required to obtain 40 percent of the total marks for a pass.

(3) Administration

Syllabus :-

- (a) Office and Field Organization and Methods ;
- (b) The Establishment Code (Chapters I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII).

Note.—A candidate will be required to obtain 40 percent of the total marks for a pass.

(4) (a) Economics

Syllabus :-

- (a) Principles of Economics with special reference to the theories of Value, Production and Distribution;
- (b) Money Banking and Finance of International Trade;
- (c) The Economic Structure of Sri Lanka.

Note.—A candidate will be required to obtain 40 percent of the total marks for a pass.

(4) (b) Sociology

Syllabus :-

- (a) Social Structure, Organisation and Operation ;
- (b) Human Relationship and Groupings ;
- (c) Kinship, Marriage and the Family ;
- (d) Rural and Urban Society ;
- (e) Social Structure and Differentiation's ;
- (f) Social Control ;
- (g) Conceptions of Culture, Religion, Morals and Values.

Note.—Candidates will be required to obtain 40 percent of the total marks for a pass.

(5) English

Syllabus :-

Contents –

- (a) **Grammar.**— The following areas will be tested :

- (1) The Verb Forms all the principal tenses of English *e.g.*— the Present Simple Tense, the Simple Past, the Future, the Present Perfect, etc. ;
- (2) Nouns, Countable, Uncountable ;
- (3) Pronouns ;

- (4) Adjective Degrees of Comparison ;
 - (5) Adverbs of Frequency, Work order phrases and sentences ;
 - (6) Prepositions ;
 - (7) Determiners ;
 - (8) Question Words ;
 - (9) Model Auxiliaries, Can, Could, May, Might, Should, Must, Ought to ;
 - (10) The Definite Article ;
 - (11) Cardinals/Ordinals;
 - (12) The Passive Construction;
 - (13) Relative Clauses;
 - (14) If Clauses;
 - (15) Reported Speech;
 - (16) There is/There are;
 - (17) Have/Has.
- (b) *Vocabulary.*— The vocabulary tested will be that of general modern English with special emphasis on the following fields :
Management, Administration and Social and Economic Development.
- (c) *Reading.*— Ability to- (i) Understand the sense of a passage and the writer's attitude to the subject (ii) Grasp the draft of an argument (iii) Draw Implications from what is written.
- (d) *Writing.*— Ability to write Essays, Departmental Reports, Official Letters, Circulars, Minutes, Memos, fill in forms.
- (e) *Speech.*— Ability to speak fluently in the following situations :-
- (i) Social English, *e.g.*-Greeting, Introductions, Farewells, Requests, Conveying Information.
 - (ii) Speaking over the telephone.
 - (iii) Interview skills, Questioning and Answering Orally.
 - (iv) Meetings, makings speeches, proposing a Vote of Thanks.
- (f) *Listening.*— Listening to speeches, lectures, dialogues and conversations and the ability to understand and respond to what is said.

SCHEME OF EXAMINATION

1. *Written Examination* :— There will be one paper of 3 hours duration.
2. *Oral Examination* :— The Oral Examination will consist of 2 parts.

The candidate will be expected to perform these tasks :

- (a) Carry on a conversation ;
- (b) Describe a picture ;
- (c) Read aloud from a passage ;
- (d) Listen to and write down a passage of dictation of about 80 words.

Note.—A candidate will be required to obtain minimum 40 percent of the total marks for a pass.

Appendix "D"

Sri Lanka Administrative Service

- (a) The Second Efficiency Bar Examination for officers of the Sri Lanka Administrative Service will comprise the following subjects:
- (1) Economics and Social Policy (with special reference to Sri Lanka);
 - (2) The Process for Development Administration (with special reference to Sri Lanka) ;
 - (3) Management and Organisation.

Syllabus

(1) Economics and Social Policy (with special reference to Sri Lanka) :

The questions in this subject will be designed to test candidates knowledge of the factors that affect and influence the process of formulation of economic and social policy in Sri Lanka. Candidates are expected to be aware of the principles of Applied Economics and Applied Sociology as well as of the recent, Economic, Social and Political History of Sri Lanka.

Note.—A candidate will be required to obtain minimum 40 percent of the total marks for a pass.

(2) The Process of Development Administration (with special reference to Sri Lanka) :

Candidates will be expected to have a wide grasp of the Institutions of Development Administration their working and the interrelationship which exist amongst them with special reference to :

- (a) The Machinery of Government in Sri Lanka;
- (b) The constitutional background of the machinery of Government of Sri Lanka ;
- (c) Local Government ;
- (d) People's Organisations ;
- (e) Organisation of Public Enterprises.

Note.—A candidate will be required to obtain minimum 40 percent of the total marks for a pass.

