

Examinations, Results of Examinations & c.

THE FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS BELONGING TO POSTS OF DOCUMENT ASSISTANT AND SCHOOL DATA ENTRY OPERATOR RECRUITED UNDER THE MINISTRY OF HUMAN RESOURCES DEVELOPMENT, EDUCATION AND CULTURAL AFFAIRS-2004

IT is hereby notified that an Efficiency Bar Examination in accordance with the provisions laid down in the approved Schemes of Recruitment relating to officers in the above Posts will be held by the Commissioner-General of Examinations in July, 2004.

02. I. This Examination will be held by the Commissioner General of Examinations and the candidates will be bound by the rules and regulations prescribed by him.
- II. Rules and regulations prescribed for candidates are published separately in the *Government Gazette*. In the event of violating these Regulations they will be liable to a punishment imposed by the Commissioner-General of Examinations.

03. Applications should be in accordance with the form appended to this notification. Candidates should prepare their applications according to this specimen form and forward it through their Zonal Director of Education/Head of Department under registered cover to reach the Secretary, Ministry of Human Resources Development, Education and Cultural Affairs on or before 15.05.2004. In forwarding the application the name of the Examination should be written on the top left hand corner of the envelope enclosing the application. Applications received after the closing date will be rejected.

04. *Identity of the Candidates* .- The candidates should prove their identity to the satisfaction of the Supervisor relating to every subject they appear within the Examination Hall. For this purpose any one of the documents will be accepted :

1. National Identity Card issued by the Commissioner, Department of Registration of Persons ;
2. A valid Passport.

The candidature of any candidate who fails to submit a document mentioned above may be cancelled at the discretion of the Commissioner-General of Examinations.

05. Applications Should be prepared by using A4 size paper. Although the application could be typewritten, it should be correctly and legibly filled in candidate's own handwriting.

The Commissioner-General of Examinations will issue a copy of the Time Table of the Examination and Admission Card to the candidates whose applications have been accepted.

06. Candidates sitting for the examination should submit their admission cards to the Supervisor. Those who fail to do so will not be allowed to sit for the examination. In the event of any candidate not receiving his admission card at least 07 days before the date of the examination he/she should notify in writing to that effect to the Commissioner-General of Examinations, Department of Examinations, Battaramulla, with the following information :

1. Name of the Examination ;
2. Candidate's name in full ;
3. Full Address ;
4. The Post Office, registered number and date of posting the application.

07. The Heads of Departments should allow duty leave for the candidates for whom admission cards have been issued by the Commissioner-General of Examinations to enable them to sit for the examination. No travelling expenses will be paid for this purpose.

08. Candidates should answer both question papers in the language medium they had received their education or in the official language.

09. Candidates can sit for each subject separately and in different instances, if they wish to do so.

10. Candidates should prepare their applications in the official language and it should be filled in the language they appear for the examination.

11. This examination will be held in the following centres and candidates should name the center which they wish to appear for the examination, correctly in the relevant cage :

Centre	Center No.
Colombo	01
Anuradhapura	02
Kandy	03
Galle	04
Kurunegala	05

12. *Examination Procedure*.— The Examination relating to the above Posts will consist of the following subjects :

- I. Office systems and Procedure - (03 hours) –100 marks ;
- II. Accounting Systems applied in Government Offices–(03 hours)–100 marks.

Candidates should get at least 40% of the marks for each subject for obtaining a pass.

Syllabus.—It is expected that the candidates should be aware of the following subject areas :

(a) *Office systems and Procedure*—

- I. Schemes of recruitment to the service and appointments. (Chapter II of Establishment Code)
- II. Monthly Pay, Temporary Service, Permanent status and award of pension rights (Chapter IV of Establishment Code),
- III. Releases (Chapter V of the Establishment Code)
- IV. Salaries (Chapter VII of the Establishment Code)
- V. Overtime Payment etc., (Chapter VIII of Establishment Code)

- VI. Leave (Chapter XII of the Establishment Code)
VII. Salary Advances and Loans (Chapter XXIV of the Establishment Code)
VIII. General Conduct and Discipline (Chapter XLVII of Part II of Establishment Code)

(b) *Accounting Systems applied in Government Offices :*

- I. Accounting Officers (F. R. 124, 125, 127, 128 and 135)
II. Receipt of Government Funds (F. R. Chapter XI)
III. Safety of Government Funds etc. (F. R. Chapter VI)
IV. Main Registers and Documents in Government Departments (F. R. Part II of Chapter VII)
V. Principles of Purchase and Provisions.

13. Regarding any matters not provided for in this Notification, the decision of the Secretary of the Ministry of Human Resources Development, Education and Cultural Affairs will final and conclusive.

V. K. NANAYAKKARA,
Secretary,
Ministry of Human Resources Development,
Education and Cultural Affairs.

Ministry of Human Resources Development,
Education and Cultural Affairs.
Isurupaya, Battaramulla.

