

Examinations, Results of Examinations, &c.

SRI LANKA-GERMAN RAILWAY TECHNICAL TRAINING CENTRE - RATMALANA

Admission of Apprentices to the Sri Lanka German

RAILWAY TECHNICAL TRAINING CENTRE - YEAR 2004

APPLICATIONS are invited from Sri Lankan Citizens (Male/Female) possessing minimum qualifications stipulated in para 02 herein for admission of apprentices to the Sri Lanka German Railway Technical Training Centre for the year 2004.

02. (a) *Age*.— Should be between 16-25 years as at 31.05.2004.

(b) *Educational Qualifications*.— Should have passed General Certificate of Education (Ordinary Level) Examination in 06 subjects inclusive of Sinhala/Tamil language (Medium of study). Mathematics and Science in not more than two sittings. (It is required to possess all educational qualifications completing before 31.12.2003 and passing 05 subjects at the first sitting).

03. *Applications*.— Applicants Should indicate their full particulars correctly in the application form prepared on a white blank sheet of 297mm. x 210 mm. (A4) according to the specimen attached hereto. Incomplete applications will be rejected.

04. *Medium of Examination*.— Medium of examination will be Sinhala, Tamil and English. Only the applicants with the requisite minimum qualifications and who have paid examination fees mentioned in para 05 will be called for the admission test. This admission test will be based on Mathematics, Basic Technical knowledge and General Intelligence.

05. *Examination fees*.— A non refundable fee of Rs. 150 will be levied as examination fees. This amount can be paid by Money order in favour of General Manager of Railways Competent Authority, Colombo 10 indicating the paying-in-office as Maradana Post Office or to any Railway Station or to the Railway Chief Accountant's Office, Colombo 10 and the receipt or money order thus obtained should be attached to the application. Applications received without Money Order or receipt will be rejected. It should be noted that examination fees will not be refunded for failure to appear for the admission test or for any other reason.

06. The applicants who have obtained the highest marks at the written examination will be called for the interview (practical) based on each course of study.

07. Candidates who have obtained the highest aggregate marks at the written and practical test will be selected for the relevant course of study.

08. *Training Course*.— The apprentices selected for training will be allowed to follow the following trades subject to their period of

training. The courses will be conducted only in Sinhala Medium. 18 persons will be selected for each of the following courses:

- (i) Diesel Engine Mechanic 2 1/2 years
- (ii) Welder 3 years
- (iii) Electrician (Power) 3 1/2 years
- (iv) Machine Operator (General) 3 1/2 years

09. *Signing of Agreement*.— All candidates selected for training in the institution should sign an agreement with the National Apprentices and Technical Training Authority that they would follow the training successfully during the specified period.

10. The apprentices will be paid a monthly allowance during their period of training by the apprentices & Technical Training Authority.

11. *Examination Centre*.— A written examination will be held in the only centre, Colombo for candidates who satisfy all the requirements stipulated.

12. The Department is not bound to give employment to the apprentices after training.

13. The application prepared in accordance with the specimen given below should be sent to the Director, Sri Lanka German Railway Technical Training Centre, Ratmalana by registered post. The envelope enclosing the application should be marked 'SLGRTTC/2004' on the top left hand corner.

14. *Closing date of applications*.— Applications will be accepted up to 15.07.2004 and all late applications will be rejected.

PRIYAL DE SILVA,
General Manager,
Railways/Competent Authority.

Office of the General Manager of Railways,
Sri Lanka Railways,
Colombo 10,
31st May, 2004.

SPECIMEN APPLICATION FORM

RECRUITMENT OF APPRENTICES TO SRI LANKA - GERMAN RAILWAY
TECHNICAL TRAINING CENTRE - 2004

For Office use only

01. Name with initials:_____.

(in Sinhala and English)

Last Name :_____

Initials :_____.

02. Address :_____.

(In Sinhala) _____.

(In English) :_____.

03. District : _____.
04. Date of Birth : _____.
05. Sex : _____.
- Male/Female
06. Educational Qualifications : G. C. E. (O/L)

<i>1st Sitting</i>		<i>2nd Sitting</i>	
<i>Year:</i>	<i>Index No. :</i>	<i>Year :</i>	<i>Index No. :</i>
<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
6.		6.	
7.		7.	
8.		8.	
9.		9.	
10.		10.	

07. Medium in which the applicant wishes to appear for the examination : _____.
08. Indicate the trade preferred according to the notification : _____.
- N. B.*— Application can be made in respect of one trade only.
09. Money Order/Receipt No.: _____
Obtained on payment of Rs. 150.
to the Post Office /Railway Station _____ is attached here to.
10. I do hereby certify that the particulars mentioned above are true and correct . I am also aware that if any particulars contained herein are found to be false or incorrect. I am liable to disqualification before selection and to be dismissed from training if the inaccuracy is detected after the selection.

