

## Examinations, Results of Examinations, &c.

### MINISTRY OF EDUCATION

#### Open Competitive Examination for Recruitment to Class III (General Cadre/Special Cadre) of the Sri Lanka Educational Administrative Service - 2005

THE Commissioner General of Examinations, on behalf of this Ministry will hold an Open Competitive Examination in Colombo to fill the vacancies in Class III of Sri Lanka Educational Administrative Service existing under the Ministry of Education. Applications are entertained for this examination in accordance with the provisions in this notification. Based on the results of this Open Competitive Examination the Public Service Commission will make appointments to fill the vacancies, not exceeding 25% of the vacancies in Class III of the Service.

02. The term "P. S. C." in this Notification shall mean the Public Service Commission. The term "Secretary" shall mean the Secretary of the Ministry of Education. "Service" shall mean Sri Lanka Educational Administrative Service. The term 'Service Minute' shall mean the Service Minute of Sri Lanka Educational Administrative Service.

03. *Examination Syllabus.*—This examination will be held in two parts - Part I and Part II.

#### PART I

Consists of the following two question papers

- (i) Comprehension 100 marks - 1 1/2 hour question paper
- (ii) Intelligence - 100 marks - 1 hour question paper

All candidates should appear for Part I. Part I of the examination will be held in May, 2006. P. S. C. reserves the right to postpone or to cancel the examination.

#### PART II

Consists of the following two question papers

- (i) General Knowledge - 150 marks - 3 hour question paper
- (ii) Essay - 100 marks - 3 hour question paper only those candidates who score a minimum of 60% marks in each question paper in Part I will be eligible to sit for Part II. The Commissioner General of Examinations will inform the date of holding the Part II of the examination to those who qualify in Part I.

04. *Interview.*—The interview will be held only for checking the qualifying certificates and physical fitness of the candidates. Marks will not be given at this interview. A number of candidates equivalent to the number of existing vacancies will be called for the interview based on the priority order of the written examination.

#### 05. *Cadre and Date of Appointment :*

- (i) The Cadre of Class III of the Service is composed of "General Cadre and Special" Cadre. The number of appointments and the effective date of appointment will be determined by the Public Service Commission. The Commission reserves the right of filling or to refrain from filling a certain number of vacancies or all vacancies.
- (ii) In addition to the General Cadre, applications can be forwarded for vacancies in fields mentioned in para (III) in Special Cadre given below. A candidate can apply for the General Cadre and for two fields relevant to the Special Cadre. In the case of applications made under the Special Cadre, the candidate should have studied and passed the subjects for his Degree relevant to the field applied for.
- (iii) Special subject areas and the relevant Code numbers are indicated below :

The subject area applied for and the relevant Code Number should be stated in the place specified in the application.

Code Number :

- (a) General Cadre 11
- (b) Special Cadre

Subject area:

English	21
Mathematics	22
Science	23
Art	24
Music (Oriental)	25
Music (Western)	26
Dancing	27
Agriculture	29
Commerce	30
Special Education	33
Planning	34
Arabic	35
Information Technology	36

- (iv) In consideration of the existing number of vacancies, the P. S. C. reserves the right of filling or to refrain from filling the vacancies in any one or more areas mentioned above.

#### 06. *Conditions of Service and Terms of Engagement :*

- (i) Selected candidates will be appointed to Class III of the Service, subject to the conditions laid down in the Minute of the Sri Lanka Educational Administrative Service published in the *Gazette Extra Ordinary* of the Democratic Socialist Republic of Sri Lanka bearing No. 423/12 dated 15.10.1986 and approved by the Cabinet on 12.03.1986 the amendments already made and that may be introduced

in future to the said Minute and subject to the General Conditions governing the appointments to the Public Service.

- (ii) Officers appointed to the posts should serve in any part of the island based on the requirements of services.
- (iii) This post is permanent. Those who are appointed will be entitled to a contributory pension under the Contributory Pension Scheme. Appointment is subject to a probation period of three years.
- (iv) It is compulsory for the Candidates selected under the General Cadre to serve for 03 years in a 1AB/1C school as a Principal.

07. *Annual Salary Scale.*— Class III Rs. 157,500-15x3,780-Rs. 214,200

Efficiency Bar I before Rs. 168,840-4th salary step

Efficiency Bar II before Rs. 180,180 - 7th salary step

08. *Qualifications :*

- (i) Should be a citizen of Sri Lanka.
- (ii) Should have obtained a Degree from a recognized University or should have passed any professional or other examination deemed by the P. S. C. to be of equivalent standard.
- (iii) Should not be less than 22 years and not more than 32 years of age as on 27.02.2006.

