

Posts - Vacant

MINISTRY OF AGRICULTURE, LIVESTOCK, LAND AND IRRIGATION

Land Commissioners' Department

RECRUITMENT TO THE POST OF DATA ENTRY OPERATOR

APPLICATIONS are called for the recruitment to the Post of Data Entry Operator. Date of closing applications is 15.11.2004.

02 Eligibility.— Every Applicant.

2.1 Should be a citizen of Sri Lanka ;

2.2 Should be of a good character and in sound health ;

2.3 Should not be less than 18 years and not more than 45 years on the date of closing applications. (This upper age limit does not apply for those who are already in the Government Service/Provincial Government service).

03. Educational Qualifications.— (a) Should have passed 06 subjects with 05 credit passes including one subject among the subjects such as Sinhala/Tamil Language or Literature, Mathematics, English Language and Chemistry/Biology/Physics in not more than two sittings at the General certificate of Education (Ordinary Level) Examination (should have passed 05 subjects at once) ; or

(b) Should have passed 06 subjects with 05 credit passes including the subjects such as Mathematics, Sinhala/Tamil Language and English Language in not more than two sittings at the General Certificate of Education (Ordinary Level) Examination (should have passed 05 subjects at once) ; or

(c) Should have passed 06 subjects with 05 A or B passes including the subjects such as First Language, Mathematics, Science and English Language in not more than two sittings at the National Certificate of Education (Ordinary Level) Examination (should have passed 05 subjects at once).

04. Professional and other Qualifications.— (a) Should have completed a Diploma Course on Computer in a recognized institute for a period not less than 06 months. This course should comprise currently used Word Processing, Spread Sheets, Data Base and Operating System ; with

(b) A period of 06 months work experience as a Data Entry Operator in a recognized institute.

05. Salary Scale.— Rs. 69,480 – 9 x 1,320 – 8 x 1,560 – Rs.93,840. Before get the fourth and seventh salary steps the first and second Efficiency Bar Examinations should be respectively passed after being appointed to this post.

First Efficiency Bar.—Should have passed an examination, based on the Establishment Code and Financial Regulations. The relevant syllabus and examination procedure will be shown in the Annexure I.

Second Efficiency Bar.— Should have followed a Diploma Course on Computer Science for a minimum period not less than 06 months. Even a part time course will be enough. Should have informed the name of the Institute, intended to follow the Diploma Course, to the Head of the Department and obtained his approval for following the Diploma Course in the said institute.

06. Method of Recruitment.— Selections will be made by calling applications through the Government Gazette and subject to a Professional Test and Structural interview as per Public Administration Circular No. 15/90. Only one hundred (100) candidates, who will score higher marks on a marking scheme, will be summoned for the Professional Test. Those who will obtain minimum 50 marks at the Professional Test, will be called for the interview. An those who will obtain the highest marks out of the total marks of the Professional Test and Structural Interviews will be selected. If the relevant department is not capable of holding such Professional Test, the assistance for that purpose, will be sought from the National Management Institute or Computer Technology Board. The theoretical and practical knowledge about the facts, mentioned in the paragraph 5.2, will be evaluated at the professional test.

The structural interview panel should consist of minimum 03 Staff Officers. The manner of giving marks at the structural interview is mentioned below :

I. If a course, for a period more than 06 months has been completed, the maximum marks for 06 months by 02 marks	15
II. Having experienced for a period more than 06 months as a Data Entry Operator in a recognized institute, the maximum marks for 06 months by 02 marks	20
III. The interview	15
	<hr/> 50 <hr/>

07. Term of Engagement.— This post is permanent and pensionable. An appointee, newly recruited to this post on 01.01.2003 or later on, should contribute to the contributory Pension Scheme by a percent which the Government will impose from time to time.

Exception.— If any person who held a pensionable post before 01.01.2003, is recruited to this post, he/she will be further intitled to a pension under the pension minute and required to contribute to the Widows and Orphans/Widowers and Orphans Pension Fund.

08. Conditions of Service.— Provisions of sections from 10 to 12 in the Chapter II of the Establishment Code will apply to this appointment as the case may be.

09. Method of Application.— Applications, prepared on both sides of paper, sized 8 1/2" x 13 1/2" as per specimen appearing at he end of this notification, should be sent by registered post so as to reach the Land Commissioner, Land Commissioner's Department, No. 07,

Gregorys Avenue, Colombo 07 on or before 15.11.2004. Applications of those who are already in the Government Service/Provincial Government Service, should be sent through the respective Heads of the Department. The top left hand corner of the envelope, enclosing the application should be marked as Post of Data Entry Operator.

The Attesting the Signature

This signature should be attested by placing signature and Official Frank of a Justice of Peace, Commissioner for Oaths, Lawyer, Notary Public, Principal of a Government School, Officer holding a Government Post, Incumbent Thera of Buddhist Temple, Leader of the other religion or any other person holding a responsible post. Receipt of application will not be acknowledged. Applications, received after the closing date, those not conformed to the requirements and those not duly perfected, will be rejected. Complaints to the effect that applications, have been lost in post will not be entertained and the applicants are requested to post their applications well in time to avoid delay in post.

Note :

1. The vacancies exist in the Head Office of the Land Commissioner's Department, situated at Colombo.
2. No travelling expenses or other expenses will be paid to the candidates who are summoned for the examinations and interviews.
3. As per instruction of Public Service Commission, the Land Commissioner reserves the authority of taking decision on any matter, not covered by this notification.