(3) Management and Organisation

The question in this subject will be designed to :

- (a) Assess the candidates grasp of the principles of management and organization;
- (b) The application of these principles to problems and issues in the Public Sector;
- (c) His familiarity with the modern tools and techniques of management.

Note.—A candidate will be required to obtain minimum 40 percent of the total marks for a pass.

Appendix "B"

Sri Lanka Accountant's Service

First Efficiency Bar Examination :

(a) The First Efficiency Bar Examination will comprise of 4 papers for 3 hours each in the following subjects :

- (1) Government Financial Procedure ;
- (2) Law and Management ;
- (3) Administration ;
- (4) Report Writing and Presenting Information to Management.

(b) Officers may take up the subject of the First Efficiency Bar Examination on one and the same occasion or on separate occasions if they so desire.

(c) Candidates will be required to obtain 40 percent in each paper for a pass.

Syllabus :-

(1) **Government Financial Procedures.**— Candidates will be tested on the application of the Government Financial Regulations and Treasury Circulars in respect to government transaction, financial regulations/procedures as they relate to revenue, expenditure, foreign aid, annual and supplementary estimate, public debt, procurements, tenders imprests and advances, financial sanctions, the accounts of the island, functional and economic classification, programme and performance budget, functions of the Minister of Finance the General Treasury the Planning Ministry, the Secretaries, the Auditor-General and the Public Accounts Committee.

(2) Law and Management

Law :

Definition of Law,
Legal systems in Sri Lanka,
Court system in Sri Lanka,
Law of Contracts,
Law of Agency,
Sale of Goods,
Hire purchase,
Negotiable instruments,
Guarantee,
Insurance,

Management :

Introduction to management,
Functions and skills of managers,
Planning process and setting organizational levels,
Organizations structure,
Management of human resources,
Performance evaluation,
Promotion,
Motivation,
Leadership,
Communication,
Decision making,
Problem solving,
Management of change,
Managing conflicts,
Managing time,
Quality circles and productivity,
Management ethics and responsibility,

03. **Administration.** - Candidates will be tested on provisions in the Establishment Code Part I and part II.

04. *Report Writing and Presenting Information to Management :*

Importance of timeliness, accuracy, completeness and relevance in relation to management information,
Dealing with reference materials,
Periodic and ad-hoc reports,
Writing minutes and reports of meetings,
Structure of Management reports,
Significant results to be highlighted,
Interpretation of results,
Suggestions to variations,
Use of statistical methods in analyzing data,
Performance comparison,
Use of ratios, percentages in management reports,
Diagrammatic representations,
Listening to professional talks and lectures,
Reporting lectures in speech,
Panel discussions,
Seminar skills,
Delivering a speech.

Appendix "D"

(b) The 2nd Efficiency bar Examination for officers of the Sri Lanka Accountant's Service will comprise the following subjects :-

- (1) Management Accounting
- (2) Public Finance Management
- (3) Management and Organization

Officers may take up the subjects of the 2nd Efficiency bar examination on one and the same occasion or on separate occasions as they so desire. A candidate will be required to obtain minimum of 40 percent of the marks for a pass.

SCHEME OF EXAMINATION

(1) **Management Accounting** - A paper of 3 hour duration.

Syllabus :-Control theory in accounting feed back, open and closed loop systems. Types of standard costs ideal basic and correct.

Principles and practice of setting performance standards and value standards revision of standard, consideration of the learning curve and motivation. The analysis significance presentation and investigation of variances and sub-variances, behavioral aspects of control accounting. The budgeting concept, the administration of budgetary control, the budget manual, fixed and flexible budgets, master and subsidiary budgets, budget centers, management participation in budget preparation, involvement and motivation, The Budget period and identification of the principal budget factor.

(2) **Public Financial Management** :- A paper of 3 hours duration. Selection of question will not be allowed.

Role of Government Accountant.—Constitutional and legal framework of public finance, Institutional framework, Central Government, Government Corporation, Local Authorities, Co-operative Movement etc.

Parliamentary Control Functions of Treasury, Planning Ministry, Estimates Committee, Auditor-General, Public Account Committee, Consolidated Fund, Problems of Parliamentary Control.

The Financial Cycle, Planning, Programming Budgeting, Funding Authorization, Accounting, Reporting, Evaluation and Audit.

Project appraisal, application of shadow prices and statistical data, determination of pay off metric and expected value, cost benefit analysis, discounted cash flow, internal rate of return, ranking of project, economic financial and managerial aspects of projects formulation and appraisal, effective project presentation.

Programming Techniques, application of network - analysis assignment of resources, transportation, problem, replacement of assets that degenerate with use or passage of time and those which do not but which fall after certain amount of use of time.

