

<p>03. Date of Birth :— Year :—, Month :—, Date :—.</p> <p>04. Age on closing date of applications : Years :—, Months :—, Days :—.</p> <p>05. Sex :—.</p> <p>06. Educational Qualifications :—.</p> <p>07. Other Qualifications :—.</p> <p>08. Particulars of the present post :— (a) Name of Post :—. (b) Department / Institution :—. (c) Date of first appointment to the Staff Grade Post according to 6 : 1 of the <i>Gazette Notification</i> :—. (Copy of the letter of appointment should be attached) (d) Whether permanent and pensionable or temporary :—.</p>	<p>that ground and should be inaccuracy be detected after appointment, I am liable to be dismissed without any compensations.</p> <p>_____, Signature of Applicant.</p> <p>Date :—.</p> <p><i>IF THE APPLICANT IS IN PUBLIC SERVICE CERTIFICATE FROM THE HEAD OF DEPARTMENT</i></p> <p>I hereby certify that the particulars furnished by the aforesaid officer are correct and that he/she is serving in this Department / Institution in the post of ..... from ..... to and wish to inform that he/she has not been subjected to any disciplinary order, that no disciplinary action is being contemplated against him/her and that in the event of being selected to the new post he/she could be released from the present post.</p> <p>_____, Signature of Head of Department/Institution (with official frank).</p> <p>Date :—.</p>
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I hereby certify that the particulars furnished by me in this application is true and accurate. I am aware that should any information furnished in this application is found to be false or incorrect before selection to the post I am liable to be disqualified on

08-1303

## Examinations, Results of Examinations, &c.

### MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

#### 1st Efficiency Bar Examination for the Computer Data Entry Operators—2003

THE 1st Efficiency Bar Examination for the Computer Data Entry Operators appointed to District Secretariats and Divisional Secretariats will be held in Colombo in December 2004 by the Commissioner General of Examinations., The candidates are bound by the rules and regulations imposed by them. Candidates are bound to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations. The rules and regulations have been published separately at the beginning of the *Gazette Notification*.

02. The specimen application is given at the end of this notification. Applications prepared accordingly by candidates should be sent by registered post through the respective Heads of Department to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Pelawatta, Battaramulla on or before 27th September, 2004. The name of the examination should be indicated at the top left corner of the envelope. Applications received after the closing date will be rejected.

03. *Identity of the Candidates.*—Candidates are required to prove their identity at the examination to the satisfaction of the supervisor.

For this purpose any one of the following documents will be acceptable. :

- (a) National Identity Card issued by the Department of Registration of Persons ;
- (b) a valid Passport ;
- (c) a valid Identity Card issued by the Department of Post.

04. *Applications.*—Applications should be prepared in duplicate on a paper of A4 size. Items from 1 - 5 should appear on the 1st page of the application. Application may be typed but it should be filled in correctly and legibly by the candidate's own handwriting and in the medium in which they sit for the examination.

05. (i) Those candidates who are appearing for the examination for the first time need not pay any examination fee. However, for subsequent sittings they are required to affix stamps to the value of Rs. 90. The stamps should be duly cancelled by placing the signature of the candidate and the date. The fees will not be refunded for any reason and the transfer of the fee to any other examination will not be allowed.

(ii) Candidates will not be permitted to change the medium of examination indicated in the application. The examination will be held in Sinhala, Tamil and English media provided that there are candidates for each medium and candidates must sit all the question papers of the examination in one and the same language.

06. The Commissioner General of Examinations will issue a time table and an admission card to all candidates who have submitted applications. The candidates should produce their admission cards to the Supervisor of the Examination. A candidate without an admission card will not be permitted to sit for the examination. If a candidate has not received the admission card at least 07 days before the day of the examination, he/she should inform in writing without delay to the Commissioner General of Examinations, Department of Examinations of Sri Lanka, Pelawatta, Battaramulla, giving the following information :

- (i) Name of the examination ;
- (ii) Full name of the candidate ;
- (iii) Full postal address ;
- (iv) Post Office, registration number and the date of dispatch.

07. Documents submitted subsequently by candidates who fail to meet the requirements in paragraph (05) above will not be considered.

08. *Results of the Examinations.*—Action will be taken to release the results to the Secretary, Ministry of Public Administration and Home Affairs.

09. *Scheme of Examination.*—The 1st Efficiency Bar Examination for Computer data Entry Operators will consist of 01 question paper :

- (i) *Question paper.*—Office Management and Accounting Systems — Duration (1 hour).

This question paper will be designed in relation to the provisions of the Establishments Code and Financial Regulations in order to ascertain knowledge of officers regarding rules and regulations and circular instructions applicable in office management.

(a) *Establishments Code (Establishments Code — 1985)*

- 01. Recruitment Procedure and Appointment (Chapter II of the Establishments Code) ;
- 02. Grant of Monthly Pay, Temporary Status, Permanent Status and Pensionability (Chapter IV of the Establishments Code) ;
- 03. Release Reversion and Termination of Employment (Chapter V of the Establishments Code) ;
- 04. Salaries (Chapter VII of the Establishments Code) ;
- 05. Overtime, Holidays and Holiday Pay and Allowances (Chapter VIII of the Establishments Code) ;
- 06. Leave (Chapter XII of the Establishments Code) ;
- 07. Salary Loans and Advances (Chapter XXIV of the Establishments Code) ;
- 08. General Conduct and Discipline (Chapter XLVII, Volume II of the Establishments Code) ;

(b) *Financial Regulations :*

- 01. Accounting Officers (Financial Regulations : 124, 125, 127, 128, 135) ;
- 02. Receipts of Public Finance (Chapter XI of the Financial Regulations) ;
- 03. Custody of Government Money, etc. (Chapter VI of the Financial Regulations) ;
- 04. Main Registers and Documents in Government Departments (Part II, Chapter VII of the Financial Regulations) ;
- 05. Principles and Provisions of Purchase.

