

## Examinations, Results of Examinations, &c.

### MINISTRY OF FOREIGN AFFAIRS

#### Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Foreign Service - 2004

AN Examination for the selection of suitable candidates for recruitment to Grade III of the Sri Lanka Foreign Service (hereinafter referred to as the "Service") will be conducted by the Commissioner-General of Examinations on behalf of the Public Service Commission in Colombo.

02. *Scheme and date of the Examination* —The examination will be held in 02 parts.

Part 1 is a written examination which will consist of papers in the following subjects and will be held in Colombo in January 2005.

- (a) General Paper,
- (b) World Affairs I (Political),
- (c) World Affairs II (Economics),
- (d) Essay,
- (e) Precise,
- (f) Multiple Choice Question Paper.

Only candidates who have sat all six papers of the written examination and have obtained the aggregate marks at or above the cut-off point determined by the Secretary, which will be not less than 360 marks, shall be called for the *viva voce* provided however the number of candidates to be called shall not exceed five times the number of vacancies to be filled. The *viva voce* will carry 100 marks. Under no circumstances, shall the minimum aggregate cut off marks be lowered.

03. *Number of Vacancies* —The number of vacancies in Grade III of the Sri Lanka Foreign Service, to be filled on the results of this examination and the date of filling of such vacancies will be determined by the Public Service Commission. The Public Service Commission reserves itself the right to refrain from filling any or all vacancies if it considers necessary in the Public interest.

04. *Conditions of Service*.—(a) Subject to the provisions of Para 03 above, the candidates who are selected on the results of this examination will be appointed to Grade III of the Service in terms of the General Conditions governing appointments in the Public Service and the terms and conditions set out in the Sri Lanka Foreign Service Minute 2001, Subject to any amendments that may have been made or will be made hereafter to that Minute.

(b) The post is permanent and eligible for a contributory pension under the Contributory Pension Fund.

#### 05. *Salary Scale (per annum)* :

SLFS Grade I	—	Rs. 206,520 - 9 x 9,000 - 287,520/-
SLFS Grade II	—	Rs. 159,060 - 1 x 5,520 - 5 x 6,120 - 195,180/-
SLFS Grade III	—	Rs. 112,500 - 15 x 2,700 - 153,000/-

\* The Foreign Service Officers of Grade III are required to pass Three Efficiency Bar Examinations before reaching the following salary points.

First Efficiency Bar before — Rs. 117,900/-  
Second Efficiency Bar before — Rs. 131,400/-  
Third Efficiency Bar before — Rs. 150,300/-

06. *Health and Character*.—The candidate must satisfy the Secretary, Ministry of Foreign Affairs that he/she is duly qualified in respect of health and that he/she has an excellent moral character. He/she must be of sound health, possess good eye sight and physically fit for service in any part of the island/world. Selected candidates will be called upon to undergo a special medical examination.

07. *Eligibility*.—A candidate must—

- (a) be a citizen of Sri Lanka ;
- (b) have obtained a degree from a recognized University in Sri Lanka or a foreign University recognized by the University Grants Commission of Sri Lanka (UGC). In case of degrees from foreign Universities, documentary proof to the effect that those are recognized by the UGC should be submitted by the candidates at the time of *viva voce* ;
- (c) have attained the age of 22 years and have not attained the age of 30 years on the closing date of applications. In case of a candidate who is already in the Public Service, such a candidate must not have attained the age of 40 years on the closing date of applications and should possess a satisfactory record of service.

*Notes*.—(i) For the purpose of clause 7 (c), a candidate in the Public Service means any officer in the Government Service (as defined in Chapter 1 of the Establishments Code), Local Government Service and the Provincial Public Service whose service has been confirmed by the closing date of application.

(ii) A candidate in the Public Service will not be eligible to sit this examination unless he/she has had a satisfactory record of service during the 05 years immediately preceding the closing date of application or if the period of service is less than 05 years during the total period of service with the Government.