Performance budget installation of basic methods, measurement of performance, kind of measure, selecting unit and rooms, systems of measurement and performance analysis.

Performance budget, programme structure, Classification by functions, programmes activities projects and objects of expenditure.

Financial controls Accountability, Internal control and Financial Regulation, Internal Audit, Efficiency Audit, Management Audit. Pricing in Public Enterprises.

Financial control of Government, Commercial Enterprises, budgeting management, reporting interpretation of account, the use of financial ratios.

Design and content of accounts and reports of Government and Public undertakings.

Note.—A Candidate will be required to obtain minimum of 40 percent of the total marks for a pass.

(3) **Management and Organization** :- A paper of 3 hours duration.

The questions in this subject will be designed to assess the candidate's grasp of the principles of management and organization.

Appendix "E"

Sinhala

The Test in Sinhala will consist of a Written and on oral part.

The written paper will be of two hours duration and will contain question on :

- (i) Grammer,
- (ii) Translation into English of petitions or reports from Headmen or Grama Seva Niladharis written in different running hands.
- (iii) Translation into Sinhala from an Official paper of document in English.

The Oral Test will consist of the following :

- (i) Dictation of Official material from English in to Sinhala so that the passage can be understood and taken down or written by a Sinhalese,
- (ii) Reading of a petition in Sinhala,
- (iii) *Conversation and Interpretation* :- The purpose of the test will be assess the candidates' power of understanding Sinhala of different classes and of making himself understood both in common converstation and in the usual course of official business.

A candidate is required to obtain 40% marks for each section of the written and oral subject for a pass.

Tamil

The Test in Tamil will consist of a Written and an Oral part.

The Written paper which will be of two hours duration and will contain questions on :

- (i) Grammer
- (ii) Translation into English of petitions or reports from Headmen or Grama Seva Niladharis written in different running hands.
- (iii) Translation into Tamil from an Official paper or document in English.

The Oral Test will consist of the following.

- (i) Dictation of Official material from English in to Tamil so that the passage can be understood and taken down or written by a Tamil.
- (ii) Reading of a Tamil petition.
- (iii) *Conversation and Interpretation* :- The purpose of the test will be to assess the candidates' power of understanding Tamil of different classes and of making himself understood both in common conversation and in the usual course of official business.

Note.—A Candidate is required to obtain 40% marks for each section of written and oral subject for a pass.

English

A prototype of the question paper is furnished below for the information of candidates :-

Part A

(a) Fill in the blanks with the correct form of the verb given within brackets :-

During the last war our country 1 (be) a British Colony.....2 (take) a full part in the war effort. Consequently our tea, rubber and coconut 3 (ship) to Britain at very favourable prices and the foreign exchange we 4 (earn) 5 (accumulate) as assets. Again during the Korean war in the early fifties our products 6 (fetch) good prices and we 7 (not have) any exchange problem. However, political independence 8 (not given rise) to any effort to 9 (build up) our economy we 10 (be) a nation of consumers goods which 11 (squander) our foreign exchange on consumer goods which 12 (can produce) locally and incidentally diversified our economy. Over the last decade we 13 (begin) to feel the pinch when our primary products 14 (fail) to command good prices in the world market while our requirements of food both rice and subsidiary food stuffs 15 (rise) in price.

(b) Fill in the blanks with the correct preposition (where necessary)

As Assistant Secretary 16 charge 17 subjects, it was my duty to convene groups of officers dealing 18 different aspects of development work in the Ministry 19 time to time. They discussed 20 various problems that they confronted and which they could not cope 21 on their own. We were thus able to share our experience 22 each other and make concrete proposals 23 the Secretary every month. He in turn put 24 his own plans for discussion 25 these meetings.

(c) Underline the correct letters given within brackets that would complete the spelling of the following words :-

26. har ment (rass/as/ass)
27. ember (rass/as/ass)
28. tol (arreance/erance/erence)
29. Par arian (liament/limen/liment)
30. bal ing (let/lat/lot)
31. itin (erary/arary/erarie)
32. Pers (everance/everence/ewerence)
33. bour (geoise/joursie/juwarsy)
34. prolet (ariet/ariat/eriyat)
35. com ate (memorr/emor/memor).