Specimen Application Form

EFFICIENCY BAR EXAMINATION FOR OFFICERS
HOLDING POSTS OF DOCUMENT ASSISTANT AND
SCHOOL DATA ENTRY OPERATOR IN THE MINISTRY OF
HUMAN RESOURCES DEVELOPMENT, EDUCATION AND
CULTURAL AFFAIRS-2004

Index No. :

(for office use)

	Center	Center No.
First Preference		
Second Preference		

Language Medium sitting for the Examination:
(Please write the relevant letter within the cage)
(Sinhala - S, Tamil - T, English- E)

01. Candidate's name with initials : _____
(In English capital letters)
1.1 Names denoted by initials : _____
(In English capital letters)
1.2 Name in full : _____
(in Sinhala/Tamil)

1.3 National Identity Card No. : _____.

02. Place of work and address : _____.

2.1 Name of School/College of Education /Teachers' College/
Office : _____.

2.2 Official Address : _____.
(In English capital letters)

03. Post held at present : _____.

3.1 Reference No. of letter of appointment : _____.

3.2 Date of appointment : _____.

04. Subjects appearing in the Examination :

No.	Subject	Mark
01	Office Systems and Procedure	
02	Accounting Systems applied in Government Offices	

(Please insert Mark '✓' within the relevant cage).

I hereby declare that the above information is true and correct and that I am entitled to sit for the Examination in the language medium indicated above and abide by the Rules and Regulations prescribed for the Examination.

Signature of candidate.

Date : _____.

Note.—The candidate should sign before his Head of Department or before the Officer authorized to sign on behalf of the Head of Department.

CERTIFICATE OF SIGNATURE

I hereby certify that Mr./Mrs./Miss.....who is an Officer in my Office/School/College of Education/Teachers' College and who is known to me signed before me on this day of.....2004.

Signature of Certifying Officer and
his Official Frank
(Principal/President/Principal of Teachers'
College/Staff Officer).

Name : _____.
Designation : _____.
Address : _____.
Date : _____.

CERTIFICATE OF THE HEAD OF DEPARTMENT

I hereby certify that ,

1. the information furnished above was examined by me, and
2. this officer is eligible to sit for this Examination.

_____.

Signature of certifying Officer and his Official Frank
(Zonal Director of Education/President C.O.E.),

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

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**MINISTRY OF TERTIARY EDUCATION AND
TRAINING**

National Apprentice and Industrial Training Authority

TECHNICIAN TRAINING INSTITUTE (TTI) – KATUNAYAKE

Recruitment of special Apprentices in Engineering for National
Diploma in Engineering Sciences (NDES) Course 2004 Batch

Applications are invited from citizens of Sri Lanka to recruit Special
Apprentices in Engineering for the 2004 batch in respect of the
above course of studies at Technician Training Institute, Katunayake.

1. *Educational Qualifications for entry.*— Candidates with
qualifications mentioned below are eligible to apply :

- 1.1 A Pass at the GCE (O/L) Examination in 06 Subjects in one
sitting including a minimum of 03 credit Passes
and
- 1.2 (a) Passes at the GCE (A/L–Old Syllabi) in Pure
Mathematics, Applied Mathematics and Physics in
one sitting
or
(b) Passes at the GCE (A/L–Old Syllabi) in Pure
Mathematics, Applied Mathematics, Physics and
Chemistry in two sittings, or
(c) Passes at the GCE (A/L – New Syllabi) in Combined
Mathematics, Physics and Chemistry in one sitting.

2. *Age* : Between 18 and 25 years as at 01.12.2004.

3. *Duration and Course Schedule.*—This is a four year course,
wherein a 73 week (approximately) instruction Programme is
sandwiched with a 135 week (approximately) Industrial Training as
given below.

Basic Instruction Programme at TTI (Including English Intensive)	- 27 Weeks
Basic Industrial Training in Industry	- 39 Weeks
General Instruction Programme at TTI	- 23 Weeks
General Industrial Training in Industry	- 52 Weeks
Specialized Instruction Programme at TTI	- 23 Weeks
Specialized Industrial Training in Industry	- 44 Weeks

Instruction Programmes consist of theoretical Instructions and
course Works conducted at Technician Training Institute.

Industrial Training Programmes are conducted at recognized
Industrial Establishments.

4. The main fields of studies and Specializations, offered under
this course are given below :-

Civil Engineering	- Building & Structural Highway & Railway Water & Environmental
Electrical Engineering	- Electrical Power Electronics Telecommunication
Mechanical Engineering	- Mechanical General Automotive Marine*

- * (a) “The Quality Management System of Marine Engineering
Division of TTI is in accordance with the requirements of
ISO 9002- 1994/ EN ISO 9002- 1994”. Presently we are in
the process of transition to ISO 9001- 2000.
- (b) In respect of Marine Engineering Course the Institute is
engaged in providing academic instructions and industrial
training Programmes to meet the mandatory requirements
for knowledge, understanding and proficiency in Marine
Engineering at the operational level related with STCW 95
including its amendments and model course 7.04 of
International Maritime Organization (IMO) coverage.