(iii) A member of the Public Service will be considered to have a satisfactory record of service only if he/she has earned on the due date, all increments within the 05 years immediately preceding the closing date of application or if the period of service is less than 05 years during the total period of his/her service in the respective institution, and has not suffered any punishment whatsoever (except a warning) in respect of any offences committed during the period as mentioned above.

(iv) Applicants in the Public Service should send their applications through their respective Heads of Departments/Institutions.

08. Fee for the examination will be Rs. 300/-

This fee should be paid before the closing date of applications to the nearest District Secretariat, Divisional Secretariat or at the General Treasury, Colombo and credited to the Revenue Head 20-03-20-13. The District Secretariat, Divisional Secretariat or the Treasury receipt should be attached to the application form.

*Note.*—A candidate who withdraws or absent himself/herself from the examination for any reason whatsoever or having sat for the examination is found to be ineligible shall not be entitled to a refund of the whole or portion of the fee.

09. *Method of Application.*—(a) The application should be in the form of the Specimen appended to this notification and should be prepared by the candidate himself/herself on a sheet of paper 8 1/2" x 12" (A-4 size) using both sides of the paper.

(b) The application should be in the language in which the candidate intends to sit the examination.

(c) The completed application for the examination must be sent by registered post to the Commissioner- General of Examinations, Department of Examinations (Organization and Foreign Exams Branch), Pelawatte, Battaramulla, so as to reach him on or before 30th November 2004. The top left - hand corner of the envelope containing the application should bear clearly the words "Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Foreign Service - 2004". No application received after this date will be accepted.

(d) Any application which is not complete in every respect is liable to be rejected. No allegation that an application has been lost or delayed in the post will be considered.

(e) An application will not be acknowledged. A notice will be published in the newspapers as soon as Admission Cards are issued to applicants who are advised to be on the look out for such a notice.

A candidate who does not receive his/her Admission Card at least 7 days before the day of the examination should at once notify the Commissioner-General of Examinations, Department of Examinations (Organization and Foreign Exams Branch), Pelawatte, Battaramulla. (Telegraphic address: "Exams", Battaramulla) with the following particulars.

- (i) Name of examination ;
- (ii) Full Name of candidate ;
- (iii) Address;
- (iv) Date of posting the application, registration number and post office.

10. Admission to the Examination.—(a) The Commissioner General of Examinations will issue admission Cards to those applicants who are eligible. A candidate presenting himself for the examination must produce his Admission Card to the Supervisor of the Examination Center. A candidate who fails to produce his/her Admission Card will not be permitted to sit the Examination.

(b) A candidate must sit the examination at the examination hall assigned to him/her. Every candidate should surrender to the Supervisor of the hall, the Admission Card relevant to the hall, on the first day of his/her presenting himself/herself for examination at the hall. A set of rules to be observed by all candidates is published in this *Gazette*.

*Note.*—The issue of an Admission Card to a candidate does not necessarily mean that he/she has the requisite qualifications to sit the examination.

11. *Identification of Candidates.*—A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose any of the following documents will be accepted.

- (i) National Identity Card issued by the Department of Registration of Persons ;
- (ii) a valid Passport ;
- (iii) a valid Postal Identity Card issued by the Postmaster -General.

12. *Penalty for Furnishing False Information.*—If a candidate is found to be ineligible, his/her candidature is liable to be cancelled, at any stage prior to, during or after the examination. If any of the particulars furnished by a candidates are found to be false within his/her knowledge or if he/she has willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.

13. *Language of Examination.*—(a) The examination will be held in Sinhala, Tamil and English ;

(b) A candidate can sit the examination in one of the three languages mentioned above. However, the candidate must sit all the subjects in one language of his/her choice.