_____,
Signature of Applicant.

Date : _____.

06-435

MINISTRY OF FOREIGN AFFAIRS

Competitive Examination for filling of Vacancies in the English Stenographer Cadre in Sri Lanka Missions Abroad - 2004/2005

APPLICATIONS are hereby invited for selection of English Stenographers for appointment to Sri Lanka Missions Abroad, from

Stenographers in the Government Stenographers' Service, Provincial Public Service, Local Government Service, Semi-Government Organizations such as Corporation/State Banks, Other Statutory Bodies and the Private Sector.

02. Eligibility :

- (i) Should be a Sri Lankan citizen and if the applicant is married, spouse should also be a Sri Lankan citizen ;
- (ii) Members of the Government Stenographers Service under the Director of Combined Services, Stenographers in the Provincial Public Service and the Local Government Service who are not more than 56 years of age on the closing date of application and have completed a minimum of 05 years service;
- (iii) Members of the Government Typists' Service (Sinhala, Tamil, English) who are proficient in English Stenography and who are not more than 56 years of age on the closing date of application and have completed a minimum of 05 years service;
- (iv) Stenographers in the Ministry of Foreign Affairs who are serving on contract basis and are not more than 56 years of age on the closing date of application;
- (v) English Stenographers in Semi-Government Organizations such as Corporations, State Banks, Other Statutory Bodies and the Private Sector who are not more than 55 years of age on the closing date of application, and having a minimum of 05 years of experience in English Stenography.

Note : Those who are presently serving in Sri Lanka Missions abroad are not eligible to apply.

03. Method of Selection :

3.1 Applicants will be required to sit for a test in English Stenography. The speed in Stenography required for the test will be 80 w.p.m. Those who have secured 40% or more at this test will be called upon to sit for a test on computer literacy and an interview. However, in case if there are insufficient number of qualified applicants with the above mark levels at the written examinations, Secretary to the Ministry of Foreign Affairs will reserve the right to call candidates with lesser marks for the interview.

3.2 Marks allocated for tests and the interviews will be as follows :-

- | | |
|-------------------------|-------------|
| (a) English Stenography | - 100 marks |
| (b) Computer Literacy | - 50 marks |
| (c) Interview | - 50 marks |

3.3 The interview (maximum 50 marks) will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs.

04. *Terms of Engagement :*

4.1 (a) An Officer selected will be required to serve initially in Colombo at the Ministry of Foreign Affairs for a specified period not exceeding two years prior to being posted to a Sri Lanka Mission abroad . If his/her work and conduct during this initial period of service at the Ministry of Foreign Affairs are found to be unsatisfactory, his/her selection is liable to be cancelled. The period of service in the Ministry can be changed according to the requirement of the Ministry.

(b) Posting will be decided on the basis of requirement of respective Missions and the Officer's suitability and competence (in foreign language, etc.) . In deciding on such postings, there is no obligation on the part of the Ministry to consider the officer's personal needs and grievances (children's education etc.) Further the Ministry is not bound to fill the vacancies purely in accordance with the order of merit of the selection tests.

(c) An officer selected on being posted to a Sri Lanka Mission abroad, is normally required to serve abroad for a period of three years on terms and conditions as stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to that effect.

4.2. English Stenographers selected from Corporations, State Banks, Statutory Bodies and Private Sector have to serve for a contractual period of 05 years in the Ministry of Foreign Affairs as well as in Sri Lanka Mission abroad (02 years initially in the Ministry and 03 years in a Mission). However, the period of service in the Foreign Affairs and Sri Lanka Mission abroad can vary depending on the exigencies of the service. They will be reverted to their previous posts after the expiry of the contract period of 05 years.'

4.3 Officers in Government service (Combined/Provincial/ Public/ Local Government Service) if selected, will continue to be paid on the present salary scales. Others will be paid a fixed salary of Rs. 7,800 per month.

In addition, they will be paid an Overseas Allowance that is applicable, in accordance with existing rules and regulations while they are serving in Sri Lanka Missions abroad.

4.4 When a selected officer is posted to a Sri Lanka Mission abroad, the Government will meet the cost of air passage to the country of posting and back, accommodation there and other allowances as determined by the Secretary, Ministry of Foreign Affairs during his/her service abroad only in respect of the officer, his/her spouse and two eligible children. (For the purpose of this clause "eligible children" means unmarried children under 21 years of age)

05. *Method of Application :*

5.1 Printed application forms will not be issued. Candidates should submit their applications in the form of the specimen appended to this notification prepared on a sheet of paper

of A-4 size and should be forwarded through the respective Heads of Department. Every application should carry an endorsement from the Head of Department as to the suitability of the applicant for service overseas, that the applicant if selected, can be released from his/her present post immediately and that the particulars given in the application are correct.