5. *Medium of Instruction* : English

6. *Apprenticeship Allowance.*— A monthly allowance will be
paid to Special Apprentices. For which Deductions will be made
proportionately in respect of absent days.

7. *Contract of Apprenticeship* :

- 7.1 Each selected candidate is required to enter into a contract
with the training establishment, which casts, mutual
obligations on both the training establishment and the
Apprentice.
- 7.2 There is no guarantee of employment at the end of the
training period.
- 7.3 The first six months of the course will be considered as
the period of probation. Apprentices who fail to complete
the period of probation satisfactorily will be
discontinued.

8. *Award of Certificates.*— National Diploma in Engineering
Sciences Certificate will be awarded on successful completion of the
course.

9. Selection Criteria :

- 9.1 All applicants who have the minimum entry qualifications as stated in para. I within the age limit mentioned in para. 2 above would be eligible. Selections will be done as given below.
- 9.2 A preliminary selection of an adequate number of candidates shall be made by computer on the basis of educational qualifications.
- 9.3 Those candidates selected by computer, will be required to sit for a written aptitude test in English medium.
- 9.4 An interview will be held to select the candidates for different fields/ specializations based on preferences in respect of fields/ specializations and order of merit at the aptitude test.

10. Applications:

- 10.1 All applications should be made on forms issued by the Technician Training Institute. Any applications sent on any other forms will be rejected.
- 10.2 Application forms could be collected from the Registrar, Technician Training Institute, Temple Road, Katunayake up to 22nd May, 2004 on Payment of Rs. 20 in cash, or by post up to 22nd May 2004 by sending a money order for Rs. 20 with a self- addressed stamped envelope size 9"x4" to Registrar, Technician Training Institute, Temple Road, Katunayake.
- 10.3 Application forms could be obtained from following Offices too up to 22nd May, 2004 on payment of Rs. 20 in cash :
 - (i) National Apprentice & Industrial Training Authority, No. 971, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya ;
 - (ii) Apprenticeship Training Institute, No. 581, Galle Road, Katubedda, Moratuwa ;
 - (iii) Automobile Engineering Training Institute, 07 Dr. Danister De Silva Mawatha, Orugodawatta, Wellampitiya ;
 - (iv) National Apprentice & Industrial Training Authority, Uva Province, 288, Kumarasinghe Mawatha, Passara Road, Badulla ;
 - (v) National Apprentice & Industrial Training Authority, Sabaragamuwa Province, New Colombo Road, School Lane, New Town, Ratnapura ;
 - (vi) National Apprentice & Industrial Training Authority, Southern Province, 27A, Open University Road, Nupe, Matara ;
 - (vii) National Apprentice & Industrial Training Authority, Central Province, No. 678, Peradeniya Road, Mulgampola, Kandy ;
 - (viii) National Apprentice & Industrial Training Authority, North Central Province, Second Stage, 525/2, Maithripala Sirisena Mawatha, Anuradhapura ;
 - (ix) National Apprentice & Industrial Training Authority, North Western Province, Malkaduwwa, Near National Youth Services Council, Negombo Road, Kurunegala ;

- (x) National Apprentice & Industrial Training Authority, Northern Province, No. 07, Kovil Road, Jaffna ;
- (xi) National Apprentice & Industrial Training Authority, Eastern Province, 161 A, Yaseen Building, Main Street, Kalmunai ;
- (xii) National Apprentice & Industrial Training Authority, Western Province, No. 242, Havelock Road, Colombo 05.

- 10.4 The applicant should pay Rs. 125 to any branch of People's Bank on the paying voucher attached to the application in triplicate and the pay-in-Slip obtained from the Bank in duplicate.

- 10.5 The Pay- in- Slip needs to be duly Perfected with the following:

- (i) Brach Code and Account No. : 0174- 1010089204;
- (ii) *Credit Instruction* : To the credit of National Apprentice & Industrial Training Authority collection account No. 1010089204 at People's Bank, Nugegoda ;
- (iii) Name and the Address of the Applicant.

- 10.6 Duly filled application forms, should be sent under registered cover to reach the Director/ Principal, Technician Training Institute, Temple Road, Katunayake along with the copy of the Pay- in- Slip and the Paying voucher signed by the Authorized Officer of the Bank, on or before 06th June 2004, Late applications will not be accepted.

- 10.7 Those who have followed or are following Diploma or Degree level full time courses of studies in a Government Technical Institution or University are not eligible to apply.

- 10.8 Originals or copies of certificates should not be sent along with the application.

- 10.9 Receipt of the applications will not be acknowledged.

- 10.10 Money Orders in respect of para. 10.2 above should be drawn in favour of the Accountant, Technician Training Institute, payable at Katunayake Post Office.

11. TTI will not consider or be responsible for any delay or loss of applications in the mail. Therefore, the candidates are requested to post their applications well ahead in time to avoid delays.

Chairman,
National Apprentice & Industrial
Training Authority.

No. 971, Sri Jayawardenapura Mawatha,
Welikada,
Rajagiriya.

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