14. *Method of Testing.*—

(A) Part 1 written Examination : This will consist of following six (06) subjects :

<i>Subjects</i>	<i>Duration</i>	<i>Marks</i>
(i) General Paper	3 hours	100
(ii) World Affairs I	3 hours	100
(iii) World Affairs II	3 hours	100
(iv) Essay	3 hours	100
(v) Precise	1/2 hours	50
(vi) Multiple Choice Question paper	2 hours	100

*Syllabus for Written Examination :—*

- (i) *General Paper.*—This question paper is designed to test the candidate's awareness of the political, social, cultural and economic environment of Sri Lanka, Matters of current national and international interest as well as scientific and technological developments. Candidates are given a choice of questions.
- (ii) *World Affairs I.*—This paper will consist of question on current global political developments, the United Nations and other international/Inter - governmental Organizations, conflict situations and development of various national and international movements in order to ascertain the candidate's ability to analyse world trends for peace, security and development and their impact on Sri Lanka. Candidates are given a choice of questions.

(iii) *World Affairs II.*—This paper will consist of questions on recent trends in trade and economic development including the role played by International/InterGovernmental Organizations, the impact of regional economic groupings, issues such as environment and sustainable development, and their relevance to Sri Lanka. Candidates are given a choice of questions.

(iv) *Essay.*—An essay to be written on one or more Specified subjects. These subjects will not be related to any subject field of study but will be designed to test the candidate's general knowledge and intelligence and his/her general ability both in powers of thinking and expression. The essay will be judged by the degree of thoughtfulness and originality in its treatment of the subject as well as by its language, style and organization. It must be clearly and legibly written.

*Note.*—The attention of candidates is drawn to the importance of relevance and legibility. Credit will be given to careful examination of the subject to the degree of analytical thinking, the quality of writing and ability to express oneself concisely and clearly.

(v) *Precis.*—The paper is designed to test the candidate's ability to grasp the meaning of a given passage and to express it effectively and concisely.

(vi) *Multiple Choice Question Paper.*—This paper will be in two parts, comprising the following sections each in the form of 50 Multiple Choice Questions and carry 50 marks.

(a) *Intelligence quotient (IQ).*—To Assess the powers of logical reasoning and analytical ability of the candidate. (Duration one hour)

(b) *General Knowledge and Current Affairs.*—To test the candidates's knowledge of current developments in the political, economic and socio-cultural fields, both local and international. (Duration one hour)

(B) Part II—*Viva Voce.*—Candidates who obtain a sufficiently high level of marks will be summoned for a *viva-voce* which will carry 100 marks.

The Candidates will be interviewed by a Board appointed by the Public Service Commission on matters of general interest. The objective of the interview is to assess his/her suitability for the service for which he/she is entering and in framing their assessment the Board will attach particular importance to his/her intelligence and mental alertness, his/her strength of character and his/her potential qualities of leadership.

15. *Method of Selection for Appointment.*—The selection for appointments will be made on the total aggregate of marks obtained at the written examination and the *viva-voce* taken together. The final selection for appointment will be made by the Public Service Commission on the recommendation of the Secretary.

16. Any matter not provided for in this *Gazette Notification* will be dealt with as determined by the Secretary subject to the instructions given by the Public Service Commission.

By order of Public Service Commission,

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

Ministry of Foreign Affairs,  
Republic Building,  
Colombo 1,  
14th October 2004.

### SPECIMEN FORM OF THE APPLICATION

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF  
THE SRI LANKA FOREIGN SERVICE - 2004

Medium of examination

(Please write S/T/E in the cage)

Index No. : \_\_\_\_\_.

(for Office use only)

01. (i) (a) Last Name with initials (in English block capitals): \_\_\_\_\_,

(b) Last Name with initials (in Sinhala/Tamil) : \_\_\_\_\_,

(ii) (a) Names denoted by initials (In English block capitals) : \_\_\_\_\_,

(b) Names denoted by initials (In Sinhala/Tamil) : \_\_\_\_\_,

02. Address :

(i) Private (In English block capitals) : \_\_\_\_\_,  
(Admissions cards will be posted to this address)

(ii) Official : \_\_\_\_\_,

(iii) Telephone Nos. : (Official) : \_\_\_\_\_,  
(Residence) : \_\_\_\_\_,

03. National Identity Card No.

--	--	--	--	--	--	--	--	--	--

04. Sex

M/F

05. (i) Date of Birth :

Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_,

(ii) Age on the closing date of applications :

Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_,

06. Nationality : \_\_\_\_\_,

07. Whether married or single : M/S :

08. State the year/years in which you have sat any examination for appointment to the Sri Lanka Foreign Service :—

(a) \_\_\_\_\_.