*Note.* - A candidate will be deemed to have passed a degree or a Professional or other examination of the required standard if,

- (i) He has completed the examination of examinations in all respects required for obtaining a pass by 27.02.2006 ; and
- (ii) Produced the official certificate of the Degree, Professional or any other examination or any other official document in lieu of such official certificate at the interview.
- (iii) Candidates are not permitted to sit for this examination for more than three occasions.

09. *Other Qualifications.*—P. S. C. should be satisfied that the candidate bears an excellent moral character and possess good physical fitness and eye sight and fit to serve in any part of the island. Selected candidates should pass a Medical examination.

10. *Examination Fees.*—Examination fees are charged as follows :

Part I of the Examination - Rs. 300

This fee should be paid before the closing date of applications at any Divisional Secretary's Office or at the General Treasury to the credit of Revenue Head 4000-20-03-20-13 of the Commissioner General of Examinations. Receipt issued for this payment from a Divisional Secretary's Office or General Treasury should be affixed to the relevant cage of the application. This fee will not be refunded

for any reason whatsoever and also it cannot be transferred for any other examination fee. It will be useful for the candidate to keep photocopy of the receipt with him.

Part II of the Examination - Rs. 200

The method of paying the fees for Part II of the examination will be notified by the Commissioner General of Examinations to the Candidates who are qualified to appear for Part II.

11. *Method of Application :*

- (i) Application should be prepared in conformity with the specimen form indicated at the end of this Notification by using both sided of A4 size paper with cages 1-4 appearing in the front page and the balance on the reserve.
- (ii) Duly perfected applications should be sent under registered post to be received on or before 27.02.2006 and addressed as follows :

Commissioner General of Examinations,  
Department of Examinations,  
Organizations and Foreign Examination Branch,  
Pelawatta,  
Battaramulla.

The words "Open Competitive Examination for Recruitment to Class III Sri Lanka Educational Administrative Service - 2005" should clearly written on the top left hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted.

- (a) Cages 1:1 1:2 2:0 and 2:2 should be filled in English capital letters.
- (b) Application should be prepared in the language medium the candidates is qualified to sit for the examination.
- (c) Applications which are not complete in all respects will be rejected. Complaints relating to delays or loss in the post will not be entertained.
- (d) Signature of the candidate should be attested by a Principal of a government school a Justice of the Peace, an Attorney at Law or a Public Officer drawing a salary not less than Rs. 128,160 per annum.
- (e) Applications personally addressed to an officer in the Ministry of Education, Public Service Commission or Department of Examinations will be rejected.
- (f) Applications will not be acknowledged. Immediately after the issue of Admission Cards to the candidates the Commissioner General of Examinations will publish a press notice to that effect. Candidates are advised to be vigilant of such notice. Any candidate not receiving his an Admission Card at least seven days before the date of examination should contact immediately,

Commissioner General of Examinations,  
Department of Examination,  
Organizations and Foreign Examinations Branch,  
Pelawatta,  
Battaramulla.

Giving the following information (Telegraphic Address 'Exams'  
Pelawatta, Battaramulla)

- (i) Name of Examination ;
- (ii) Full name of candidate ;
- (iii) Address ;
- (iv) Date of posting the application, Name of Post Office and Registered number.

#### 12. Admission to the Examination :

- (a) Commissioner General of Examination will issue Admission Cards to all candidates who have sent their applications. Candidates should sit for the examination at the examination centre assigned to them. Candidates should produce the admission card to the Supervisor of the Examination Centre. Those who fail to do so will not be allowed to sit for the examination. Examination Regulations to be observed by the candidates are indicated in this Gazette Notification.

*Note.* - The issue of an Admission Card should not be construed as acceptance of eligibility to sit for the examination.

*Identity of the Candidate.*— Candidates are required to prove their identity to the satisfaction of the Supervisor of the Examination Centre for each paper. Any one of the following documents is acceptable for this purpose

- (i) National Identity Card ;
- (ii) Valid Postal Identity Card ;
- (iii) A Valid Passport.

13. *Penalty for 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. After being selected for appointment, if any information furnished is revealed to be false or any such information has been willfully suppressed he is liable to be dismissed.

14. The final decision relating to any matters not covered by this Notification will be the decision of the Public Service Commission.

#### 15. Language Media :

- (a) Examination will be conducted in Sinhala, Tamil and English mediums,
- (b) A candidate should sit for the examination in the language medium he passed the qualifying examination or in the official language,

- (c) If the candidate has passed the subjects of the qualifying examination in two or more mediums, he should sit for this examination in the language he passed the majority of subjects or in official language,
- (d) A candidate with the special Degree who has passed the Principal subject in one language and the subsidiary subject in another language, he/she should sit for this examination in the language he passed the Principal subject or in official language,
- (e) All question papers should be answered in one language,
- (f) Candidates will not permitted to change the language medium indicated in the application, later.

