

(Sociology)". Applications received after the closing date and where copies of certificates have not been attached to the applications will be rejected. Receipt of application will not be acknowledged.

By order of the Public Service Commission.

THISSA WARNASURIYA,  
Secretary,  
Ministry of Agriculture, Livestock, Lands & Irrigation.

26th of July, 2004,  
Ministry of Agriculture, Livestock, Lands & Irrigation.  
Govijana Mandiraya,  
No. 80/5, Rajamalwatta Road,  
Battaramulla.

#### SPECIMEN APPLICATION

##### Ministry of Agriculture, Livestock, Lands & Irrigation

Land use policy planning division

POST OF ASSISTANT DIRECTOR (SOCIOLOGY)

1. Name in full :\_\_\_\_\_.
2. Address :\_\_\_\_\_.
- (a) Private Address :\_\_\_\_\_.
- (b) Official Address :\_\_\_\_\_.

3. Date of Birth :\_\_\_\_\_.
4. Nationality :\_\_\_\_\_.
5. Male/Female :\_\_\_\_\_.
6. Language Medium :\_\_\_\_\_.
7. Whether Married/Single :\_\_\_\_\_.
8. Highest Educational Qualifications :\_\_\_\_\_.  
(Indicate the period and the dates of passing the exams and the subjects)
9. Professional Qualifications :\_\_\_\_\_.
10. Experience :\_\_\_\_\_.
11. Names and Designation of persons from whom character certificates have been obtained :\_\_\_\_\_.

I do hereby certify that particulars furnished by me in this application are true and accurate. I am also aware that if any information contained herein are found to be false or inaccurate, I am liable to disqualification if the inaccuracy is discovered before selection and to dismissal without any compensation, if detected after the appointment.

\_\_\_\_\_  
Signature of the Applicant.

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

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## Examinations, Results of Examinations & c.

### MINISTRY OF URBAN DEVELOPMENT AND WATER SUPPLY

#### Post of Technicians (Geographical Information System) - 4 Posts

APPLICATIONS are invited from the male/female citizens of Sri Lanka with the following qualifications for recruitment to the vacant Posts of Technicians (Geographical Information System) in the National Physical Planning Department. The date of closing applications is 27.08.2004.

##### 02. Eligibility :

- 2.1 - Should be a Citizen of Sri Lanka.
- 2.2 - Should be of excellent moral character and physical sound
- 2.3 - Should be not less than 18 years and not more than 40 years of age as on 27.08.2004
- 2.4 - This upper age limit will not apply to those who are already in the Public Service.

##### 03. (i) Educational Qualifications :

(A) Should have passed six subjects in not more than two sittings at the G. C. E. (O. L.) Examination, having passed at least five subjects in one sitting with four Credits in Mathematics, Sinhala/Tamil Language, English and one other subject.

(B) Should have passed three subjects at the G. C. E (A/L) Examination with one subject from among Mathematics, Geography and Physics.

An ordinary pass in a subject at the G. C. E (A/L) Examination will be considered a Credit obtained in the same subject at the G. C. E. (O/L) Examination.

(ii) Professional and other Qualifications.-Should possess the following professional qualifications in addition to the qualifications referred to above.

Should have obtained computer driving licence or should have successfully completed a Course in Data Entry Operation in a recognized Institution for a period not less than 06 months.

04. *Salary Scale.*—The salary scale attached to this post is Rs. 69,480-9x1,320-8x1,560-93,840. The appointees should pass the first efficiency bar before a lapse of three (03) years and the Second Efficiency Bar before a lapse of Seven (07) years after being appointed to this post.

05. *First Efficiency Bar.*—Knowledge of establishment matters and financial regulations will be tested at a written examination conducted by the National Physical Planning Department, Syllabus appears in annexure I,

*Second Efficiency Bar.*—The appointees should successfully complete a Certificate Course in Computer technology/Visual Basic or Geographical Information System in a recognized institution for a period not less than 06 months. (The Director General of the National Physical Planning Department will decide on the recognized institution as the case may be.)

06. *Method of Recruitment.*—Recruitment will be made through an interview on the results of an examination which is held after publishing a notification in the Government Gazette or an advertisement in the Newspaper calling for applications.

07. (i) *Conditions of Service.*— The post is permanent, Appointees are entitled to a Contributory pension under the Contributory Pension Fund.

(ii) If a person who held a pensionable post before 01.01.2003 will be further entitled to a pension under the pension minute and required to contribute to the Widowers, and Orphans Pension Fund.

(iii) Successful candidates will be subject to rules in the Establishments Code, the Financial Regulations, Departmental Orders and any other Regulations or orders presently issued or issued from time to time by the Government.

