

Name of the Institute	Course Followed	Duration of the Course	Grade Received	Date and the Number of the Certificate

There are (.....) documents attached to this application.

_____,
Signature of the Applicant.

Date : _____.

If the applicant is already a government employee, the certification by the Head of the Institution :

It is certified that the particulars given by the above officer are true and correct and he/she has been serving at this institute as a (post) since/...../.....and, no disciplinary actions have been or intended to be taken against him/her. Also it is further informed that, in the event of his/her been selected for the above post. He/She will be released from the presently held post. (A copy of this application is included in his/her personal file.)

_____,
Signature of the Head of the Department/
Institute.

Date : _____.

(Office Stamp).

12-497

08. If already in the Government Service :—

- 8.1 Department/Institute : _____,
8.2 Post presently held : _____,
8.3 Duration of Service : _____,
8.4 Whether the post is permanent and pensionable/Temporary : _____,

I do hereby certify that the particulars given in this application are true and correct to the best of my Knowledge and also I am aware, in the event of information given here in found untrue or incorrect, that I would have no claim, under any circumstances what so ever to be appointed to the above post.

Examinations, Results of Examinations, &c.

GOVERNMENT ANALYST'S DEPARTMENT

Open Competitive Examination for Recruitment to Class II Grade II of the Sri Lanka Scientific Service—2004

APPLICATIONS are invited for the vacancies in Class II Grade II of the Sri Lanka Scientific Service existing in the Government Analyst's Department. The applications should be in the form of the specimen appended to the notification and should be prepared on a paper of size 34 x 21 cm. (13" x 8") containing No. 1—6 in the first page of the application form. Completed applications should be sent by registered post to reach the Commissioner-General of Examinations, Department of Examinations, Pelawatta, Battaramulla, on or before 13.01.2005. The top left corner of the envelope containing the application should bear clearly the title, " Examination for Recruitment to Class II/II of the Sri Lanka Scientific Service—2004 of the Government Analyst's Department.

Separate applications need not be sent for each post applied for and the post applied should be indicated in the application in the order given in this Notification. For example, a candidate who wishes to apply for the Post of Assistant Government Analyst in the Department of Government Analyst should indicate the relevant Code Numbers as A-1 in the Code Number Column in para. 6 of the application.

Department	Post/Vacancy	Code Number
A. Department of Government Analyst	1. Assistant Government Analyst	A-1
	2. Assistant Examiner of Questioned Documents	A-2

2. *Terms of Engagement and Conditions of Service.*—(i) The post is permanent and eligible to a contributory pension under the Contributory Pension Fund. The appointment will be on probation for a period of three years.

(ii) The selected candidate should be prepared to serve in any part of the Island and will be subject to serve in the Provincial Public Service as well.

(iii) A selected candidate will be appointed to Class II Grade II of the Sri Lanka Scientific Service on the General Conditions governing appointments in the Public Service. The terms and conditions set out in the Minute of the Sri Lanka Scientific Service published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 509/7 of 07th June, 1988 and subject to any amendments made or to be made hereafter to the Minute will also be applicable for such appointment.

3. *Salary Scale.*—The consolidated annual salary of the post is will be Rs. 112,500—15 x 2,700—Rs. 153,000. The First Efficiency Bar will be before the annual salary step of Rs. 120,600 and Second Efficiency Bar will be before the annual salary step of Rs. 128,700.

Note.: (i) *First Efficiency Bar*—The selected candidate should before proceeding beyond the annual salary step Rs. 120,600 pass the First Efficiency Bar Examination, which includes the following subjects :

- (a) Financial System ;
(b) Administration ;
(c) Departmental Regulations.

(ii) *Second Efficiency Bar*.—Selected candidate should before proceeding beyond the annual salary step of Rs. 128,700 obtain a Postgraduate Degree such as Ph.D or M.Sc./M.Phil in the relevant field.

(iii) An officer who, at the time of recruitment possesses a Postgraduate Degree of a recognized University will be placed on the annual salary step of Rs. 123,300.

4. *Educational and other Qualifications*.—All applicants should furnish satisfactory evidence in proof of the following :

- 4.1 Should be of an excellent moral character and physically sound.
- 4.2 Should be over 22 years and under 35 years of age as at the closing date of application (maximum age limit will not be applicable to those who are in the Government Service).
- 4.3 Should possess relevant educational and other qualifications indicated below as at the closing date of application.

