

Examinations, Results of Examinations, &c.

NOTARIES FINAL EXAMINATION HELD IN AUGUST, 2003

IT is hereby notified that the following candidates have passed the Notaries Final Examination in order to act as Notaries in the Language given against names.

Name	Medium
1. R. G. M. Ariyathilake	Sinhala
2. H. G. Perera	do.
3. A. A. A. Amarakoon	do.
4. K. R. B. Wijayagunawardana	do.
5. M. A. H. Jayanthi	do.
6. H. W. K. Piyadasa	do.
7. K. K. E. A. B. S. Ihalawela	do.

L. K. RATNASIRI,
Registrar General.

Registration General's Department,
No. 80, Main Street,
Colombo 11.
February, 2004.

03-554

AUDITOR GENERAL'S DEPARTMENT

Posts of Computer Report Processor

APPLICATIONS are invited by the Commissioner General of Examinations to held a Competitive Examination to recruit for three posts of Computer Report Processor of the Auditor General's Department, from Sri Lankans who possess the qualifications mentioned in paragraphs 02 and 03 of this notification. The closing date of applications is 16th April, 2004 and this examination will be held in June, 2004 only in Colombo.

02. *Eligibility.*— Every applicant, should —

- 2.1 be a citizen of Sri Lanka ;
- 2.2 should be an excellent character and general physical health ;
- 2.3 should be not less than 18 years and not more than 45 years of age as at 16th April, 2004. The maximum age limit is not applicable to those who are already in the Public/Provincial Public Service.

03. *Educational and Other Qualifications :*

- (a) The applicants should have passed the General Certificate of Education (Ordinary Level) examination in 06 subjects at not more than two sittings. Of those 06 subjects, 05 subjects should have been passed with Credits inclusive of a Credit pass in Sinhala/Tamil Language or Literature, Mathematics/English Language and Chemistry/Biology/Physics (05 subjects should have been passed at the first sitting) ;

or

- (b) Passed the General Certificate of Education (Ordinary Level) Examination in 06 subjects at not more than two sittings together with Credits for 05 subjects inclusive of Mathematics, Sinhala/Tamil Language, English Language and Science (05 subjects should have been passed at the first sitting) ;

or

- (c) Passed the National Certificate of General Education (Ordinary Level) Examination in 06 subjects at not more than two sittings together with Grade 'A' or Grade 'B' passes for 05 subjects inclusive of the First Language, Mathematics, Science and English Language (05 subjects should have been passed at the first sitting) ; and

- (d) Two years experience as a Data Entry Operator in a recognized institution.

Note.— Special consideration will be given to those who have passed in English Typing as a subject in any one of the examinations referred to at (a) and (b) above and those who possess a wider experience in Computer Data Processing work.

04. *Salary Scale.*— The combined salary scale applicable to this post is.— Rs. 69,480 - 9 x 1,320 - 8 x 1,560 - Rs. 93,840 per annum.

The first Efficiency Bar before - Rs. 73,440.

The second Efficiency Bar before - Rs. 77,400.

05. *Efficiency Bars :*

First Efficiency Bar.— Should pass a test on the Establishments Code, Financial Regulations and Computer Packages. The syllabus and the scheme appear in Appendix "B".

Second Efficiency Bar.— Should complete at least a Diploma course in Computer Science not less than 06 months duration conducted by a recognized institution. The course can be a part-time course. The name of the Institution selected for the purpose should be informed for the Head of the Department and his approval to follow the Diploma Course in that institution should be obtained.

06. *Method of Recruitment.*— A structured interview will be held on the results of the written examination.

The date of the written examination will be notified to the candidates later by the Commissioner General of Examinations. The Auditor General has right to postponed or cancel the Examination.

Those persons who have obtained at least 50% of the marks at the written examination will be invited to the structural Interview. The suitable candidates will be selected, as aggregate the marks obtained at the written examination and marks obtained at the structural Interview. The marks of the written examination will not be provided to the interview panel and result sheets are prepared by the Department of Examination, Sri Lanka according to the aggregate marks of the written examination and the interview.

(The syllabus for the written examination appears in Appendix "A" to this notification).

07. *Terms of Engagement in Service.*— This post is permanent and you are entitled to the Pension under Contributed Pension Fund. You are required to contribute 08% of your monthly consolidated salary, should be paid to the Contributed Pension Fund from the date of your appointment.