S. J. PATHIRANA,
Land Commissioner.

Land Commissioner's Department,
No. 07, Gregory's Avenue,
Colombo 07.

SPECIMEN APPLICATION FORM

**APPLICATION FOR THE POST OF DATA ENTRY
OPERATOR OF THE LAND COMMISSIONER'S
DEPARTMENT (05 POSTS)**

(for official use only)

01. 1.1 Name with initials :
 - (i) Sinhala/Tamil : _____.
 - (ii) English (in Block letters) : _____.
- 1.2 Full name with the names denoted by the initials (in legible hand writing)
 - (i) Sinhala/Tamil : _____.
 - (ii) English : _____.
02. Private Address : _____.
- Divisional Secretary's Division : _____.
- District : _____.
03. Official Address (if any post is held) : _____.

04. Date of Birth : _____,
Age as on 15.11.2004
Years : _____, Months : _____, Days : _____.
05. National Identity Card No. : _____.
06. Gender (Put X in the relevant box)
Female ☐ Male ☐
07. Civil Status : _____.
08. Ethnicity : _____.
09. Citizenship : _____.
By descent : _____.
By registration : _____.
10. Educational Qualifications :

- (i) General Certificate of Education ((Ordinary Level) Examination/National Certificate of Education (Ordinary Level) Examination.

Index No. :	Year :	Medium
Subject	Grade	

- (ii) General certificate of Education (Advance Level) Examination

Index No. :	Year :	Medium
Subject	Grade	

- (ii) Details of the Professional and other Qualifications :

Course followed	Institution	Subject	Result of the Final Examination

12. Details of the experience : _____.
13. If employed, details of the present Post :
 - (i) Designation and Grade/Class : _____.
 - (ii) Date of appointment : _____.
 - (iii) Institute : _____.
 - (iv) Whether pensionable : _____.
 - (v) Present annual consolidated salary scale and present pay particulars : _____.

14. Have you been convicted of any criminal offence in the court of Law ? If so, give details : _____.

I, declare that the particulars furnished in this application are true and correct to the best of my knowledge. I further declare that I have not been dismissed from the Government Service or deemed to have vacated post. I do agree to bear up the loss to be caused by leaving some parts herein incomplete or falsely completing. I declare that every part herein is duly perfected. I am aware that if any particulars, furnished by me, are found to be false or incorrect, I am liable to disqualification before selection and to dismissal without any compensation if this inaccuracy is detected after appointment.

_____,
Signature of Applicant.

Date : _____.

Attestation of the Applicant's Signature

I, do certify that Mr/Mrs. who is forwarding this application, is personally known to me and he/she has place above signature before me.

_____,
Signature of Attestor.

Date : _____.

Name of the Attestor : _____.

Designation : _____.

Address : _____.

(Place the Official Frank)

In the case of Government Servant/Provincial Government Servant Certificate of the head of Department.

I am forwarding the application of Mr/Mrs. He/She is permanently/Temporarily/Casually employed in this Ministry/Department and in the event of his/her selection for appointment to this post he/she can/cannot be released from the service.

_____,
Head of Department or Officer
Authorized to sign for him.

Date : _____.

Designation : _____.

Ministry/Department : _____.

First Efficiency Bar Examination for the Post of Data Entry
Operator Syllabus

01. This examination will be conducted by the land Commissioner depending on the requirement of the Department, the time to held the examination will be decided.

02. The Question paper is 1 hour paper which contains 50 Multiple choice questions

1. Establishment Code (Establishment Code - 1985) (30 questions)
2. Financial Regulations (20 questions)

02 marks will be given to each correct answer and pass mark is 40 marks.

Syllabus : -

(1) Establishment Code (1985 Establishment Code)

1. Recruitment Procedure and Appointment (Chapter II)
2. Grant of monthly pay, temporary status, permanent status and pensionability (Chapter IV)
3. Release (Chapter V)
4. Salaries (Chapter VII)
5. Overtime pay etc. (Chapter VIII)
6. Leave (Chapter XII)
7. Salary Loans and advances (Chapter XXIV)
8. General conduct and discipline (Chapter XLVII in the Volume II)

(2) Financial Regulations :

1. Accounting Officers (Chapter III)
2. Receipt of Public Money (Chapter XI)
3. Security of Public Money (Chapter VII)
4. Principal Books and documents of the Government Department (Part II of the Chapter VII)
5. Procurement Procedure and Principals

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MINISTRY OF SAMURDHI AND POVERTY ALLEVIATION

“Gemidiriya” — Community Development and Livelihood Improvement Project

VACANCIES

GEMIDIRIYA— Community Development and Livelihood Improvement Project funded by the world Bank has commenced its operations in the selected villages in Badulla, Monaragala, Hambantota, Matara, Galle and Ratnapura Districts. Applications are invited from the citizens of Sri Lanka to fill the following vacancies exist in the Project Head Office in Colombo, Self prepared applications including Name, Address, Contact Nos. Education Qualification, Professional Qualifications and Experience, Specialized Skills, Computer literacy, etc. should be submitted to the address given below within 14 days from the date of this *Gazette Notice*. The highest qualifications for the relevant post should be highlighted in the application. Please write the post applied on the upper left side