(c) In each of the following statements underline the correct word within brackets :-

36. The inventory was checked by the Board of (Surveillance/Survey/Surveyors)
37. At the enquiry I had to be satisfied that the accused officer has (contradicted/contravened/contaminated) the regulations.
38. Every receipt should have a (counterfoil/counterfeit/counterpane) for the purpose of audit.
39. There was a possibility that the prosecution had (fabricated/fumigated/promulgate) the evidence.
40. (Discrete/Discretionary/Discriminatory) power was given to the Head of the Department under the relevant Act.
41. The Police Party had (laid/lie/lain) in ambush until the bribe taker arrived.
42. The entire staff turned upon (facilitate/infiltrate/felicitate) the watcher on his retirement.
43. In times of national crisis we must avoid (luxuriant/luxurious) habits.
44. Martial music was played over the radio during height of the battle to keep up the (moral/morale/morals) of the people.
45. Candidates are advised to use (Stationary/Stationery) sparingly owing to the acute paper shortage.

(d) Underline the correct phrase in the brackets that means the same as the word or phrase underlined in each sentence.

46. In good Management the boss should, support his staff in their work (back out/back up/back away).
47. The sales and replacement of stock amounted to over Rs. 5,000 (turn out/turn up/turn away).
48. We were warned at the start not to let out work get into arrears (set out/out set).
49. The younger son wasted his father's wealth in a few years (ran over/ran through).
50. I wanted to see the film, but the queue deterred me from going (put away/put off).

Part B

Read the following passage carefully and then answer the questions set out below :-

Most modern political ideals such, for example, as justice, liberty, constitutional government, and respect for the law or at least the definitions of them, began with the reflection of Greek thinkers upon the institutions of City State. But in the long history of political thought the meaning of such terms has been variously modified and always that meaning has to be understood in the light of the institutions by which the indicates were to be realized and of the society in which those institutions did their work. The Greek City States was so different from the political communities in which modern men live, that it requires no small effort of the imagination to picture its social and political life. The Greek Philosophers were thinking of political practices far different from any that have prevailed commonly in modern word, and the whole climate of opinion in which the work was done was different. Their problems though not without their analogies in the preset, were never identical with modern problems and the ethical apparatus by which political life was evaluated and criticized varied widely from any that now prevails. In order to understand at all accurately what their theories meant it necessary first to realize at least roughly what kind of institutions they had in view and what citizenship connected as an effect and as an ideal, to the public for whom they wrote. For this purpose, the Government of Athens is especially important, partly because it is the best known, but chiefly because it was an object of special concern to the greatest of Greek Philosophers.

As compared with modern states the ancient City-State was exceedingly small both in area and in population. The numbers were exceedingly uncertain but, a figure somewhat in excess of three hundred thousand would be approximately correct. Such an arrangement of a small territory denominated by a single City was typical of the City State.

In each of the following cases, choose the alternative which in your opinion supports the views expressed in the above passage. Place a tick (right mark) against the correct answer.-

51. Athens is significant for the students of Greek political thought mainly because :-

- (a) it was the most powerful of the Greek City-States ;
- (b) its ideals had been carefully studied by the Greeks themselves ;
- (c) it had the most ideal form of Government ;
- (d) it is the best known of the Greek City-States.

52. Greek political thought was concerned with problems :-

- (a) entirely unrelated to.
- (b) identical with.
- (c) different from analogous but to.

53. The moral and religious basis of Greek political idea is :-

- (a) very similar to modern moral and religious ideas ;
- (b) unknown ;
- (c) very different from modern moral and religious ideas.

54. It is :-

- (a) easy,
 - (b) not at all easy,
 - (c) impossible,
- for a modern man to imagine what life was like in a Greek City-State.

55. In comparison with the ancient Greek City States are :-

- (a) very large,
- (b) very small,
- (c) about the same size.

56. The population of an ancient Greek City States was :-

- (a) much less than 300,000,
- (b) over 3 million,
- (c) Just over 300,000.

57. The City-State of Athens comprises :-

- (a) a small territory governed by a singly city,
- (b) a large territory governed by a number of cities,
- (c) a small territory with village councils,
- (d) a large territory with a decentralised administration.

58. At different times in the history of the world people :-

- (a) have thought in basically the same way,
- (b) have thought in different ways,
- (c) have contradicted the views of people of the previous generation.

59. Details of political theory are derived from Greek Political thought :-

- (a) because the Greek City States was very similar to modern states,
- (b) in spite of Greek City State being very different from modern States,
- (c) because modern political theorists are students of Greek Philosophy.

60. The meaning of political ideal at a particular moment in European History since the time of the Greeks can be defined only be :-

- (a) relating it to its context,
- (b) tracing it back to its original meaning among the Greeks,
- (c) investigating the meaning of the Greek word for it,
- (d) taking into account only those features in it which have persisted throughout its history.

61. Write sentences using each of the following words so as to bring out its meaning clearly :-

Arbitration, emoluments, etiquette, consolidate, hypothetical, retrospective, exigencies, evaluate, review, empower.

