

Specimen Application Form

**APPLICATION FOR THE POST OF ASSISTANT
DIRECTOR (LEGAL) IN THE COMMISSION TO
INVESTIGATE ALLEGATIONS OF BRIBERY OR
CORRUPTION**

I hereby certify that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars contained herein are found to be false and inaccurate. I am liable to be disqualified before selection and be dismissed without compensation if revealed after the appointment.

1. Name in Full. Mr./Mrs./Miss : _____,

_____,
Signature of Applicant.

2. Name with initials : _____,

Date : _____,

3. Address :

If the applicant is in the Public Service

(i) Private Address : _____,

(ii) Official Address : _____,

(If employed in Public Service)

CERTIFICATE OF HEAD OF DEPARTMENT

4. Date of Birth :

(i) Year : _____, Month : _____, Day : _____,

(ii) Age as at Yrs. : _____,

Months : _____, Days : _____,

I hereby certify that Mr./Mrs./Miss
is employed in this Department as a If he /
she is selected for this post, he / she can be released / cannot be
released.

5. Ethnic Group : _____,

_____,
Head of Department.

6. Sex : _____,

Date : _____,

7. (i) Educational Qualifications : _____,

(ii) Professional Qualifications : _____,

Name : _____,

8. Experience : _____,

Designation : _____,

9. Have you ever been dismissed from the Public Service or vacated
from Post : _____,

Department : _____,
(Official Frank)

10. Have you ever been convicted from a Court of Law ? : _____, 03-357

Examinations, Results of Examinations & C.,

**DEPARTMENTAL EXAMINATION FOR
PRELIMINARY GRADE MEDICAL OFFICERS &
DENTAL SURGEONS
MARCH - 2004**

IT is hereby notified that the Departmental Examination for Preliminary Grade Medical Officers & Dental Surgeons which should be passed by them before promotion to grade II in terms of section 07 of the Minute of Medical Officers in the Health Services, published in the *Gazette* (Extra Ordinary) No. 662/11 of 17.05.1991 of the Democratic Socialist Republic of Sri Lanka will be held on 25.04.2004 in Sinhala, Tamil & English media. The venue and the time of the examination will be notified along with the Admission Card.

02. *Qualifications.*—Preliminary Grade Medical Officers & Dental Surgeons who have not completed the relevant examination can apply for this examination.

03. *Applications.*—Applications prepared by the candidates as per specimen appended to this letter should be sent under Registered cover to reach the Director (Examinations) "Suwasiripaya" No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 25.03.2004 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed envelope in the size of 9" x 4" inches, affixed with stamps to the value of Rs. 4.50 should be sent along with the application. (Candidates can write their official or private address) Applications which are received late, incomplete or inaccurate will be rejected.

04. Examination fees :

- (i) Candidates who sit the examination for the first time need not pay examination fees. However in every subsequent sitting they should affix stamps to the value of Rs. 25 per subject in the stamps cage provided

for in the application and cancel same by placing their singnature and the date.

- (ii) The fees once paid will not be allowed to transfer for any other Examination or refunded under any circumstances.

05. *Admission to the Examination :*

- (i) Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit same to the Supervisor at the Examination centre. Otherwise they will not be allowed to sit the examination.

- (ii) Candidates should prove their identity to the Supervisor at the examination hall. For this purpose one of the following documents will be accepted.

- (a) National Identity Card;
(b) Departmental Identity Card ;
(c) Driving License ;
(d) Passport.

06. *Scheme of the Examination.*—The examination will consist of three written question papers & a Sinhala/Tamil *Viva Voce* test . Each part will receive 100 Marks. Candidates should score a minimum of 50 marks for a pass in each part. The Examination can be completed at one sitting or at several sittings.

07. *Syllabus of the Examination :*

07.01 Written Examination

07.1.1 Establishments Code

Duration 02 hours. Should answer five (05) out of eight (08) questions. Total marks 100.

Syllabus :

- (i) Establishments Code —
(a) Part 1 - Chapters II, III, V, VI, VII, VIII, IX, XI, XII, XIII, XV, XXIV, XXV, XXVII, XXVIII, XXX, XXXI, XXXII, XXXIII
(b) Part II - Chapters XLVII & XLVIII

- (ii) General Regulations of the Department of Health Services

- (iii) Orders of the Public Service Commission

07.1.2 *Administration of Hospitals & Dispensaries*

Duration 1 1/2 hours. Total marks 100. Should answers four (04) questions out of seven (07) questions.