(iv) Provisions in paragraphs from 10 to 12 in Chapter II of the Establishment Code will also apply.

08. *Method of Application.*—Applications which are duly prepared on paper of the size 8 1/2x13 1/2 using both sides of the paper as per specimen forms appended and correctly perfected should be sent by registered post to reach the Director General, National Physical Planning Department, Sethsiripaya, Battaramulla on or before 27.08.2004. The applicants who are already in the Public Service should forward their applications through their heads of Departments. "Technician (Geographical Information System)" should be marked on the top left hand corner of the envelop enclosing the application.

09. Receipts of applications will not be acknowledged. Applications received after closing date, those not conformed to the requirements and those not duly perfected will be rejected. Complaints to the effect that applications have been lost in post will not be entertained and the applicants are requested to post their applications well in time to avoid delay in post. Photocopies of Certificate of Birth, educational Certificate and Certificate relating to experience should be attached to the application.

10. As per instructions of the Director General of the National Physical Planning Department the Secretary to the Ministry of Urban Development and Water Supply Reserves the authority of taking a decision on any matter not covered by this notification.

*Note.*— No travelling expenses or other expenses will be paid to the candidate who are summoned for the examinations and interviews.

J. M. L. JAYASEKARA,  
Director General,  
National Physical Planning Department,  
Sethsiripaya, Battaramulla.

Specimen Application Form  
National Physical Planning Department

#### Post of Technician (Geographical Information System)

For office use only

01. (i) Name with initials : \_\_\_\_\_.
- (ii) Names denoted by initials : \_\_\_\_\_.
02. Private Address : \_\_\_\_\_.
03. (i) Official Address (if employed) : \_\_\_\_\_.
- (ii) Telephone No. Official : \_\_\_\_\_, Private : \_\_\_\_\_.
04. (i) Date of Birth : \_\_\_\_\_.
- Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.
- (iii) Age as on 27.08.2004
- Year : \_\_\_\_\_, Month : \_\_\_\_\_, Days : \_\_\_\_\_.
05. (i) Civil Status : \_\_\_\_\_.
- (ii) Sex : \_\_\_\_\_.
06. (i) Educational Qualifications : \_\_\_\_\_.

General Certificate of Education (Ordinary Level) Examination/  
National Certificate of General Education (Ordinary Level)  
Examination

Index No. : \_\_\_\_\_, Year : \_\_\_\_\_, Medium : \_\_\_\_\_.

Subjects	Grades
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

(ii) General Certificate of Education (Advanced Level) :

Index No. :———. Year :———. Medium :———.

Subjects	Grades
1.	
2.	
3.	
4.	

(iii) Details of other educational qualifications :———.

07. Details of Professional knowledge and skills :

Course followed	Subjects	Institution	Results of Final Examination

08. Details of experience :———.

09. Details of Present Post :

(A) Post and Class/Grade :———.

(B) Date of appointment and Institute :———.

(C) Whether Pensionable :———.

(D) Present annual consolidated salary scale and present pay particulars :———.

10. Have you been convicted of any Criminal Offence in a Court of Law ? If so give details :———.

I declare that the particulars furnished in this application are true and correct to the best of my knowledge. I further declare that I have not been dismissed from the Government Service or deemed to have vacated post. I am aware that if any particulars contained herein are found to be false or incorrect I am liable to disqualification before selection and to dismissal without any compensation if this inaccuracy is detected after appointment.

\_\_\_\_\_  
Signature of Applicant.

Date :———.

(In the Case of Public Servant Certificate of the Head of Department)

I am forwarding the application of Mr./Mrs./Miss ..... he/she is permanently/temporarily/casually employed in this Ministry/Department and in the event of his/her selection for appointment to this post he/she can/cannot be released from the service.

\_\_\_\_\_  
Head of Department or Officer  
authorized to sign for him.

Date :———.

Designation :———.

Ministry/Department :———.

## Annexure I

### FIRST EFFICIENCY BAR EXAMINATION FOR POSTS OF TECHNICIANS (GEOGRAPHICAL INFORMATION SYSTEM)

01. This examination will be conducted by the National Physical Planning Department.

02. This examination consists of two question papers.

1. Office administration and Establishments Code (Duration 02 hours - Total marks - 100)

2. Financial Regulations (Duration - 02 hours - Total marks - 100)

1. General matters relating to 1st Efficiency Bar :

1. Candidates should score at least 40% marks from each question paper to obtain a pass.

2. They may take above subjects separately.

03. Syllabus :

01. Office Administration and Establishments Code.— This question is prepared on the basis of the following chapters in the Establishment Code.