5.2 The application should be forwarded by registered post to reach the Commissioner-General of Examinations, Department of Examination, Pelawatte, Battaramulla, on or before 20.07.2004 and should be marked "Examination for Selection of Stenographers to fill Vacancies in Sri Lanka Missions Abroad" on the top left-hand corner of the envelope. No application received after the closing date will be accepted.

06. *Examination Fees* .— Examination fee is Rs. 200. This fee can be paid to any Post Office. The receipt obtained should be pasted in the relevant cage of the application. (Receipt number, date and the Post Office should be noted). Under no circumstances, the examination fees will be refunded. Money Orders or stamps will not be accepted for payment of examination fees.

07. Any application , which is not completed in every respect, is liable to be rejected. No complaints that an application has been lost or delayed in the post will be considered.

08. An Application will not be acknowledged. Eligible applicants whose applications have been accepted will be summoned for the written examination, which will be conducted by the Commissioner-General of Examinations. A notice will be published in the newspapers as soon as Admission Cards for the written examination are issued.

H. M. G. S. PALIHAKKARA,
Secretary,
Ministry of Foreign Affairs.

Ministry of Foreign Affairs,
P. O. Box 583, Republic Building,
Colombo 01.
31 st May, 2004.

SPECIMEN FORM NO. 1

APPLICATION FOR POST OF ENGLISH STENOGRAPHER IN SRI LANKA
MISSIONS ABROAD

[Only for Applicant under para 2:(ii), 2:(iii) and 2:(iv)]

PART A

Index No.:

(for Office use only)

01. (i) Full name of Applicant:_____
(ii) Last names with initials :_____.

02. Address :

- (a) Official : _____.
(b) Private : _____.

03. (i) Date of Birth :

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

(ii) Age as at closing date of application :

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

04. Civil Status : _____.

05. If married, name of spouse and his/her nationality :

06. Number of children, their Names, Dates of Birth and their Ages : _____.

07. If spouse is employed, particulars of employment (if a State Officer give full particulars) : _____.

08. Educational Qualifications (including medium) : _____.

09. Date of First Appointment under Government/Provincial Public/Local Government Sector, as a Stenographer/Typist : _____.

10. Date of Confirmation : _____.

11. Present Grade and Date of Entry to it : _____.

12. Present Annual Salary : _____.

13. Nature of Present duties : _____.

14. Speed in :

(a) English Stenography : _____.

(b) English Typing : _____.

15. Proficiency in:

(a) English Language : _____.

(b) Sinhala/Tamil Language : _____.

(c) Computer Literacy : _____.

(d) Other Foreign Languages : _____.

16. Sri Lanka Missions (if any) in which the applicant had served earlier and the period : _____.

17. Any other qualifications : _____.

18. Remarks : _____.

Applicants are required to paste the receipt for examination fees obtained from the Post Office for the correct amount as per terms of the *Gazette Notification* : _____.

1. No. of the Receipt : _____.

2. Post Office : _____.

3. Date : _____.

4. Amount : _____.

19. Certificate by Applicant :

I declare that during the five years preceding I have earned all increments, and that I have not been subjected to any form of disciplinary punishment (excluding warning), and that to the best of my knowledge and belief, the information given in this form is correct and accurate.

Signature of Applicant.

Date : _____.

PART B

CERTIFICATE OF THE HEAD OF DEPARTMENT

(To be filled in by the Head of the Department)

I have ascertained that during the five years preceding 2004, Mr./Mrs./Miss. has (a) earned all his/her increments, (b) not been subjected to any form of disciplinary punishment (excluding warning).

I certify that the particulars given in the application are correct.

This officer if selected, could be released from his/her present post immediately.

_____,
Signature of Head of Department.

Name : _____.

Designation : _____.

Date : _____.

SPECIMEN FORM NO. II

APPLICATION FOR POST OF ENGLISH STENOGRAPHER IN SRI LANKA
MISSIONS ABROAD.

[Only for Applicant under para 2:(v)]

PART A

Index No.:

(for Office use only)

01. (i) Full name of Applicant: _____.

(ii) Last names with initials: _____.

02. Address :

(a) Official : _____.

(b) Private : _____.

03. (i) Date of Birth :

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

(ii) Age as at closing date of application :

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

04. Civil Status : _____.

05. If married, name of spouse and his/her nationality :

06. Number of children, their Names, Dates of Birth and their Ages : _____.

07. If spouse is employed, particulars of employment (if a State Officer give full particulars) : _____.

08. Educational Qualifications (including medium) : _____.

09. Name of Institution and the period where the applicant has served during the five years preceding the closing date (Please annex service certificates): _____.