*Note.*—The qualifying examination referred to in paras “a” and “c” above shall mean examination mentioned at para 8 (b) of this Notification.

#### 16. Method of Selection :

- (a) Selections for appointment will be made from among those who obtained the highest aggregate marks for both Part I and Part II of the examination for which they had appeared. In the event of having more than one candidate who have obtained an equal number of marks, a decision will be taken by the P.S.C.
- (b) Candidates in merit order of aggregate marks at the written examinations will be called for the interview to check their eligibility and the number equivalent only to the number of vacancies required to be filled, will be called for the interview.
- (c) If one or more candidates are found ineligible at the stage of checking eligibility the resulting vacancies will be filled out of those ranking next in order of merit.

#### 17. Syllabus

##### PART I

- (i) *Comprehension.*— Candidates will be given a set of short passages. In the case of certain passages, the candidates will be provided with a set of alternative statements one of which will fit the contents of the passage Candidates are expected to select the most appropriate statement. Questions will be set on the other passages so as to test the ability of the candidates in grasping the meaning of the passage.
- (ii) *Intelligence.*— Paper is designed to provide an assessment of the power of logical reasoning of the candidate.

##### PART II

- (i) *General Knowledge.*—A Paper designed to test the candidate's awareness of environment in which he lives and works including political, social, cultural and economic

environment of Sri Lanka. The candidate should be aware of matters of current national and international interests as well as scientific and technological developments. A choice of questions will be allowed.

- (ii) *Essay*.—Candidate is expected to write three essays on three subjects selected from a range of subjects. These subjects are not related to any special field of study but designed to test the candidate's general knowledge, intelligence, ability in thinking and ability of expression. The essay will be judged by originality and degree of thoughtfulness as well as their presentation.

By order of the Public Service Commission.

ARIYARATNE HEWAGE,  
Secretary,  
Ministry of Education.

Ministry of Education,  
Pelawatte,  
Battaramulla.  
27th January, 2006.

#### SPECIMEN APPLICATION FORM

(Only for Office Use)

#### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III (GENERAL CADRE/SPECIAL CADRE) OF THE SRI LANKA EDUCATIONAL ADMINISTRATIVE SERVICE — 2005

- “Cadre” appearing for the examination :

(Please write the relevant number within the cage)

General Cadre - 1  
Special Cadre - 2  
For both - 3

- If the Cadre applied for is within the Special Cadre please indicated Code number of the subject area within the table below. (According to Gazette Notification)

Name of Cadre	Name Subject Area	Code No.
General		
Special		
Both		

- Language Medium appearing for the examination :

(Sinhala - S, Tamil - T, English - E)  
(Please write relevant English letter in the cage)

#### 1.0 Name :

- 1.1 Surname with initials Mr./Mrs./Miss : \_\_\_\_\_.

For example : Mr./Mrs./Miss./ : SILVA G.A.

(In English Capital Letters)

- 1.2 Name in Full : \_\_\_\_\_.

(In English Capital Letters)

- 1.3 Name in Full : \_\_\_\_\_.

(In Sinhala / Tamil)

- 1.4 National Identity Card Number :

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#### 2.0 Permanent Address :

(In English Capital Letters)

- 2.1 Permanent Address in Sinhala/Tamil : \_\_\_\_\_.

- 2.2 The address for which admissions should be sent : \_\_\_\_\_.

(In English Capital Letters)

#### 3.0 3.1 Ethnic Group :

(1 - Sinhala, 2 - Tamil, 3 - Indian Tamil,  
4 - Muslim, 5 - Others)

(Please write the relevant number in the cage)

- 3.2 Female - F, Male - M

(Indicate the relevant English letter)

- 3.3 Civil Status : Married - M, Single - S

(Indicate the relevant English letter)

#### 3.4 Date of Birth :

Year :

Month :

Date :

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- 3.5 Age on : .....

Years :

Months :

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- 4.0 The language medium passed in the exam qualifying for the Post : \_\_\_\_\_.

#### 5.0 Educational Qualifications :

- 5.1 Date of obtaining Degree or other qualifications : \_\_\_\_\_.  
(Carefully read para 8 (b) of the notification)

- 5.2 The University / Institution : \_\_\_\_\_.

- 5.3 Registration No. in the University : \_\_\_\_\_.

- 5.4 Whether External / Internal : \_\_\_\_\_.

- 5.5 Degree : \_\_\_\_\_.