(b) \_\_\_\_\_.

(c) \_\_\_\_\_.

09. Are you a graduate holding a post in the Public Service, if so, state the name of the post. : \_\_\_\_\_,

10. Details of the University Degree : (Please read para. 7(b) of the notification carefully to see whether you are qualified in this respect.) : \_\_\_\_\_,

(i) Name of the University : \_\_\_\_\_,

(ii) Degree : \_\_\_\_\_,

(iii) Date of award : \_\_\_\_\_,

(iv) General/Special : \_\_\_\_\_,

(v) Subject : \_\_\_\_\_,

(vi) Class : \_\_\_\_\_,

11. If you have any other academic/professional qualifications (post degree/diploma, certificates in foreign languages etc.) Please give the details below : \_\_\_\_\_.

12. I declare that to the best of my Knowledge and belief the information given in this form is true and that I have affixed the 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 this examination.

Please paste the payment receipt here.

\_\_\_\_\_,  
Signature of the Applicant.

### 13. CERTIFICATE OF THE HEAD OF DEPARTMENT/ INSTITUTION

(Only for Candidates already in the Government Service, Local Government Service and the Provincial Public Service)

I have ascertained that during 5 years/..... 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  
and Designation.

Date : \_\_\_\_\_.

## MINISTRY OF TRADE, COMMERCE AND CONSUMER AFFAIRS

### Department of Commerce

#### POSTS OF ASSISTANT DIRECTOR OF COMMERCE

APPLICATIONS are invited for posts of Assistant Directors of Commerce in the Department of Commerce under the Ministry of Trade, Commerce and Consumer Affairs. Applications should be sent by registered post to the Secretary, Ministry of Trade, Commerce and Consumer Affairs, No. 21, Vauxhall Street, P.O. Box 560, Colombo 02, as per specimen form appended to this notification, to reach him on or before 29.11.2004.

*Note.*—Late applications or appeals in respect of applications lost in the post will not be considered.

02. *Terms of Engagement.*—The post is permanent and pensionable. Contributions will have to be made to the Contributory Pension Scheme. Selected applicants who are already holding permanent and pensionable posts in Government Service prior to 01.01.2003 will remain entitled to the non-contributory pension scheme under the provisions of the Pensions Minute and will have to contribute to the Widows' and Orphans' /Widowers' and Orphans' Pension Fund.

03. *Salary Scale.*—Rs. 112,500—15 x 2,700—Rs. 153,000 per annum.

*Efficiency Bar.*—There are two Efficiency Bars. The First Efficiency Bar should be passed within three years from the date of appointment and the Second within seven years from the date of appointment. Officers will not be exempted from Efficiency Bars on completion of 45 years of age.

Sri Lanka Institute of Development Administration (SLIDA) will hold a written examination for the First Efficiency Bar Examination. Please see the Annexure I for the details of the Examination.

The Second Efficiency Bar requires completion of Postgraduate Degree or Postgraduate Diploma in Economics, Business Administration or International Trade or the applicant should complete a specialized training course in these subjects conducted by the World Trade Organization (WTO) to which the basic qualification for entry is a First Degree.

04. *Foreign Service.*—Officers are liable to be posted for service abroad from time to time and they will be entitled to an allowance approved by the Government.

05. *Educational Qualifications.*—Every candidate must furnish satisfactory proof that he/she :—

- (i) possesses a First Class or Second Class Honours Degree in Economics, Commerce, Business or Public Administration of a recognized University or a First Class or Second Class Degree with Economics or Commerce of a recognized University ; or