08. *Conditions of Service.*— Sections 10 to 12 of Chapter II of the Establishments Code are applicable.

09. *Fees of Examination.*— The fee for the examination is Rs. 200. This fee should be paid at the nearest Divisional Secretariat or at the General Treasury, Colombo before the closing date with instructions that it should be credited to Revenue Head 06030-14. The receipt obtained from the Divisional Secretary's Office or the General Treasury should be attached to the application form. Fees paid for this examination will not be refunded fully or partly for any reasons whatsoever.

10. *Method of Application.*—(a) The applicants should prepare the application forms according to the specimen application form given at the end of this notification by using both sides of a paper, the size of which is 8 1/2" x 13 1/2". The application forms which are correctly filled should be sent by registered post addressed to the "Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla" on or before 16th April, 2004. The applicants who are already in the Public/Provincial Public Service should send their applications through their Heads of the Departments. The words "The Post of Computer Report Processor of the Auditor General's Department" should be written on the top left hand corner of the envelope.

(b) The applications which are received after the closing date for applications, applications which do not conform to the stipulated qualifications and which are not duly filled in will be rejected. Responsibility for the loss of any application in the post will not be accepted and the applicants are advised to post their applications well ahead of time in order to avoid delays in post.

(c) An application will not be acknowledged. A notice will be published in the newspapers as soon as Admission Cards are issued to applicants. A candidate who does not receive his admission card at least seven days before the date of the examination should at once notify the "Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla" with the following particulars (Telegraphic Address "Exams" Colombo.)

- (i) Name of the Examination ;
- (ii) Full name of the candidate ;
- (iii) Address ;
- (iv) Date of posting of the Application, registered number and the Post Office. A Photo Copy of the application which was certified by the Head of the Department for candidates of the Public Sector and a Photo Copy of the application for other candidates ;
- (v) Photo Copy of the receipt.

(d) The signature of the applicant should be attested by an authorized person. Applicants who are already in Public Service/ Provincial Public Service should get their signatures attested by their Heads of the Departments or by an Officer authorized to do so on his behalf. Other applicants should get their signatures attested by any one of the following. Justice of Peace, A Commissioner of Oaths, an Attorney at Law, a Notary Public, a Principal of a Government School or a Director Managed School, a Public Officer drawing an annual consolidated salary of Rs. 94,080 or over per annum, a Chief Incumbent or Higher Priest of a Buddhist Temple, a Member of Clergy of any other religion or in charge of a place of worship or holding a position of importance in such places of worship, a Commissioned Officer in the Three Armed Forces and Officer holding a Gazetted Post in the Police Service.

11. *Admission to the examination.*—(a) The Commissioner General of Examinations will issue an Admission Card to every person whose application has been received. A candidate presenting himself for the examination must produce his Admission Card to the supervisor of the Examination Centre. A candidate who fails to produce his admission card will not be permitted to sit for the examination.

(b) A candidate must sit for the examination at the Examination Hall assigned to him. Every candidate should give up the Admission Card to the Supervisor on the day presenting himself for the examination. A set of rules to be observed by all candidates is published in this *Gazette*.

(c) The issue of an Admission Card to a candidate does not necessarily mean that he or she has the requisite qualifications to sit for the examination.

(d) All candidates are bound to abide by the rules laid down by the Commissioner General of Examinations. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner General of Examinations.

12. *Identification of a Candidate.*— A candidate will be required to prove his identity at the Examination Hall to the satisfaction of the Supervisor for subject he appears. For this purpose, only following documents will be accepted :

- (a) A National Identity Card issued by the Department of Registration of Persons ;
- (b) A valid passport issued by the Department of Immigration and Emigration not more than three years before the date of the Examination ;
- (c) A valid Identify Card issued by the Postmaster-General.

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

14. *Scheme of Examinations.*— (a) The Examination will be held in Sinhala, Tamil and English Languages ;

(b) The candidate should sit for the Examination in the language in which he passed the qualifying Examination or in the Official Language.

Note.—(i) The term “Qualifying Examination” in (b) above refers to any of the Examinations referred to in paragraph No. 03.

(ii) The candidate will not be permitted to change the media of the Examination given in his application.

15. The attention of the applicants is drawn to the general conditions applicable to the Appointments in the Public Service as published under Section (IIA) of Part I of this *Gazette*.

