

(xiii) *Functions of the Public Service Commission and the Ministry of Public Administration :*

Recruitment to the Public Service, Schemes of recruitment, Minutes on Various Services, Conditions of service, Probation, Confirmation, Increments, Promotions, Retirements, Resignations.

(xiv) Job analysis and job Evaluation.

(xv) Salary scales Allowances and the remuneration of workers and the office personnel.

(xvi) Rewarding Position and Grading classification, Merit Rating Incentive Schemes and Suggestions Schemes.

(xvii) Selection and Interviewing of Personnel, Aptitude Tests, Interviewing Techniques.

(xviii) *Personal Records* - History Sheets, Appointments and Transfers of Personnel.

(xix) Staff Welfare Services, Pensions and Gratuities

(xx) Working hours for different categories of Public employees.

(xxi) Leave in the Public Service including special types of leave - Accident leave T. B. leave etc.

(xxii) Overtime.

(xxiii) Loans and advances available to public employees.

(xxiv) Security provided by Public Officers.

(xxv) Role of Trade Unions.

(xxvi) Grievances procedure in the Public services.

(4) *Financial Management :*

A question paper designed to test the candidates knowledge in the following subjects

(i) *Annual Estimates :*

The annual estimates and the budgetary procedures Supplementary estimates procedure under FR 71, Control of expenditure authorization of expenditure and payment.

(ii) *Contracts and Tenders :*

Regulations pertaining to contracts and tender procedure.

(iii) *Supplies and Services :*

Purchase of supplies (goods) and Services, Procedure for requisitioning and ordering Settlement of supplies bills.

(iv) *Control of Stores :*

Systems of estimating supplies, Inventoring, Inspecting Storage, Issuing and recording of Stores.

(v) The role of the Public Accounts Committee, General Treasury Auditor - General and the Registrar General.

(vi) The votes ledgers, Monthly Summaries of expenditure Imprests.

(5) *English :*

A question paper designed to test the candidates ability to -

(i) Read and understand legislative enactments that are published in Sri Lanka in the English Language.

(ii) exchange ideas in the English Language.

The candidates who have obtained the highest marks will be called for the interview in the descending order. The purpose of this interview will be only to scrutinize the educational and other service certificates. No marks will be given at this interview. Those candidates whose certificates are proved to be genuine and who have obtained the highest marks at the written examination will be recruited to these posts.

By order of the Public Service Commission,

Secretary,
Ministry of Public Administration & Home Affairs.

Ministry of Public Administration & Home Affairs.
Colombo 07,
23rd April, 2004.

SPECIMEN APPLICATION FORM

MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS
REGISTRAR GENERAL'S DEPARTMENT

Competitive Examination for Recruitment to the Posts of Registrars Grade II of the Registrar Service

For official use only

Medium

(Write the relevant letter in the cage)

(Sinhala — S)

(Tamil — T)

(English — E)

(Candidates are not allowed to change the medium of examination indicated in the application).

- (1) (i) Last name with initials (in English Block Capitals) :-
(ii) Names denoted by initials (in English Block Capitals):-

(2) Full Address :

- (i) Private (in English Block Capitals) :_____.
(ii) Official (in English Block Capitals) :_____.

(Candidates who are in Public Service/Provincial Public Service must write their official addresses. Any change in address should be informed immediately.)

- (3) (i) Date of Birth :_____.
(ii) Age at 15.06.2004 :
Years :_____, Months :_____, Days :_____.
(Candidates who are not in the Public service must attach a certified copy of their birth certificate).

(4) Sex:

Female - 1
Male - 2

(write the relevant number in the cage.)

(5) Civil Status :

(Write the relevant number in the cage.)

(6) Candidates who are not public officers must provide the following information: —

- (i) Qualifications obtained to be eligible to sit this examination under 6 : (iii) :_____.
(ii) (Please attach a true copy of the educational certificate that qualifies you to sit this examination) :_____.
(iii) The institutions from which those Qualifications were obtained :_____.

(7) The following information must be provided by those candidates who are public officers :_____.

- (i) The Qualifications acquired to sit this examination under sec. 6 : 2 : (I) (II) and (III) :_____.
(ii) Particulars of institutions from which such Qualifications were acquired :_____.

Name of Department	Position held	From	To	Duration

- (i) Service/Post :_____.
(Note : State the post fully and clearly as (G.C.S. Grade I)
(ii) Monthly Consolidated salary as at 15.06.2004 :_____.
(iii) Total period of service under Government as at 15.06.2004 :_____.

(8)

Upper Corner portion of the cash receipt should be pasted here securely.

(9) Certificate of the Candidate:

I certify that to the best of my knowledge and belief all the information given in this form is true and I have affixed cash receipt No dated being the payment of the examination fee.

I also agree to be bound by the rule governing examinations and any decision that may be taken to cancel my candidature before after the examination. If I am found to be ineligible for this examination and to dismissal from my post without compensation if it is revealed after the appointment.

_____,
Signature of the Candidate.

Date :_____.

Attestation

I do hereby certify that Mr./Mrs./Miss who is an officer of my office / and is personally known to me signed before me on 2004.

_____,
Signature of Attesting Officer.

Name :_____.
Designation :_____.
Address :_____.

In case of Government servants, the signature can be attested by the Head of Department or the relevant Staff Officer. In case of external candidates signature can be attested by any one of the following :-

A principal of an approved school, a retired Principal of such school, Justice of the Peace, Commissioner of Oaths, Attorney - at - law an officer of the public or Local Government Service drawing an annual consolidated salary of Rs. 89,160 or over Notary Public a Chief priest a Priest in charge of a religious institution.

Certificate of the Head of Department

I certify that Mr./Mrs./Miss is employed in this Department and that his/her work and conduct are satisfactory. He/She fulfils the requirement stated in the relevant notification calling for applications for this examination. No penalty whatsoever has been imposed on him/her other than a warning. He/She cannot be released from service if selected.

_____,
Signature of Head of the Department.

Date :_____.
Name and Designation :_____.
Address :_____.
Telephone No. :_____.

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