Either

62. Write a letter to the Head of an Educational Institute in an English speaking country, setting out the following information in an orderly manner :-

- (i) The equivalence of our examination certificate to the certificate specified in this letter cannot be determined as the examining authorities in Sri Lanka have not been consulted by the institution concerned in that country.
- (ii) The G. C. E. (Ordinary Level) Credit Pass has been officially equated with an Ordinary Pass in London G. C. E. (Ordinary Level),
- (iii) The receipt of the letter sent to the Commissioner of Examinations is acknowledged.
- (iv) Any further information in this matter may be obtained from the Embassy of the Republic of Sri Lanka in that country.

63. Write a memorandum to the Secretary, Bureau of Standards marking out a case for the adoption of the 24 hour clock in this country stating the advantages of such a measure.

SPECIMEN APPLICATION FORM

Official Use Only

DEPARTMENT OF EXAMINATIONS – SRI LANKA

EFFICIENCY BAR EXAMINATION AND SECOND LANGUAGE EXAMINATION FOR OFFICERS OF THE SRI LANKA ADMINISTRATIVE SERVICE, SRILANKA ACCOUNTANTS' SERVICE, SRILANKA SCIENTIFIC SERVICE, SRILANKA ENGINEERING SERVICE, SRI LANKA POLICE SERVICE AND SRI LANKA ARCHITECTURE'S SERVICE-2006

Requested Examination City :- Colombo

(Please mark “✓” in the relevant Box)

(To be forwarded through the Head of the Department to the Commissioner General of Examinations, by registered Post)

(The envelope should bear the name of the examination on the top left-hand corner.)

01. (a) Last name with Initials :———. (in block letters)

(b) Names denoted by Initials :———. (in block letters)

02. Postal Address (for dispatch of admission card) :———. (in block letters)

03. Name of the Examination :———.
Note .- vide 4B before completing this.

04. The Language Medium in which Officer will sit the Examination :———.

05. (i) The Service to which the Officer belongs :———.

(ii) Date of appointment to that service :———. Date Month Year

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06. Subject offer (to be clearly stated) with the subject number as indicated in the first paragraph of the notification.

- (i)Subject No.
- (ii)Subject No.
- (iii)Subject No.
- (iv)Subject No.
- (v)Subject No.
- (vi)Subject No.
- (vii)Subject No.

07. Date of Birth :

Date :———. Month :———. Year :———.

08. Designation :———.

Name of Department :———.

09. If the Officer is in Administrative Service, the date on which he was appointed to such service :———.

10. If the Officer is not in the Administrative Service to which service he belongs :———.

11. If the Officer is in the Administrative Service the examination for which he is applying :———. (Delete whichever is inapplicable)

- (a) First Efficiency Bar Examination (A)
- (b) Second Efficiency Bar Examination (B)
- (c) Second Language Examination (C)

12. If the Officer is not in the Administrative Service the examination for which he is applying :— (Delete whichever is inapplicable)

13. State whether you have sat this examination previously in whole or in part :
If so state subject and give year and month :———.

Examination	Subject	Year	Month

I, declare that the above particulars are correct and that I am entitled to sit this examination in the language medium indicated at Para. 04 above.

I, also declare that the stamps affixed to this application are valid and unused before cancellation by me.

14. Fees paid Rs. :



Date :_____.

_____.
Signature of Candidate.

Commissioner General of Examinations,
Forwarded –

I certify that the above mentioned candidate Mr./Mrs./Miss.....who is eligible to sit for the examination in the requested medium as indicated in the para. 04.

I attest the candidate's signature.

_____.
Signature of Head of the Department and
Designation.

Date :_____.

02-570

No. R/1/2/2004

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE SRI LANKA ADMINISTRATIVE SERVICE –
CLASS II GRADE II – 2004**

IN the notice “Secretary” means the Secretary of the Ministry of Public Administration and “Service” means the “Sri Lanka Administrative Service”.

01. *Date of Examination.* - The Examination will be held in Colombo by the Commissioner General of Examinations in May 2006. The Secretary reserves the right to postpone or cancel this examination subject to instructions given by the Public Service Commission.

02. Number of persons to be appointed and effective date of appointment will be determined by the Secretary subject to the instructions of the Public Service Commission who reserves the right to refrain from filling any or all the vacancies.

03. *Conditions of Service.* - A selected candidate will be appointed to Class II Grade II of the Service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the Minute on the Service dated 27th May, 1988 published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 509/7 of 07th June, 1988 and subject to any amendments made or to be made hereafter to the Minute.