16. The Auditor General reserves to himself the right to decide on any matter that is not covered by this notification.

S. C. MAYADUNNE,
Auditor General.

Auditor General’s Department,
Independence Square,
Colombo 07,
09th March, 2004.

APPENDIX “A”

Syllabus for the written Examination

- * General knowledge on Computers and Computer accessories.
- * Advantage and disadvantage of using Computers.
- * Knowledge on basic Computer accessories
 - Input systems
 - Central Processing Unit
 - Output systems
- * Knowledge on data information and data processing.
- * DOS Commands.
- * Knowledge about Windows 95,98
- * Word processing packages - word, word processing.
- * Spread Sheet packages - Lotus, Excel.
- * Knowledge about Computer virus programmes and Computer anti virus programmes.

Question Paper of 2 hours duration (100 marks)

APPENDIX “B”

First Efficiency Bar Examination for Computer Report Processor - The Syllabus

01. The Syllabus for the first efficiency Bar Examination

(a) Establishments Code (E. C.)

- (01) Schemes of Recruitment and Appointment (Chapter II of the E. C.)
- (02) Monthly salary, Temporary status, Permanent status and the grant of Pension Rights (Chapter IV of the E. C.)
- (03) Releases (Chapter V of the E. C.)
- (04) Salaries (Chapter VII of the E. C.)
- (05) Overtime, etc. (Chapter VIII of the E. C.)
- (06) Leave (Chapter XII of the E. C.)
- (07) Salary Loans and Advances (Chapter XXIV of the E. C.)
- (08) General Conduct and Discipline (Chapter XLVII of Part II of the E. C.)

(b) Financial Regulations (F. R.)

01. Accounting officers (F. R. 124, 125, 127, 128 and 135),
02. Receipts (Chapter IV of the Financial Regulations),
03. Custody of Public Money etc. (Chapter VI of the Financial Regulations),
04. The main books and records of the Government Departments (Section II of Chapter VII of the Financial Regulations),
05. Principles and procedures for purchasing.

(c) (1) Basic knowledge of Windows/Dos

- (2) Testing of knowledge on Computer software packages
 - (i) MS WORD
 - (ii) MS EXCEL

A multiple choice question paper on Windows and computer Software Packages (Word and Excel) should be answered.

Question paper contains 40 questions such correct answer marked will be given 2 1/2 marks. Question paper will be of 60 minutes duration. 40 marks are required for pass.

- (d) A multiple choice Question Paper prepared on the Establishment Code and the Financial Regulation should be answered. Question Paper contains 60 questions. Such correct answer marked will be given 01 mark. The Question Paper will be of 60 minutes duration. (40 questions will be on the Establishments Code and 20 questions will be on the Financial Regulations) 35 marks are required for a pass.

Index No.	
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(For office use only)

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Medium of Examination

(Indicate the appropriate English Letter)
Sinhala - S, Tamil - T, English - E

SPECIMEN APPLICATION FORM

AUDITOR GENERAL'S DEPARTMENT

POSTS OF COMPUTER REPORT PROCESSOR

01. Name with Initials (in Block Capital letters) :_____.
02. Names denoted by the initials (in Block Capital letters) :_____.
03. Private Address (in Block Capital Letters) :_____.
04. Official Address (if employed) (in Block Capital Letters) :_____.
05. District of Residence (in Block Capital letters) :_____.
06. Date of Birth :
Year :_____, Month :_____, Date :_____.
- Age as at 16th April, 2004 :
Years :_____, Months :_____, Days :_____.
07. Mention whether you are a Sri Lankan by descent/by Registration :_____.
08. (i) Sex :_____.
(ii) Whether married or Single :_____.
(iii) National Identity Card No. :_____.
09. Educational Qualifications :

Particulars of the General Certificate of the Education
(Ordinary Level) (First Sitting) :

Index No. :_____. Year :_____. Medium :_____.

<i>Subjects passed</i>	<i>Grade Obtained</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Particulars of the General Certificate of the Education
(Ordinary Level) (Second Sitting) :

Index No. :_____. Year :_____. Medium :_____.

<i>Subjects passed</i>	<i>Grade Obtained</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

10. Particulars of Professional Qualifications :

<i>Course Followed and duration</i>	<i>Subjects</i>	<i>Institution</i>	<i>Results of the final Examination and date of releasing results</i>

11. Particulars of Experience in Computer Data processing :

<i>Institution</i>	<i>Post</i>	<i>Period of Service</i>

12. Particulars of the Post held at present :

- (i) Post and Class/Grade :_____.
- (ii) Date of appointment and the institution :_____.
- (iii) Whether the post is pensionable :_____.
- (iv) Annual Consolidated Salary and the present salary step :_____.