Syllabus :

Health Mannual

- Part 1 - Medical Services
Part II - Laboratory Services

07.1.3 *Accounts :*

Duration 02 hours. Should answers 04 questions out of 07 questions. Total Marks 100.

Syllabus :

- (i) Financial Regulations - Part 1

- Chapter I - All Sections
II - All Sections
III - All Sections
IV - All Sections
V - Sections 1, 2, 3 4 and 6
VI - All Sections
VIII - Sections 1, 2, 3, 4 & 6

- (ii) Regulations of Stores Accounts of the Department of Health Services

- (iii) Section of Finance in the manual of the Department of Health Services

- (iv) Financial Regulations relating to the daily routine duties of a Medical Officer of Health

07.2 *Viva Voce - Sinhala/ Tamil :*

The Staff Officers in the Department of Health Services will conduct this Examination in Colombo to examine the proficiency in Sinhala/Tamil Language. Total Marks 100. Skills of Officers to discuss on matters pertaining to their daily routine duties will be examined.

08. The information is also available in the Web Site - www.health.gov.lk.

Dr. H. A. P. KAHANDALIYANAGE,
Director General of Health Services.

Office of the Director General o Health Services,
“Suwasiripaya”
385, Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
23rd February, 2004.

Specimen form of application

For Office Use Only

Stamp Cage

**DEPARTMENTAL EXAMINATION FOR PRELIMINARY
GRADE MEDICAL OFFICERS & DENTAL SURGEONS -
MARCH 2004**

01. (a) (i) Name of the Applicant (In Sinhala or Tamil with initials at the end) : _____,
(ii) Name of the Applicant (In English Capitals with initials at the end)

(iii) Names denoted by initials (In English Capitals)

- (b) (i) Designation (Medical Officer/Dental Surgeon) : _____,
(ii) Date of Internship appointment : _____,
(iii) Date of appointment to the preliminary Grade : _____,

02. Subjects Offered (Mark "✓" within the cages against the subjects you offer in this Examination. Mark X against the subjects not offered)

Administration of Hospitals & Dispensaries ☐

Establishments Code ☐ Accounts ☐

Tamil Viva Voce ☐ Sinhala Viva Voce ☐

03. (a) Present Station : _____,
(b) District of the Present Station : _____,
(c) District in which you sit for the Examination : _____,
(If an examination centre is not available in this District you will be attached to the closest examination centre)
(d) Whether a self - addressed envelop in the size of 9 x 4 inches with stamps affixed to the value of Rs. 4.50 has been attached to the application to post the Admission Card ?
(e) (i) Postal Address to post the Admission Card (In Sinhala/ Tamil) : _____,
(ii) Postal Address to post the Admission Card (In English Capitals) : _____,

04. Medium you sit for the examination (Sinhala /English/ Tamil)

05. (a) Whether you sit for the examination for the First time : _____,
(b) If not so, have you affixed stamps to the application?

06. Certificate of the candidate :

- (i) I do hereby certify that the particulars furnished by me in this application are true and accurate to my knowledge and I need not affix stamps since I sit the Examination for the first time/have affixed stamps to the value of Rs. since I repeat the Examination , * and the stamps affixed by me to the application are genuine and not used.
(ii) I agree to abide by the rules and regulations stipulated by the Department of Health for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

_____,
Signature of the Candidate.

Date : _____,

07. Certification of Head of Institution

* Mr/Mrs/Miss is well known to me and he/ she* sits the Examination for the first time/repeats the Examination*he/she*need not affix stamps/ has affixed stamps to the value of Rs..... to the Application and he/she* placed his/ her*signature in my presence.

_____,
Signature of Head of Institution/
Frank/Rubber Stamp.

Date : _____,

08. Certificate of the Head of Decentralized Unit/ Specialised Campaign

Mr/Mrs/Miss serves as a Medical Officer/ Dental Surgeon in my Division/Campaign* and the particulars furnished by him/her* in the Application are correct in accordance with the particulars available in his/her* personal file and he/she* is eligible to sit for the Examination.