04. *Structure and Annual Salary Scales :*

Class I – Rs. 276,540 – 10 x 11,880 – Rs. 395,340

Class II/I – Rs. 214,980 – 2 x 7,740 - 5 x 8,580 – Rs. 273,360

Class II/II – Rs. 157,500 – 15 x 3,780 – Rs. 214,200

(1st efficiency Bar before Rs. 168,840 and 2nd efficiency Bar before Rs. 180,180)

05. *Eligibility.* - Subject to the provisions in the Notes at the end of this paragraph, a person will be eligible to sit the Limited Competitive Examination, if he either-

- (a) (i) is a confirmed public officer in the following services/grades ; and
(ii) has not less than 10years' continuous permanent service in any one or more of such services/grades ; or
- (b) (i) is a confirmed public officer with 5 years' service in the following services/grades, and
(ii) has obtained a Degree of a recognized University or has passed any professional examination deemed by the Secretary to be of at least equivalent standard.

Note :- The examination or examinations required for the qualification should be successfully completed and the relevant certificate should be obtained on or before 31.12.2004.

Services or Grades :-

- (a) An officer in any of the following Combined Services under the control of the Director General of Combined Services :-
Officers in Public Management Assistant Service, Translators ; Librarian
- (b) An officer in any of the following clerical Services :-
Postal ; Railway ; Parliamentary ; Schools ; Government Press ; Former P. W. D.; Health.
- (c) An officer in any of the following Departmental Grades or who had been in such a grade and subsequently absorbed to a Similar Grade in the Provincial Public Service.

<i>Department/ Ministry</i>	<i>Grade</i>
All Ministries	Public Relations Officer
Ministry of Youth Affairs and Sports	Sports Officer, District Sports Officer
Ministry of Finance	Statistical Survey Officer, Statistical Assistant, Project Officer
Ministry of Policy Planning and Implementation	Statistical Survey Officer, Statistical Assistant, Divisional Development Officer, Plan Implementation Officer
Education	Hostel Superintendent
Educational Publications	Proof Reader
Immigration and Emigration	Senior Authorized Officer, Authorized Officer
Ayurvedic	Hospital Secretary
Food	Food Control Inspector (Former Food and Price Control Inspector) Preventive Officer (Charmers' Granaries), Grain Surveyor Wharf Clerk, Graduate Assistant (Female)
Land Commissioner's	Field Instructor (Former Land Development Overseers), Kachcheri Surveyor, Colonisation Officer, Supervisor L. D. O.
Ministry of Public Administration and Home Affairs	Grama Niladari, Development Coordinators
Labour	Labour Officer, Human Resource Development Officer, Field Officer
Small Industries	Industrial Assistant, Management Assistant
Buildings	Progress Assistant
Agrarian Services	Divisional Officer

<i>Department/Ministry</i>	<i>Grade</i>
Rural Development	Rural Development Officer, Senior Supervisor Rural Development, Senior Rural Development Assistant, Rural Development Assistant
Water Supply and Drainage	Progress Assistant
National Museum	Curator
National Housing	Graduate Assistant
Railway	Time Keeping Clerk, Recovery and Reconciliation Assistant
Inland Revenue	Librarian
Fisheries	Fisheries Assistant
Legal Draftsman	Translator, Publication Assistant
Probation and Child Care Services	Head Master, Head Mistress, Probation Officer, Warden, House Master, House Mistress
Local Government	Superintendent of village Works (Technical Officers II A), Investigation Officer, Community Development Officer
Postal	Officers Who are in Combined Postal Services of T. 3. 5. 1 and T. 3. 4 salary scale combined postal services in B 1
Information	Press Officer, Statistical and Research Officer, Information Officer
General Treasury	Investigation Officer
Highways	Progress Assistant
Price Control	Inspector of Weights and Measures, Price Control Inspector (former Food and Price Control Inspector)
Motor Traffic	Examiner of Motor Vehicles
Rubber Control	Inspector
Official Languages	Research Assistant, Translator
Government Press	Proof Reader, Government Press Clerical Service
Government Supplies	Wharf Clerk
Irrigation	Personnel Officer (Labour) Planning Assistant
Sri Lanka Air Force	Superintendent Civilian Establishment
Supreme Court	Stenographer
Social Services	Superintendent of State Home for the Aged and Infirm, Social Services Officer
Co-operative Development	Lecturer, School of Co-operatives, Polgolla, and Inspector of Co-operative Societies

<i>Department/ Ministry</i>	<i>Grade</i>
Health	Secretary, Colombo Group of Hospitals, Hospital Secretary
Hospital	Diet Stewardess, Hospital Ward Clerk, Planning and Programming Assistant, Statistical Investigators, Labour Relations Officer, Store Keeper
Census and Statistics	Statistical Investigator
Ministry of Cultural Affairs	Cultural Officers, Assistant Archivist, Record Investigation Officer, Archival Research Assistant, Record Indexing Officer, Archival Officer (Indexing)
Textile Industry	Management Assistant
Agriculture Department	Economic Assistant, Statistical Assistant, Graduate Assistant
Export Agriculture Department (Former Minor Export Corps)	Development Assistant
Ministry of Industrial Development	Industrial Inspector
Department of Internal Trade	Assistant Commissioner Internal Trade and Inspector Internal Trade Grade I
Ministry of Housing Construction and Public Utility	Authorized Officer Implementation of House Rent Act.