13. Certificate of the Applicant :

I hereby declare that the best of my knowledge and belief the information given in this application form is true and that I have affixed Receipt No. dated being payment of the Examination Fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination if it is found that I am ineligible according to the regulations of the examination.

_____,
Signature of Applicant.

Date :_____.

14. Attestation of the applicant's signature (Refer Paragraph 10(d) of the *Gazette Notification*).

I certify that the applicant Mr./Mrs./Miss is personally known to me and he/she place his/her signature in my presence on day month of 2004.

_____,
Signature of the Attestor and Seal.

Date : _____.

Full name of the Attestor : _____.

Designation : _____.

Address : _____.

15. Certificate of Head of the Department (only for applicants who are already in the Public/Provincial Public Service) :

The application of Mr./Mrs./Miss is forwarded herewith. It is hereby confirmed that he/she has been working in this department as a permanent/temporary/casual employee since and I inform that he/she can/cannot be released from the service, if he/she is selected for the post concerned.

_____,
Signature of Head of the Department
or Competent Authority.

Date : _____.

Designation : _____.

Department : _____.

03-639

MINISTRY OF LAND

Sri Lanka Survey Department

**ANNUAL EXAMINATION FOR ISSUE OF SURVEYOR
GENERAL'S LICENCE IN SURVYING AND
LEVELLING - 2004**

THE above annual examination will be held in two parts, written and practical.

The written examination will begin on 12th June, 2004 and the practical examination will commence on 02nd August, 2004. Only candidates who have passed the written examination or exempted from same are allowed to sit for the practical examination.

02. The written examination will be held in Colombo only and the practical examination will be held at the Institute of Surveying and Mapping, Diyatalawa or in Colombo.

According to the Paragraph 25 (2) (b) (iv) of Survey Act, No. 17 of 04th October, 2002, only candidates who may have sat that examination at least once prior to the commencement of this Act are allowed to sit for this examination. New candidates are not allowed to sit for this examination.

Further this examination will not be conducted by the Surveyor General after year 2007.

03. (a) To enter the examination, applications should be made on the prescribed form obtainable from Head Quarters Branch, Surveyor General's Office, Colombo 05 or Examination Branch, Institute of Surveying and Mapping, Diyatalawa and completed applications should be sent under registered cover addressed to "Superintendent of Surveys, Examination Branch, Institute of Surveying and Mapping, Diyatalawa". The envelope should be labeled as "Annual Examination for issue of Surveyor-General's licence" on the top left hand corner of the envelope to reach on or before 30th April, 2004.

(b) The copies of the following certificates must be attached to the application :

- (i) The Senior School Certificate (English) or General Certificate of Education (Ordinary Level) with a pass in Mathematics, English Language, Sinhala/Tamil Language and three other subjects, the six subjects being passed in not more than two sittings or any other higher examination ;
- (ii) Certificate to show that the candidate has studied Surveying or Levelling or both Surveying and Levelling at the Sri Lanka Technical College or under duly Licensed Surveyor, Leveller or Surveyor and Leveller, for a period of at least one year.

Note. - Originals of certificates are required to be produced later.

04. Candidate must pay the following fees to the Surveyor-General before the date of closing entries, viz. 30th April, 2004 :

(i) *Written Examination :*

	<i>Rs. cts.</i>
Admission fee	75 0
For subjects — English, Arithmetic and Algebra, Geometry and Trigonometry	150 0
For Surveying	75 0
For Levelling	75 0

(ii) *Practical Examination :*

	<i>Rs. cts.</i>
Admission fee	75 0
For Surveying	525 0
for Levelling	525 0

Payment can be made by cash to the Surveyor-General's Office, Colombo 05 or Institute of Surveying and Mapping, Diyatalawa or by the money orders should be made payable to the "Director, Institute of Surveying and Mapping, Diyatalawa."

Attached the original receipt if paid to the Surveyor General's Office or to the Institute of Surveying and Mapping or the original money order if paid by money order.

(Please do not paste the receipt or money order to application).

Remittance by stamps and cheques will not be accepted.

Note.— Those who are not yet eligible to sit for the practical examination may pay the required fees according to the above 4 (ii), for the practical examination after passing this year's written examination and before the date of the practical examination. (See Para. 8).