Department	Designation	Educational and other Qualifications
A. Department of Government Analyst	1. Assistant Government Analyst	(a) B.Sc. (Honours) Degree in Chemistry with a 1st or 2nd Class from a recognized University ; or (b) Ph.D or M.Sc./M.Phil. Degree in Chemistry from a recognized University.
	2. Assistant Government Examiner Questioned Documents	(a) B.Sc. (Honours) Degree in Chemistry or Physics with 1st or 2nd Class from a recognized University ; or (b) B.Sc. Degree with 1st or 2nd Class offering Chemistry or Physics as a subject.

Note.—(1) A candidate is regarded to have possessed the required basic qualifications for appointment to the Sri Lanka Scientific Service, only if official certificate in respect of the qualifications or an official document acceptable to the Secretary, Ministry of Public Administration and Home Affairs in lieu of such certificates been produced at the interview. Accordingly, candidates should have the completed the requisite qualifications for the post, on or before the closing date.

5. Candidates will be required to submit the following documents whenever requested :

- (a) Certificate of Birth. (*Note.*—Baptismal Certificate or the certificate of birth issued for the purpose of Assisted Schools will not be accepted) ;

(b) Degree certificate and the higher educational certificates ;

(c) Two character certificates (one of them should be from the Director in the Academic Institute/Lecturer or the Professor of the University ;

(d) Certificate in relations to the professional experience or technical qualifications ;

(e) Certificates on highest examination passed in Sinhala/Tamil or English.

6. (i) Application should be prepared in the same language in which the candidate wishes to sit for the examination.

(ii) A notification will be published in newspapers as soon as the admission cards are issued to the candidates. Candidates who do not receive the admission cards at least 07 days before the due date should inform the Commissioner-General of Examinations, Department of Examination, P/O. Box 1503, Pelawatta, Battaramulla, furnishing the following information. (Telegrams—Examinations, Colombo) :

- (a) Name of the Examination ;
- (b) Full name of the candidate ;
- (c) Address ;
- (d) Date of posting the applications, registered number and the Post Office.

7. *Examination Fee*.—The fee for the examination is Rs. 200. Before the closing date of applications fees should be paid to the General Treasury or Divisional Secretary's Office to be credited to Head 6, Sub Head 1, Item 4.

Receipt obtained from the Divisional Secretary or the General Treasury should be pasted in the relevant cage of the application. The fee will not be refunded.

The examination will be held in Colombo.

8. Attention is drawn to the General Conditions applicable for the Appointments to the Posts in Public Service published at the beginning of Part I : Section (IIA) of the *Gazette Notification*.

9. Officers in the Public Service should forward their applications through the respective Head of Department.

10. (a) The Commissioner-General of Examinations will issue admission cards to all persons whose applications have been received. A candidate sitting himself for the examination must produce his admission card to the Supervisor of the examination center. A candidate who fails to produce his admission card will not be permitted to sit the examination.

(b) A candidate must sit the examination at the examination center assigned to him. Every candidate should render to the Supervisor of the Examination Hall, the admission card, on the first day of presenting himself for the examination. A set of rules and regulation to be observed by all candidates is published in the *Gazette*.

Note.—The issue of an admission card to a candidate does not necessarily, mean that he or she has the requisite qualifications to sit the examination.

11. *Identification of Candidate.*—A candidate will be required to prove his identity at the examination hall to the satisfaction of the Supervisor for each subject he offers. For this purpose any of the following documents will be accepted :

- (a) A valid identity card issued by the Postmaster-General ;
- (b) A valid Passport ;
- (c) An Identity Card issued by the Department of Registration of Persons.

12. *Penalty of Furnishing False Information.*—If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior or during or after the examination. If any of the particulars furnished by a candidate is found to be false within his knowledge, or if he has willfully suppressed any material fact he will be liable to be dismissed from the Public Service.

13. Any matter not provided for in these regulations will be dealt with as determined by the Secretary, Ministry of Public Administration and Home Affairs.

14. *Scheme of Examination.*—Language medium of examination :

- (a) The examination will be held in Sinhala, Tamil and English ;
- (b) A candidate should sit the examination in the language in which he passed the qualifying examination or in the Official Language ;
- (c) A candidate who has passed subjects at the qualifying examination in more than one language, should sit the examination in the language in which he passed the majority of subjects at such examination or in the Official Language ;
- (d) A candidate with a Special Degree who has passed the principal subject at one language and the subsidiary subject in another language should sit the examination in the language in which he passed the principal subject or in the Official Language.

Note.—(i) The term “ qualifying examination ” in (b) and (c) above refers to the examination referred to in paragraph (b).