_____,
Signature of Head of Decentralized Unit/
Specialised Campaign,
(Frank/Rubber Stamp)

Date : _____,

* Delete words which are inapplicable

MINISTRY OF HUMAN RESOURCE DEVELOPMENT, EDUCATION AND CULTURAL AFFAIRS

Selection of Teachers to follow Teacher Training Courses in Teachers' Colleges — 2004

APPLICATIONS are entertained from untrained teachers (who have got formal appointments signed by Secretary, Education Service Commission or Secretary, Provincial Public Service Commission) serving in Government Schools, who are eligible to follow the Two Years Teacher Training Course in Government Teacher's Colleges. Teachers who have got their formal appointments in Government approved private schools and in approved Pirivenas are also eligible to apply for this course. In the case of Private Schools they must be registered under Director of Private Schools in Ministry of Human Resource Development Education and Cultural Affairs.

Those who could not complete the Distance Training Programme and PRINSETT Programme conducted by the NIE also can apply for this Training. To prove this they have to forward a letter at the interview signed by the Distance Training Authority of NIE.

Selection will be made according to the number of vacancies existing in the Teachers' Colleges and also on the basis of applicant's seniority in assuming duties in the school. In view of the fact that this may be the last opportunity provided to follow courses in the Sinhala medium, all untrained teachers are expected to apply. If the number of applicants in the Sinhala medium is found to be too small, it is expected to conduct all the courses in a Teachers' College decided by the Secretary, Education. Therefore please do not ask for a Teachers' College closer to your place of residence.

Duration of this Course will be two years and the pupil teachers are required to undergo full time residential institutional training. If there is no residential facility or if there is no adequate accommodation, student teachers can be provided with accommodation closer to the Institution. For this they should get the Principal's approval. During the period of training in the Teachers' College they should not follow any other course or appear for any external examination.

02. Admission :

- i. These courses are not applicable to the under-mentioned categories of teachers :
 - (a) Teachers who have already under gone or are undergoing training in any Teachers' College.
 - (b) Teachers who have followed or are following Distance/ PRINSETT Teacher Training Courses.
 - (c) Those who have been appointed as Graduate Teachers, or as Graduate Trainee Teachers or as Graduate Management Assistants or any other Graduate appointment.
 - (d) Teachers who have not fulfilled the qualifications indicated in para 7 of this Notification.

When it is detected that an ineligible candidate has gained admission, action will be taken to cancel his/her training at any stage or to invalidate his/her Training Certificate if the detection is made after completion of training.

- ii. Every candidate is required to produce the under mentioned documents when they are called for registration for the course of training.

(a) Duly completed Bond,

(b) A copy of the Agreement entered into with the Government or with the Management concerned., as the case may be, to serve a continuous period of 5 years on completion of training (Government teachers in Government schools and Non-Government teachers under the Management concerned).

- iii. It should be noted that teachers appointed under District Service Scheme after April 1982, will continue to serve in the same District even after completion of their training.

03. (i) Trainees whose general conduct and diligence in studies is not up to the standard expected by the Principal of the Teachers' College are liable to be discontinued from pursuing their training. Any trainee who does not exhibit 90% of the progress in attendance and participation in curricular activities will not be eligible to sit the teachers' College Final Examination. However, in special circumstances, the Secretary, Education reserves the right to make an order related to this matter.

- (ii) Leave.—Two years full-pay study leave will be granted for institutional training. All trainees are required to devote this two year period entirely for their training. However, under special circumstances a trainee could be granted a limited number of casual leave only if the Principal is satisfied with the necessity. It is stressed that the prior approval of the Principal should be obtained for such leave. Leave obtained in this manner should not exceed ten days per year.

A trainee whose progress in studies is found to be unsatisfactory owing to obtaining of excessive leave is liable to be discontinued from training and to be sent back to school. Any medical leave taken should be supported by a Medical Certificate obtained from a Government Medical Officer or from a Medical Officer approved by Government.

In instances where the state of a teacher's pregnancy is proven to be impeding her training activities, Secretary, Education reserves the right to take a decision relating to the continuance of her training.

04. Trainees who pass the First Year Examination and the Final Examination (with successful completion of the two year teacher training Course) conducted by the Commissioner General of Examinations will be awarded the Trained Teachers' Certificate. This Certificate will be issued in two levels :