05. The subjects of the written examination will be as follows :

(i) *English* – One paper :

An exercise in composition and questions set to test the candidate's knowledge and command of English.

(ii) *Arithmetic and Algebra* – One paper :

Arithmetic .— The principles and processes of arithmetic applied to whole numbers and vulgar and decimal fractions, the metric system. Approximations to specified degrees of accuracy. Contracted methods of multiplications and division of decimals, ratio and proportion, percentage, averages, practical applications of Arithmetic.

Algebra .— Symbolical expression of general results in Arithmetic, Algebra laws and their application ; factors of simple, binomial or quadratic expression ; equations of the first or second degree and problems, leading thereto ; square root. Graphs or simple rational integral algebraic functions ;

Arithmetical and harmonical progression. Geometrical progression. Theory of indices, logarithms and the use of logarithmic tables. Binomial theorem for a positive integral index.

(iii) *Geometry and Trigonometry* – One paper :

Geometry.— The subjects of Euclid I - IV, with simple deductions, including easy loci and the areas of triangles and parallelograms of which the bases and altitudes are given commensurable length, (All proofs of geometrical theorems must be geometrical, Euclid's proofs will not be insisted upon.) Similar figures. Mensuration of the circle. Mensuration of the simple solid bodies namely the cube, the rectangular block, the tetrahedron, the sphere, the cylinder, the wedger, pyramid and the cone.

Trigonometry.— Up to and including the solution of triangles together with the practical solution of triangles and applications and numerical examples involving the use of the logarithmic and other tables.

(iv) *Surveying* – One paper :

Chain surveying, the transit and cradle theodolite, their use and their adjustments. Theodolites and compass traverses including the use of plane rectangular co-ordinates, curve ranging, substance methods and tacheometry. Plane table surveying. Plane triangulation and determination of azimuth by astronomical observations.

(v) *Levelling* – One paper :

The Dumpy, Y and Cooke's reversible level, their use and their adjustments. The practice and theory of levelling.

Computation of earthwork, road and railway surveys and setting out surveys for water supply works. Contours and the calculation of contents therefrom.

Question papers on subjects (ii) - (v) above will be set in sinhala, Tamil and English media. Candidates may answer them in any one medium.

06. The percentage of marks required for a pass in the written examination will be in question papers (i), (ii) and (iii) 40 per cent in each question paper and 50 per cent in aggregate ; in question papers (iv) and (v) 60 percent.

07. Candidates in Surveying only will be required to pass in question papers (i) -(iv) inclusive ; and candidates in Levelling only in question papers (i) - (iii) inclusive and question paper (v). Candidates in both Surveying and Levelling will be required to pass in question papers (i) - (v) inclusive.

08. Candidates who pass the written examination will be duly notified of the date, time and place of the practical examination which will be set out on the syllabuses in Surveying and Levelling of the written examination. To pass the practical examination the candidates must carry out and complete the practical tasks assigned to them to the full satisfaction of the Examiners.

09. Candidates should adhere to the dates fix for their practical examination as no alternative dates will be fix under any circumstances. Candidates will work in the field between hours fixed by examiner and must produce instruments in good order. Defects in instruments will not be accepted as an excuse for bad work. Candidates found to be in communication with any one during examination hours will be disqualified.

10. All candidates must provide their own instruments, plummets, poles, pickets, drawing boards, drawing materials, stationery, labourers and no assistance in providing requirements will be given in any way either at the written examination or the practical examination.

11. No application will be accepted after 30th April, 2004.

12. Every candidate should prove his/her identity to the satisfaction of the Supervisor by the production of any one of following documents : -

- (a) An identity card issued by the Registrar of Persons ;
- (b) A valid passport ;
- (c) Any certificate, licence or other document embodying a photograph of the holder and issued within three years of the date of the examination on the authority of a Government department.

13. No Candidates shall be examined unless he/she furnishes proof of his/her identity as required.

14. Fees once deposited will neither be refunded nor allowed to be utilised for subsequent examination, under any circumstances.

15. All communications should be addressed to Superintendent of Surveys, Examinations Branch, Institute of Surveying and Mapping, Diyatalawa and not to me personally.

P. A. ARIYARATNE,
Surveyor-General.

Surveyor-General's Office,
P.O. Box 506, Kirula Road,
Colombo 05,
19th February, 2004.

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