(d) An officer who has obtained above basic qualifications in any of the following Services of the Provincial Public Service :-

Clerical, Stenographers, Typists, Shroffs, Book-Keepers, Translators, Store-Keepers.

(e) An officer who has obtained above basic qualifications holding any of the following posts of the Provincial Public Service :-

Revenue Inspector, Labour and Welfare Officer, Weights and Measures Inspector, Relief Officer, Staff Assistant, Secretary – Charity Commissioner's Department Colombo Municipal Council, Proof Reader, Management Service Officer, Local Government Officer.

Note :- (i) No officer will be eligible to sit the examination unless he has had a satisfactory record of service during the 5 years preceding 31.12.2004.

(ii) A Candidate will be deemed to have had a satisfactory service if he has –

(a) earned all his increments on the due dates during the period ; and

(b) not been subject to any punishment (excluding warning) for an offence committed during the period (failure to earn an increment solely on account of inability to obtain a pass in a service or departmental examination will not render an officer ineligible).

(iii) An officer under interdiction as on the closing date of applications is not eligible.

(iv) No person shall sit the Limited Competitive Examination and the Open Competitive Examination for recruitment to the Sri Lanka Administrative Service for more than seven occasions altogether.

06. *Examination Fee* – The fee for the examination will be Rs. 300.00 which should be paid before the closing date of applications at Divisional Secretariat to be credited to Revenue, Head 4000-20-03-20-13, receipt of The Divisional Secretariat receipt should be attached to Relevant Cage of the application form. The fee is not refundable or not changeable.

07. *Method of Application.*-

- (a) The application should be on the specimen appended to this notification and should be filled by candidate himself on 8 1/2" x 12" (A4) paper using both sides of the paper.
- (b) The application should be filled in the language in which the candidate is eligible to sit the examination.
- (c) The completed application for the examination must be sent by the registered post to the Head of Department to reach the Commissioner General of Examination, Department of Examination, Organization & Foreign Examination Branch Pelawatta, Battaramulla on or before 17.03.2006. The top left corner of the envelope containing the application should bear clearly the words "Limited Competitive Examination for Recruitment to the Sri Lanka Administrative Service". No application received after that date would be accepted.
- (d) All applications which are not completed in every respect will be rejected. No allegation that an application has been lost or delayed in the post will be accepted.
- (e) Applications will not be acknowledged. A notice will be published in the Newspapers as soon as Admission Cards are issued to applicants. Candidates are advised to be on the look out for such a notice. A candidate who does not receive his Admission Card at least seven days before the day of examination, should at once notify the Commissioner General of Examinations, Department of Examination, Pelawatta, Battaramulla.

(Telegraphic Address "Exams" Battaramulla.) with the following particulars :-

- (a) Name of the Examination ;
- (b) Full Name of the Candidate ;
- (c) Address ;
- (d) Date of Posting of the Application, Registration number and Post Office ;
- (e) Number and date of the receipt.

(8) *Admission to the Examination* -

- (a) The Commissioner of General Examinations will issue Admission Cards to all persons whose applications have been received. A candidate presenting himself for the examination must produce his admission Card to the supervisor of the Examination Centre. A candidate who fails to produce his Admission Card will not be permitted to sit the Examination.
- (b) A candidate must sit the Examination at the Index number assigned to him. Every candidate presenting himself for the examination must produce his Admission Card to the Supervisor in the first day of the Examination. A set of rules to be observed by all candidates is published in this Gazette.

Note. - The issu of an Admission card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit the examination.

09. *Identification of Candidate.* - 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) A valid Passport ;
- (b) National Identity Card issued by the Department of Registration of Persons.

10. *Penalty for Furnishing False Information* - If any candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false or if he/she has willfully suppressed any material fact he/she will be liable for dismissal from the public service.

11. A matter not provided for in this notification will be dealt with as determined by the Secretary, subject to the instructions given by the Public Service Commission.

12. *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 Languages in which he passed the qualifying examination/ interview for entry into the Public Service or in an Official Language.

Note :- (1) A candidate should sit all the papers of the examination in one and the same Language.

(2) A candidate will not be permitted to change the Language of examination mentioned in his application.

13. *Method of Testing* -

(a) An examination consisting of written papers in the following subjects.

