

Specimen Application Form

**RECRUITMENT TO THE POST OF NUTRITIONIST IN
THE DEPARTMENT OF HEALTH SERVICES**

01. (a) Name with initials : _____,
(b) Names denoted by initials : _____,
02. Address : (a) Private : _____,
(b) Official : _____,
03. (a) Date of Birth : _____,
(b) Age as at the closing date of the application :
Years : _____, Months : _____, Days : _____,
04. Sex : _____,
05. Civil Status : _____,
06. Educational and other qualifications : _____,
07. Particulars of the Present Post :
(a) Designation : _____,
(b) Department / Institution : _____,
(c) Date of Appointment : _____,
(d) Whether Permanent or Temporary : _____,
(e) Whether confirmed in the post : _____,
(f) The salary scale of the post and the present salary : _____,

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that if any particulars contained herein are found to be false or incorrect after appointment, I am liable to disqualification and discontinuance without any compensation.

_____,
Signature of the Applicant.

Date : _____.

REPORT OF THE HEAD OF THE INSTITUTION, IF ALREADY EMPLOYED IN A
MINISTRY / DEPARTMENT

Miss / Mrs. / Mr. is in permanent service in this Institution. In the event this officer is selected to the said post, I agree to release her / him to assume duties in the said post.

_____,
Signature of the Head of
Ministry / Department.

**DEPARTMENT OF EXAMINATIONS - SRI LANKA
(EVALUATION AND TESTING SERVICE)**

**Recruitment to the Vacant Posts in the Press of the
Department of Examinations - Sri Lanka**

APPLICATIONS are hereby invited, under the orders of the secretary to the Ministry of Education, from the eligible citizens of Sri Lanka, for the purpose of filling the following vacancies in the Press of the Department of Examinations - Sri Lanka. Application should be prepared in accordance with the Specimen Form attached herewith and sent by registered post to be received by the Commissioner General of Examinations (Organizations and Foreign Examinations Branch), Department of Examinations, Pelawatta, Battaramulla, on or before 18.01.2005. The name of the post applied for, should be clearly stated on the top left corner of the envelope in which the applications are enclosed.

- i. Litho Printer and Machine Minder
- ii. Book Binder and Machine Operator
- iii. Compositor
- iv. Plate Maker Operator
- v. Computer Type Setter (Tamil)

01. *Age Limit.*—Should not be less than 18 or more than 45 years of age as at the closing date of the applications. Maximum age limit will not be applicable to those who are already in the Public or Provincial Public Service.

02. *Salary Scale.*—Rs. 69,480 - 9 x 1,320 - 8 x 1,560 - 93,840 per annum (P. A. C. No. 15/2003). Efficiency Bar Examination before the annual salary step of Rs. 72,120 and Rs. 77,400.

03. Educational and Professional Qualifications :

3.1 Litho Printer and Machine Minder :

A pass in G. C. E. (O/L) Examination at least in six (6) subjects of which five (5) should be credits, including Sinhalese/Tamil, Mathematics/Arithmetic/Commercial Arithmetic and Science/Chemistry/Physics, at not more than two sittings;

or

A pass in N. C. G. E. Examination at least in six (6) subjects of which 5 should be credits ("B" Passes) including Sinhalese/Tamil, Mathematics and Science;

or

A pass in a higher examination than the above;

and

A minimum of 05 years' working experience in a recognized printing institute as a Litho Machine Operator or in a Similar Capacity.

3.2 *Book Binder and Machine Operator :*

- I. A pass in Grade 08 (Year 09) Examination or in an Examination higher than that; and

At least 10 years' relevant working experience in a recognized printing institute;

or

- II. The Certificate in Book Binding issued on successful completion of the three year course, offered by the Sri Lanka Technical College, or a similar certificate and 05 years working experience in the capacity of a Book Binder and Machine Operator in a recognized Printing Institute.

3.3 *Compositor :*

- I. A pass in Grade Eight (8) or Year Nine (9) Examination together with relevant working experience of not less than 10 years in an approved printing institute.

or

- II. The certificate in printing issued on successful completion of the 3 year course, offered by the Sri Lanka Technical College, together with the above educational qualifications;

and

At least 07 years' working experience (including the three years' printing course) in composition, in an approved printing institute.

3.4 *Plate Maker Operator :*

- I. A pass in G. C. E. (O/L) in 6 subjects including Science and Mathematics, at not more than two sittings;

or

A pass in N. C. G. E. examination in 6 subjects including Science and Mathematics;

and

- II. At least 05 years' relevant working experience (including the period as an apprentice) in a recognized printing institute together with one of the aforesaid educational qualifications;

or

The Certificate in Printing issued on successful completion of the three year course offered by the Sri Lanka Technical College or a similar certificate and, at least three years' working experience as a Plate Maker Operator in a recognized printing institute, along with one of the education qualification given in "I" above.