Candidates are required to answer a question paper of multiple choice questions prepared in relation to the above matters. This question paper will consist of 40 questions relating to the Establishment Code and 60 questions relating to the Financial Regulations. Duration of the paper is one hour. Each correct answer carries 01 mark and a minimum of 35 marks should be obtained for a pass.

The decision of the Secretary to the Ministry of Public Administration and Home Affairs will be final regarding any matter not provided for in the notification.

S. C. MANNAPPERUMA,  
Secretary.

Ministry of Public Administration and Home Affairs,  
Colombo 07.

FIRST EFFICIENCY BAR EXAMINATION FOR OFFICERS  
IN THE DATA ENTRY OPERATORS' SERVICE IN THE  
MINISTRY OF PUBLIC ADMINISTRATION AND  
HOME AFFAIRS — 2003

Index No. :  
(for office use only)

Language Medium in which the candidate intends to sit the examination :

Sinhala	S	
Tamil	T	
English	E	

(Indicate the relevant letter in the cage)

- 1. (a) Full Name (Mr./Mrs./Miss) :———. (in English Block Capitals)
- (b) Name with Initials :———. (in English Block Capitals)
- (c) Name with Initials :———. (in Sinhala or Tamil)
- (d) Official Address :— (in English) :———. (in Sinhala or Tamil) :———.

(e) Sex :—

Female — F  
Male — M

## MINISTRY OF TRANSPORT

### Department of Motor Traffic

#### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT OF MOTOR VEHICLE EXAMINERS CLASS II, SEGMENT "B" IN THE SRI LANKA TECHNICAL SERVICE FOR THE DEPARTMENT OF MOTOR TRAFFIC — 2004

2. Date of Birth :—.

Age as at 27.09.2004 :

Years :—, Months :—, Dates :—.

3. Designation :—.

4. District/Divisional Secretariat to which you belong :—.

5. Subject offered :—.

6. Weather the candidate is sitting the examination  
for the first time (stamps should be affixed for  
subsequent sittings only).

Stamps

(to be cancelled by placing the signature)

I hereby declare that the particulars given by me in the application  
are correct and I am eligible to appear for this examination in the  
medium of language indicated above.

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

Date :—.

*Note.*—The candidate should place his/her signature before his/  
her Head of Department or by an officer authorized to certify on  
behalf of him or his Divisional Head.

#### ATTESTATION OF SIGNATURE

I hereby certify that Mr./Mrs./Miss .....  
who is presently serving in my office is personally known to me and  
that he/she placed his/her signature before me on .....

\_\_\_\_\_,  
Signature of the Attestor.

Name of the Attestor :—.

Designation :—.

Address :—.

#### CERTIFICATE OF THE HEAD OF DEPARTMENT

I hereby certify that the particulars given by the candidate in  
paragraphs 01 to 06 are correct, he/she has satisfied the qualifications  
required for the examination and that he/she is eligible to sit for the  
examination in the medium language indicated by him/her.

\_\_\_\_\_,  
Signature of the Head of Department.

Designation :—.

Date :—.

08-1304

APPLICATIONS are invited for the Open Competitive Examination  
for Recruitment of Motor Vehicle Examiners Class II, Segment "B"  
in the Sri Lanka Technical Service for the Department of Motor  
Traffic. Applications prepared according to the Specimen form,  
appended using both sides of papers of 21.5 x30 cm. (80 1/2" x12")  
in size, should be sent only under registered cover to reach the  
Commissioner of Motor Traffic, Department of Motor Traffic,  
Elvitigala Mawatha, Colombo 05 on or before 20th September, 2004  
"Posts of Motor Vehicle Examiners" should be indicated on the top  
left hand corner of the envelope enclosing the application. The  
applicants who are already employed in the public service should  
forward their applications through their respective Heads of  
Departments.

*N.B.*—(The first page of the application should contain No. 01 to  
07 and the other pages from Ho. 08 onwards). The applications  
which do not conform to the specimen form appeared at the end of  
this *Gazette Notification* or which are incomplete and not duly  
prepared and the applications of the candidates who have not  
satisfied basic qualifications will be rejected without any notice.  
Any application sent to the name of any person in this Department  
or personally handed over will not be accepted. Complaints regarding  
any loss or delay in the post of an application will not be entertained.

(b) Action will be taken to advertise in the newspapers  
immediately after the issue of admission cards to the candidates. If a  
Candidate does not receive his Admission Card at least Seven Days  
before the date of examination he should communicate the following  
information without delay to the Commissioner General of  
Examinations, Department of Examinations, Sri Lanka, Pelawatta,  
Battaramulla.

(i) Name of Examination :—.

(ii) Full name of the candidate :—.

(iii) Address:—.

(iv) Date on which the application was posted :—.

(v) Registration No.:— and Post Office :—.

(vi) No. date and place indicated in the receipt issued on  
payment of money :—.

02. *Salary Scale.*— (a) Class II, Segment "B" - Rs. 66,840-  
7x1,320 - 10 x 1,560 - Rs. 91,680 per annum. Appointees should  
pass efficiency bar examination before they reach the Salary Step of  
Rs. 69,480.

Appointees should pass the first departmental examination for  
promotion to Class II Segment "A" before completion of 06 years  
service in Class II Segment "B".