Aptitude	- 100 marks	- 1 hour paper
Comprehension	- 100 marks	- 1 1/2 hour paper
Case Study	- 100 marks	- 2 hour paper

(b) Interview.- This interview will be held in examining the eligibility, educational certificates and the physical fitness of the candidates. No marks shall be awarded for the purpose stated above. Only, a number corresponding to the exact number of vacancies will be called for the interviews, in order of merit at the written examination.

14. *Method of Selection for appointment*.- The selection for appointment will be made from those who have scored the highest marks in the written papers.

15. *Syllabus*.-

- (a) Aptitude - A paper designed to provide as assessment of the candidate's power of logical reasoning and ability to draw sound inferences from information presented in non-verbal context.
- (b) Comprehension - The candidate will be given a set of passages. In the Case of some of the passages, the candidate will be presented with a set of alternative statements, one of which fits the content of the passage best. He would be required to pick the most appropriate statement. In the case of other passages, questions will be set to test the manner in which the candidate is liable to grasp the meaning of the passages.
- (c) Case Study.- A paper designed to test the candidate's power of constructive thinking and problems solving ability. The candidate will be presented with one or more situations posing a problem or problems to which solutions are required.

Subject to the covering approval of Public Service Commission.

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

Ministry of Public Administration and Home Affairs,
Torrington Square,
Colombo - 07,
27th January, 2006.

Specimen form of Application

**LIMITED COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE SRI LANKA
ADMINISTRATIVE SERVICE CLASS II GRADE II - 2004**

(for office use only)

Medium of Exam
Sinhala - S, Tamil - T, English - E (right the applicable letter in the cage)

1. (i) Last name with initials (Mr./Mrs./Miss) : _____.
(in English Block Capital)

(ii) Names denoted by initials : _____.
(in Block Capital)

(iii) National Identity Card No.

Note : The candidates who are not having a proper identity card or who are having unclear identity card are required to bring a suitable new authorized identity at the examination.

2. (i) Official Address (any change of address should be communicated at once) : _____.
(in Block Capital)

(ii) Private address : _____.

3. (i) Sex

☐

Male – M, Female – F (right the applicable letter in the cage)

(ii) Nationality :——.

4. State the medium of the examination or oral test through which you became eligible to enter the service/grade :——.

5. (i) Your service with grade referred to in Para. 5 of the Gazette Notification with Class, Grade or Segment (if any). If you have served in more than one eligible Service/Grade should be mentioned with dates :——.

- (a) Present post :——.
Service (Public Service/Provincial Public Service) :——.
Grade :——.
Class/Segment :——.
Date of Appointment :——.
Date of Confirmation of the Post :——.
Effective date of the degree :——.

(b) Other services (if any) you claim eligibility.

Name of Service/ Grade	Date of Appointment	Date of Confirmation	Period of service From To
(1)			
(2)			
(3)			
(4)			
(5)			

(II) Total period of permanent and continuous service as at 31.12.2001 in the Services/Grades referred to in Para. (5) of the *Gazette Notifications* :——.

6.(I) The years in which you have sat the Limited Competitive Examination for recruitment to the Sri Lanka Administrative Service :——.

- (i) ——— (iv) ———
(ii) ——— (v) ———
(iii) ——— (vi) ———

(II) The years in which you have sat the Open Competitive Examination for Recruitment to the Sri Lanka Administrative Service :——.

(i) ———

(ii) ———

(iii) ———

7. Paste cash receipt securely :——.

8. Certificate by candidate :

I declare that during the five years preceding 31.12.2004. I have earned all increments (excluding those conditional to passing service or Departmental Examinations) and that I have not been subject to any form of disciplinary punishment (excluding warning) for any offence committed during those five years.

I declare that I am eligible to sit this Limited Competitive Examination and that to the best of my knowledge and belief the information given in this is true and that I have affixed the receipt No. dated being payment of the examination.

I also agree to be bound by the rules governing examinations and any decision that may be taken to cancel my candidature prior or during or after the examination if it is found that I am ineligible according to the regulations of this examination.

_____,
Signature of Candidate.

Date :——.

9. The Certificate of the Head of the Department.

It is hereby certified that Mr./Mrs./Miss who is submitting this application has earned all salary increments during the period of 5 years prior to 31.12.2004. (except the increments which require passing of service or department tests), he/she not subjected to any disciplinary punishment (except warnings), the particulars furnished in this application have been found correct accordingly to available reports, he/she is eligible to fit for this examination as per regulation stipulated in this *Gazette Notification* and that he/she signed this application before me.

_____,
Signature of the Head of Department
Authorized Officer.

Name :——.
Designation :——.
Date :——.
(Official stamp)

02-459