Chapter II - Recruitment procedure and Appointments

Chapter III- Transfers

Chapter IV-Grant of Monthly pay, Temporary Status, Permanent Status and Pensionability

Chapter V - Release, Reversion and Termination of Employment

Chapter VII - Salaries

Chapter VIII-Overtime, Holidays and Holiday pay and Allowances

Chapter XII-Leave

Chapter XIII-Railway warrants

Chapter XIV-Travel on duty within the Island

Chapter XIX-Government Quarters

02. Financial Regulations.— This question paper is prepared on the basis of the following chapters in the Financial Regulations.

Chapter I

Expenditure and Income Estimate :

Consolidated Fund, Annual Estimates, Variation of annual estimates (F. R. from 1 to 68)

2. Financial Management and accountability  
Chief Accounting Officer, Accounting Officers, Revenue Accounting Officers, Authorization for payments, Granting approval, Certification, Delegation of Powers.  
(F. R. From 124 to 147)

**Annexure II**

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO POST OF  
TECHNICIAN (GEOGRAPHICAL INFORMATION SYSTEM) SYLLABUS AND  
PROCEDURE FOR SELECTION

01. This examination will be conducted by the National Physical Planning Department.

02. *Scheme of Recruitment* :—

- (a) The examination will be conducted in Sinhala, Tamil and English media.
- (b) Candidates should answer all the question papers at the examination in the medium of one language.

03. *Subjects in the Examination*.—The examination consists of two question papers—

- i. Intelligence Test
- ii. Question paper on technology

04. *Syllabus* :

- i. Duration for intelligence test is 01 hour. Total marks - 100  
This question paper contains 40 multiple choice questions including figures, language parts, pictures and charts to judge the power of taking decisions, analytical situations and reasoning of the candidates. Answer to all questions are expected.

- ii. Question paper on technology - Duration is 03 hours. Total marks - 100

*Syllabus*.—This question paper consists of two parts.

Part I-Test of theoretical knowledge of Geographical Information System.

Part II- Test of practical knowledge of controlling, Geographical Information System.

*Syllabus* :

Part I-Theoretical knowledge of Geographical Information system, Composition of Geographical Information System, Explanation of operation in various sub-sectors, function of data system.

Part II- Test of practical knowledge of controlling Geographical Information System.

Test of knowledge of solving problems given on physical planning.

05. *Procedure for selection*.—Candidates should score 40% marks or more from each subject to qualify. The candidates who have scored the highest marks at this examination will be summoned for an interview and their qualifications will be examined. Marks will not be given at the interview. The candidates who have fulfilled eligibilities and scored the highest marks from two subjects will be selected for appointment to this post.

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**1<sup>ST</sup> AND 2<sup>ND</sup> EFFICIENCY BAR EXAMINATIONS AND  
SECOND LANGUAGE TEST FOR THE OFFICERS IN  
SRI LANKA FOREIGN SERVICE - 2004**

It is hereby notified that the efficiency Bar Examination and the Second Language Test for Officers in the above-mentioned Service will be held in Colombo and in Sri Lanka Missions abroad commencing from October 2004.

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

03. *Syllabus*.—Syllabus and other Provisions by which the First and Second Efficiency Bars are governed are indicated in the respective Service Minute.

Syllabus and other provisions for the Second Language Test are indicated in annex "A" and syllabus and other provision for the First and Second Efficiency Bar Examinations in Sri Lanka Foreign Service are indicated in annex "B".

Officers are allowed to sit for the subjects of the Efficiency Bar Examinations at one sitting or different occasions, if they wish so. Action will be taken to conduct Oral Tests for the officers who sit for the Second Language Test at the same venue at the same time.

04. Subjects for which the officers in Sri Lanka Foreign Service should appear in the Efficiency Bar as follows:

**Sri Lanka Foreign Service**

*1st Efficiency Bar*

<i>Subject No.</i>	<i>Subject</i>	<i>Duration hours</i>
<i>Part I—</i>		
01.	Finance	3
02.	History and Geography or Sri Lanka	3
<i>Part II—</i>		
03.	Elementary Constitutional Law and International Law	3
04.	Diplomatic Practice	3
05.	International Affairs	3
06.	The Sri Lanka Foreign Service Minute, Foreign Ministry Regulations and Computer Literacy	3

*Foreign Languages—*

07.	Arabic	2
08.	French	2
09.	Russian	2
10.	Spanish	2
11.	Hindi	2
12.	Chinese	2
13.	German	2
14.	Japanese	2
15.	English	2