

## Examinations, Results of Examinations, &c.,

### MINISTRY OF FOREIGN AFFAIRS

#### Competitive Examination for Filling Vacancies in the Clerical Cadre in Sri Lanka Missions Abroad

APPLICATIONS are hereby invited from eligible officers in the General Clerical Service, Provincial Clerical Service and Local Government Clerical Service for Competitive Examination conducted by the Commissioner-General of Examinations on behalf of the Ministry of Foreign Affairs and to be held in Colombo in early July 2004 for the selection of officers to fill vacancies in the home-based Clerical Cadre in Sri Lanka Missions abroad.

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

- (a) should either be an officer in Class I or an officer in Class II Segment “A” of one of the grades mentioned in paragraph 1 above ;
- (b) should be below the age of 56 years on the closing date of applications ;
- (c) should have earned on the due date all the annual increments falling within the five years immediately preceding the date of his/her application ;
- (d) should not have been subjected to any form of disciplinary punishment (except warnings).

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

(ii) If an applicant who is eligible at the time of forwarding his/her application is subsequently promoted to a Class/Grade higher than Class I of the General Clerical Service / Provincial Clerical Service / Local Government Clerical service or appointed to a post in any other service will cease to be eligible for posting to a Sri Lanka Mission abroad to fill a vacancy in the home-based clerical cadre. It is the responsibility of an applicant to promptly inform the Secretary, Ministry of Foreign Affairs in the event of any change in his/her official status that might affect his/her eligibility under the clause (a) of this paragraph.

(iii) Preference is given to officers with experience in accounts and establishments work and having a good knowledge of English. Working knowledge in other foreign languages will be considered as an added qualification.

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

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

<i>Paper</i>	<i>Duration</i>
Accounts	2 Hours
Establishment and Office Procedure	2 Hours
English	2 Hours
General Knowledge	2 Hours

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

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

Candidates will be afforded the opportunity to select from multiple-choice questions.

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

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

#### 3.2 Interview :

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

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

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

4.1 An officer selected will be required to serve initially in Colombo at the Ministry of Foreign Affairs for a specified period not exceeding two years prior to being posted to a Sri Lanka Mission abroad. If his/her work and conduct during this initial period of service at the Ministry of Foreign Affairs are found to be unsatisfactory, his/her selection is liable to be cancelled.

- 4.2 An officer selected on being posted to Sri Lanka Mission, is normally required to serve abroad for a period of three years on terms and conditions as stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to that effect.
- 4.3 The officers selected will continue to receive their present substantive salaries and will, in addition, be paid an overseas allowance during their period of service abroad.
- 4.4 When a selected officer is posted to a Sri Lanka Mission abroad, the Government will meet the cost of air passage to the country of posting and back, accommodation there and other allowances as determined by the Secretary, Ministry of Foreign Affairs during his/her service abroad only in respect of the officer, his/her spouse and two eligible children (under 21 years of age and dependent on the officer).

#### 5. Method of Application :

- 5.1 Printed application forms will not be issued. Candidates should submit their applications in the form of the specimen appended to this notification prepared on a sheet of paper of A-4 size and should be forwarded through the respective Heads of Department. Every application should carry an endorsement from the Head of Department, as to the suitability of the applicant for service overseas, that the applicant if selected, can be released from his/her present post immediately and that the particulars given in the application are correct.
- 5.2 Applications should be forwarded by registered post to reach the "Commissioner-General of Examinations, Pelawatta, Battaramulla" on or before 08.05.2004 and should be marked "Examination for Selection of Clerical Officers to fill Vacancies in Sri Lanka Missions Abroad" on the top left-hand corner of the envelope. No application received after the closing date will be accepted.

6. *Examination Fees.*—Examination fee is Rs. 200. This fee can be paid to any Post Office. The receipt obtained should be pasted in the relevant cage of the application (receipt number, date, amount and the Post Office should be noted). Under no circumstances, the examination fees will be refunded. Money Orders or stamps will not be accepted for payment of examination fees.

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

#### 8. Admission to the Examination :

- 8.1 An application will not be acknowledged. Applicant will be summoned for the written examination on the basis of the applications received.
- 8.2 The Commissioner-General of Examinations, will issue Admission Cards to those applicants, who are eligible. A candidate presenting himself for the examination must produce his/her admission card to the Supervisor of the Examination Centre. A candidate who fails to produce his/her admission card will not be permitted to sit for the examination.
- 8.3 A candidate must sit the examination at the Examination Hall assigned to him/her. Every candidate should surrender to the Supervisor of the Hall, the admission card relevant to the hall on the first day of his/her presenting himself/herself for the examination at that hall. A set of rules to be observed by all candidates is published in the *Gazette*.

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

*Note.*—The issue of an Admission Card to a candidate does not necessarily mean that he/she has the requisite qualifications to sit the examination.