3.5 *Computer Type Setter (Tamil) :*

- (I) A pass in Senior School Certificate Examination;

or

A pass in G. C. E. (O/L) Examination in 06 or more subjects of which 05 should be credits, including Tamil and Mathematics/Arithmetic/Commercial Mathematics, at not more than two sittings (numbers of Subjects passed at one sitting should at least be five (5)) ;

or

A pass in N. C. G. E. Examination in six (6) subjects with A/B/C passes. Grades received for five subjects including Tamil and Mathematics should be A or B Passes (Number of Subjects passed at one sitting should at least be five (5))

and

- (II) A credit pass for Tamil at G. C. E. (A/L) Examination;

and

(III) Three years' working experience in the capacity of a Computer type setter or in a similar capacity at a recognized establishment, along with the education qualifications "I" and "II" mentioned above;

and

(IV) A certificate received on successful completion of a training course in Computer Type Setting at a recognized establishment, along with the education qualifications "I" and "II" mentioned above.

Note :

- I. In the case of the education qualifications mentioned in "I" above, applicants having passes in Science subjects and the applicants with the ability to work in other languages in addition to their principal medium, will be given special consideration.
- II. In the absence of the applicants who have secured a credit pass for Tamil at G. C. E. (A/L), those with a Distinction pass at G. C. E. (O/L) or a "A" pass at N. C. G. E. for such subject will be considered.

04. *Experience at a recognized Institute/Training Certificate :*

- 4.1 The term "Working experience at a recognized institute" that comes under the section "Education and other Qualification" above, means the working experience at a Government or Semi- Government Institute. Applicants with such qualifications received from a private organization should produce a certified copy of the certificate of registration of E. P. F. and a certified copy of their latest salary particulars along with a letter confirming the service, issued by the Head of such institute.
- 4.2 In respect of training, a recognized institute means a Government or Semi- Government Institute which offer such training. Training Institutes registered under, the Com-

mission for Tertiary and Vocational Education or the Ministry for Skill Development are also considered of such.

for the written test and 60 for the practical test. The minimum pass mark is 40 and, the recruitment will be made in the order of merit.

05. One individual is eligible to apply for one post only.

Syllabus for the Written and the Practical Test :

06. *Method of Recruitment :*

Recruitment will be made on the order of merit, based on the results of a written/practical test held in accordance with the provisions laid down in Public Administration Circular No. 15/90. The medium in which the applicant wish to sit the test should be clearly marked in the application using the symbol "X".

- (a) Composing one page of a book (time spent for the task will be considered),
- (b) Arranging pages in the numeric order of 4-8-32 etc., that is required for printing (according to the model),
- (c) Preparation of a poster,
- (d) Designing of of ledger specimen form (Creativity of the work will be considered).

All the appointments will be made on recommendation after an interview conducted. However the interview does not carry any marks.

IV. *Plate Maker Operator :*

Examinees will be allowed 1 1/2 hours for the written test and 30 minutes for the practical test. The total marks allocated is 100, 40 for the written test and 60 for the practical test. The minimum pass mark is 40 and, the recruitment will be made in the order of merit.

I. *Litho Printer and Machine Minder :*

Examinees will be allowed 1 1/2 hours for the written test and 30 minutes for the practical test. The total marks allocated is 100, 40 for the written test and 60 for the practical test. The minimum pass mark is 40 and, the recruitment will be made in the order of merit.

Syllabus for the Written Test :

(A). *Syllabus for the Written Test:*

- (a) Fundamentals of Litho Printing and Machines,
- (b) Colour Printing and the use of the Densitometer,
- (c) Knowledge of Chemicals and Liquids,
- (d) Functions of the Printing Machines,
- (e) Printing Systems,
- (f) Preparation of Printing Plates,
- (g) Types of Printing Machines.

- (a) Fundamentals of the operating system of printing machines,
- (b) Comprehension of the process of plate making,
- (c) Knowledge of the materials used in plate making,
- (d) Matter to pay attention to when, exposing the plates to the light,
- (e) Knowledge on the reactions taking place when positive or negative plates are exposed to light,
- (f) Knowledge on how to examine the new plates for their suitability to be used in printing.

(B) *Syllabus for the Practical Test:*

Syllabus for the Practical Test :

- (a) Practical test will be held to check whether the candidate's ability to can successfully finish a plate.

Since the main task of those who are in the above post is to operate tent printing machine of the department, the candidates will be mainly tested on their ability to solve mechanical problems which may arise when the machines are in use.

V. *Computer Type Setter :*

Examinees will be allowed 1 1/2 hours for the written test and 30 minutes for the practical test. The total marks allocated is 200, 100 for the written test and 100 for the practical test. The minimum pass mark in each subject is 40 and, the recruitment will be made in the order of merit.