(ii) A candidate must sit all the papers of the examination in one and the same language.

(iii) A candidate will not be permitted to change the language of examination or the levels given in his application.

15. *Method of Recruitment.*—As determined by the Secretary, Ministry of Public Administration and Home Affairs a written examination including the following subjects will be held on behalf of the Commissioner-General of Examinations or an Institution approved by the Sri Lanka Scientific Service Board.

- (i) Intelligence Test : 150 marks— 1 hour and 15 minutes paper.
- (ii) General Paper : 150 marks—3 hour paper.

16. *Method of Selection for Appointment.*—The candidates scoring highest marks at the written examination will be subjected to as a structured interview. Accordingly order of merit of the candidates will be decided on the total marks scored at the written test and the interview.

17. *Syllabus.*— *Intelligence Test :*

(a) This is designed to make an assessment of the candidate's power of logical reasoning and analysis and ability to draw sound inferences. The question paper will be of the multiple choice type.

(b) *General Paper :*— This consists of two parts :

Part I— Consists of questions regarding broad scientific matters covering all subjects.

Part II— Consists of questions on general matters such as economics, political, art, etc.

18. Number of appointments to be made and the effective dates of appointment will be decided by the Public Service Commission. The Public Service Commission has the authority to decide on the number of vacancies to be filled or not to fill any vacancy.

By order of the Public Service Commission,

S. C. MANNAPPERUMA,
Secretary,
Ministry of Public Administration and Home Affairs.

Sri Lanka Scientific Service Board,
Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
October, 2004.

SPECIMEN APPLICATION FORM
(Please use first page to indicate particulars from para. 1 to 6)

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS II GRADE
II OF THE SRI LANKA SCIENTIFIC SERVICE IN THE GOVERNMENT
ANALYST'S DEPARTMENT— 2004

Index No. :

(For office use only)

Medium of Examination

Sinhala — S
Tamil — T
English — E

(Indicate the relevant letter in the cage)

01. Name of Applicant :

1.01 Name with initials (in English Block Capitals) :_____.

1.02 Name in full (in Sinhala/Tamil) :_____.

1.03 Full Name (in English Block Capital) :_____.

02. Address :

2.01 Address to which the admission card should be sent (in English) :_____.

2.02 Office Address (in Sinhala/Tamil) :_____.

03. Sex :

Male — 1

Female — 2

(Indicate the relevant number in the cage).

04. National Identity Card

Number :

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05. Age :

5.01 Date of Birth :

Year :_____, Month :_____, Date :_____.

5.02 Age as at the closing date of applications :

Years :_____, Months :_____, Days :_____.

06. Posts applied for :

<i>Department</i>	<i>Post</i>	<i>Code Letter and Number</i>
	1. 2. 3. 4.	

07. Civil Status : whether married or single ? :_____.

08. Qualifications :

8.01 Educational Qualifications — Indicate all degrees obtained including Class, Subjects and Institutions :

<i>Examination/ Degree</i>	<i>Class</i>	<i>Year</i>	<i>Subjects</i>	<i>Academic Institutions</i>

8.02 Professional Qualifications :_____.

09. The highest examination passed :

1. Sinhala
2. Tamil
3. English

10. Particulars of employment and/or training since leaving school (date of engagement and reasons for leaving be indicated) :_____.

11. Particulars of the present post held :

(a) Post :_____.

(b) Department/Institution :_____.

(c) Date of appointment :_____.

(d) Whether permanent/pensionable/non-pensionable/temporary :_____.

(e) Whether confirmed in the post :_____.

(f) Salary scale of the post and the present salary :_____.

12. Have you ever been convicted in a court of law for a criminal offence ? If so, furnish particulars of such conviction and penalty imposed :_____.

13. Please paste the receipt properly (keep a photo -copy with you) :_____.

Receipt No. :_____.

Office receiving money :_____.

Date :_____.

I hereby certify that the particulars given by me in the application are true and correct. I am also aware that if any particular contained herein is found to be false or incorrect, I am liable to disqualification if detected before selection and to dismissal without compensation, if detected after appointment.

_____,
Signature of Applicant.

Date :_____.

REPORT OF THE HEAD OF DEPARTMENT IF THE APPLICANT
IS IN THE PUBLIC SERVICE

I certify that the particulars given in paragraph 12 above are correct/need amendment, as shown below and the his/her work and conduct

He/She can be released from the present post.

_____,
Signature of Head of Department.

Designation :_____.

Date :_____.