9. *Medium of Examination.*—The examination will be conducted in Sinhala/Tamil/English.

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

#### 10. Penalty for Furnishing False Information :

- 10.1 If a candidate is found to be ineligible to sit this examination at any stage prior to, during or after the examination, his/her candidature is liable to be rejected and his/her appointment will be terminated if the detection is made after the selection and appointment.
- 10.2 If any of the particulars furnished by a candidate are found to be false within his/her knowledge, or if he/she willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.

#### 11. Identification of Candidate :

- 11.1 A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose any of the following documents will be accepted.

11.2 National Identity Card issued by the Department of Registration of Persons.

11.3 A valid Identity Card recently issued by the Postmaster-General.

11.4 A valid Passport issued not more than three years before this Examination.

B. A. B. GOONETILLEKE,  
Secretary,  
Foreign Affairs.

Ministry of Foreign Affairs,  
P.O. Box 583,  
Republic Building,  
Colombo 01,  
22nd March, 2004.

### SPECIMEN APPLICATION FORM

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR FILLING  
VACANCIES IN THE CLERICAL CADRE IN SRI LANKA MISSIONS ABROAD

#### PART A

For Office use

Language medium in which the applicant wishes to sit (Sinhala — S,  
Tamil — T, English — E. Give the relevant letter in the Box.)

1.0 Name :

1.1 Name with Initials (Mr./Mrs./Miss)  
(In English capitals) : \_\_\_\_\_.

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

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

1.4 National Identity Card No. :

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2.0 Permanent Address (In English capitals) : \_\_\_\_\_.

2.1 Permanent Address (In Sinhala/Tamil) : \_\_\_\_\_.  
Telephone No. : \_\_\_\_\_.

2.2 Official Address (In English capitals) : \_\_\_\_\_.  
Telephone No. : \_\_\_\_\_.

2.3 The address to which the Admission Card should be sent  
(In English capitals) : \_\_\_\_\_.

3.0 3.1 Ethnic Group — (Sinhala — 1, Tamil — 2, Muslim — 3,  
Indian Tamil — 4, Other — 5)  
(Give the relevant letter)

3.2 Sex :

(Female — F, Male — M)

3.3 Date of Birth :—

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

3.4 Age on the closing date of application :—

Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.

4.0 Service (General Clerical Service / Provincial Clerical Service/  
Local Government Clerical Service).  
(Delete whichever is inapplicable.)

4.1 Date of First Appointment to the Public Service/Provincial  
Service / Local Government Service and Language medium.  
(Delete whichever is inapplicable.)

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

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

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

7.0 Educational Qualifications (with language medium) : \_\_\_\_\_.

8.0 Date of Promotion to :—

8.1 Class II segment “ A ” : \_\_\_\_\_.

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

8.3 Present Class and date of appointment : \_\_\_\_\_.

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

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

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

10.2 Establishment work : \_\_\_\_\_.

11.0 Proficiency :

(a) Sinhalese Language

(b) Tamil Language

(c) English Language

(d) Other Foreign Language

Reading	Writing	Speech

12.0 Ability :—

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

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

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

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

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

1. Receipt No. :\_\_\_\_\_.
2. Post Office :\_\_\_\_\_.
3. Date :\_\_\_\_\_.
4. Amount :\_\_\_\_\_.

*Recommendation :*

- (i) Applicant's suitability for service in Mission abroad ;
- (ii) He/She can be released promptly, if selected.

\_\_\_\_\_,  
Head of Department.

15.0 Applicant's Certificate :

I do hereby declare that I have earned all increment falling due in the 5 years immediately preceding ..... 2004 and have not been subject to any disciplinary punishment (except warning). I also declare that to the best of my knowledge the information furnished in this application is true and accurate.

Designation :\_\_\_\_\_.

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

04-379

**AUDITOR GENERAL'S DEPARTMENT**

**Posts of Computer Report Processor**

I hereby notify that the Revenue Head to which the Examination Fees should be credited as mentioned in paragraph 09 of the notification published in the Gazette No. 1334 dated 26th March 2004 of the Democratic Socialist Republic of Sri Lanka for calling for applications for the competitive examination to select suitable persons for the said posts should be revised as 20.03.20.13.

02. Other conditions of the said Gazette notification will be remained unchanged.

S. C. Mayadunne,  
Auditor General.

30th March, 2004,  
Auditor General's Department,  
Independence Square,  
Colombo 07.

04-493

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

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

PART B

*(To be filled by the Head of Department)*

I do declare that I have verified that Mr./Mrs./Miss ..... Clerk, Class I/Class II Segment " A " of the GCS/Provincial Clerical Service/Local Government Clerical Service.

- (a) has earned all increments ;
- (b) and has not been subject to any disciplinary punishment during the 5 years immediately preceding ..... and that the information furnished in the application is true.