II. *Book Binder and Machine Operator :*

Examinees will be allowed 01 hour for the written test and 30 minutes for the practical test. The total marks allocated is 100, 40 for the written test and 60 for the practical test. The minimum pass mark is 40 and, the recruitment will be made in the order of merit.

Syllabus for the Written Test:

Syllabus for the Written and the Practical Test :

- (a) Identification of the tools used in Book Binding,
- (b) Operating auto and semi auto paper cutter machines,
- (c) Ability to fold and gather papers manually and mechanically,
- (d) Ability to finish a complete ledger book.

A. *Basic Knowledge of Software :-*

- (a) Page maker 4.2 and 6.5,
- (b) A thorough knowledge of key commands,
- (c) Knowledge of additional accessories of certain software packages and their practical use,
- (d) Knowledge on how to use IBM and Apple Computers.

III. *Compositor :*

Examinees will be allowed 1 1/2 hours for the written test and 30 minutes for the vocational test. The total marks allocated is 100, 40

- B. (a) Ability to identity Hard ware,
- (b) Knowledge of various computerized printing machines,
- (c) Ability to identify varieties of fonts,
- (d) Knowledge on the types of paper used in computer printing and their standards;

- C. Knowledge on the other page development tasks using an already word processed page;
D. Use of computer scanner and computer printer;
E. Knowledge of Computer networks.

Syllabus for the Practical Test:

Candidates are expected to open a new file, word process a document including pictures and take a print out. Also the skills mentioned in the syllabus for the written test above will be tested.

07 Conditions of Recruitment :

This post is permanent. Also pensionable under the Contributory Pension Scheme for the Government Employees.

Exceptions.—If someone who has been holding a pensionable post before 01.01.2003, is recruited to this post, such an employee will be eligible for a pension. They will also have to contribute to W. & O. P. fund.

08. Conditions of Service :

As per the clauses 10 to 12 the chapter II of the establishment code.

In addition to the above, these appointments are made subject to the conditions laid down in the Printing Service Minute No. 875/05 of the Department of Examinations, published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka on 14.06.1995, in respect of the Posts, Compositor and Book Binder and Machine Operator and any future amendments done to such minute and to the conditions of recruitments procedures pertaining to the other posts and the general conditions ruling the appointment to the Public Service.

- I. Applications prepared not in accordance with the specimen form, not furnished with the required information of qualifications, and not accompanied by relevant proofs of qualifications will be rejected. No acknowledgement of by applications will be made. Applications should be forwarded in compliance with the instructions given in this notification. Those who are already in the Public or Province Public Services should forward their applications through the Heads of their respective institutes.
- II. Applications should be prepared in compliance with the specimen form given herewith, using the both sides of a “A4” paper, so that No. 01-06 appear on one side and the rest on the other side and sent before the closing date. Late applications will not be accepted and the Department will hold no responsibility of the applications delayed or lost in the post.

09. Attention of the applicants is drawn to the General Conditions in respect of the appointments to the posts in the public service given in the chapter (IIA) of section “I” of this notification.

W. A. M. WIJAYASIRI,
Commissioner General of Examinations.

Department of Examinations,
Pelawatta,
Battaramulla.
01st December, 2004.

SPECIMEN APPLICATION FORM

Department of Examinations (Evaluation and Testing Service)
Recruitment to the Vacant Posts of the Press

Post applied for (As per the relevant <i>Gazette</i> Notification)		
Desired Language medium for the examination (To be marked by the applicant)	Sinhalese	Tamil

01. 1.1 Name with Initials Mr./Ms : _____,
(In Block letters) (Ex : D. M. DAYANANDA)
- 1.2 Names Denoted by the Initials : _____,
(In Block letters) (Ex.: DISSANAYAKE
MUDIYANSELAGE)
- 1.3 Name with Initials : _____,
(In Sinhalese)(Ex.: ඩී. එම්. දයානන්ද)
02. 2.1 Permanent Address : _____,
- 2.2 If presently serving at a public institute, official address : _____,
03. 3.1 Date of Birth : Year : _____, Month : _____, Date: _____

Age as at 18.01.2005 : Years : _____, Months : _____,
Days : _____,
(Attach a copy of the birth certificate)
04. Gender : Male/Female : _____,
05. Educational Qualifications (Attach the copies of the relevant certificates) :
5.1 G. C. E. (O/L) Examination : _____,
5.2 Other Examinations : _____,
06. Working Experience at a Government, Semi Government or Private Institute. : _____,
- (Attach relevant proofs as per the Section 4.1 of the *Gazette* notification)

Name of the Institute	Post held	Duration From To

07. Details of training received at a Government or any other approved institute. (Attach relevant proofs as per the Section 4.2 of the *Gazette* notification) :

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).

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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.