

2. (a) Recruitment to the Service will be strictly on a representative basis. A fixed number of vacancies will be set apart for each district in proportion to its population and in terms of Public Administrative Circular No. 15/90. Only the applicants from a particular district will be entitled to complete for the vacancies to be filled in that district.
  - (i) If the posts so allocated to a particular district are not absorbed by the district, that number of vacancies will be re-distributed among the adjoining districts within the province.
  - (ii) If the total number of posts to be filled is small and the district's population basis cannot be applied, selection will be made in the order of merit.
  - (iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for selection.
- (b) Eligibility for inclusion in a district. At least one of the following requirements should be fulfilled by a candidate to complete for the vacancies in any district.
  - (i) The candidate should have been born in the district ; or
  - (ii) he should have been a permanent resident of the district at least for three continuous years within the five years immediately preceding the last date to fulfill the eligibility qualification for the examination ; or
  - (iii) he should have received his secondary school education within the district for five continuous years.

*Note.*— (1) If the father/mother of any candidate has been employed in a transferable service of the Government or of a Provincial Public Service or of a State Corporation, then such candidate will be permitted to choose his own, or his father's / mother's place of birth as his district.

- (2) No candidate will be allowed to complete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it shall remain irrevocable.
- (3) The above provisions are liable to be changed from time to time and such amendments will be published in the *Gazette* by the Secretary.

### APPENDIX III

#### **Limited Competitive Examination for Minor Employees in the Public Service for Appointment to Class III of the Public Management Assistant's Service**

*(vide paragraph 8 : 2 of the Minute)*

- (1) This examination is conducted for Minor Employees in the Public Service subject to the following conditions.
  - (a) They should hold permanent appointment in the Public Service and should have been confirmed in their posts.
  - (b) They should have completed at least 05 years of continuous and satisfactory service in a permanent appointment immediately prior to the prescribed date which fact should be certified by the Head of the Department.

*Note :—*(1) A training period served prior to the permanent appointment to a post or served as a precondition for appointment to a post will not be reckoned as a part of the qualifying period of 05 years mentioned in Paragraph ‘b’ above. Temporary/casual periods of service prior to a permanent appointment to a post will also not be reckoned for purposes of the 5 year qualifying period.

(2) All motor vehicle drivers in the Public Service will be permitted to sit this Competitive Examination irrespective of their salary scales provided they fulfil the remaining qualifications.

(c) Candidates should have passed the General Certificate of Education (Ordinary Level) Examination with passes in 6 subjects including Language/Literature and Arithmetic/Pure Mathematics/Elementary Mathematics/Commercial Arithmetic.

(2) The subjects for the examination and the marks allocated for each subject are as follows :

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>
1. General Knowledge	100	2 Hours
2. Aptitude Test	100	1 Hour
	<hr/> 200	

*Note :*

1. The papers will be designed to test the aptitude and the ability of a candidate to perform his official duties.
2. Marks will be deducted in each paper for illegible handwriting and spelling mistakes.
3. Candidates should secure at least 40% of the marks allocated for each subject. Appointment will be made purely in order of merit depending on the number of vacancies available.

(3) *Medium.*—Candidates may, at their option, appear for this examination in a single language only.

#### APPENDIX IV

##### Computer Test for Officers in Class III of the Public Management Assistant’s Service

(vide paragraph 5 : 1 of the Minute)

##### COMPUTER TEST - (DURATION 1 1/2 HOURS)

This test is meant to assess the following abilities of the candidate :

Basic concepts of Information Technology  
Windows Operating System  
File Management

##### *World Processing*

Basic skills, Screen Familiarization, Editing text  
Aligning Text, Fonts and Attributes, Indenting  
Paragraphs, change of Line Spacing  
Tab settings, Finding and replacing text, Spelling and  
Grammar Thesaurus  
Working with columns, Page setup

Printing documents, Creating Tables, Sorting text  
File Management  
Mail Merging  
Working with macros

*Spreadsheets*

Basic skills  
Formatting  
Editing  
Columns and ranges, Insertion and Deletion  
Sorting data  
Creating Charts  
Printing  
@ function  
Working with Macros, File management

*Databases*

Introduction, Basic skills  
Databases - Creation and application  
Forms  
Linked forms, Popup Forms, Dialog and message boxes  
Queries  
Sorting  
Reports  
Working with macros

*Presentations/Graphics*

Basic skills, editing, formatting  
Applying Designs, Inserting images, clip art and graphs  
Slide Transition and effects, Animations  
Using presentation tools, Preparing Masters,  
Printing slides and notes

*Internet*

Introduction to Internet, World wide web, How to Navigate  
Internet Practical

*E - mail*

Introduction, basic skills, receiving mail, sending mail, responding to mails  
Working with attachments, Creating and using nick names,  
Composing messages

**Particulars of the Computer Word Processing / Typing test for officers in Class III of the Public Management Assistants' Service**

*(vide paragraph 5 : 1 : 1 of the Minute)*

**TYPING TEST**

- (i) For a pass in this test a candidate should have a speed of 15 words a minute in Sinhala or Tamil and twenty five words a minute in English with not more than five mistakes per hundred words.

- (ii) For purposes of this test, a 'word' is defined as a unit of five touches or strokes (impressions) including spacing between words.  
Ex : The word "පරීක්ෂණය". consists of 8 touches or strokes. Therefore, it is counted as 1 3/5 words for the purposes of this test. Similarly the word 'department' consists of 10 touches or strokes. Therefore it would be counted as two "words". A space between words is also counted as one touch or stroke.
- (iii) This test will be conducted under the supervision of a staff officer and will consist of typing not less than one page of the Establishments Code of the Democratic Socialist Republic of Sri Lanka, at a speed of 15 words minute if the test is held in the Sinhala or Tamil language, and 25 words a minute if it is held in the English language.
- (iv) The candidate should type from a copy and not from dictation.
- (v) In counting the number of words only the clear impressions of letters and spaces between words and digits will be counted. Punctuation marks should be used as found in the copy, but they will not be taken into account when counting the number of words.
- (vi) Even if there be more than one mistake in a unit of five touches (or a word) it will be counted as one mistake. For example if the word "වැටුප්" has been typed as "විටිප්" the number of mistakes will be one only. Similarly, if 'time' has been typed as 'tune' it would be counted as one mistake only. If a unit of five touches or a part of such a unit has been omitted it would be counted as one mistake.
- (vii) Each error or omission in punctuation will be counted as one mistake.
- (viii) Overlapping of letters in typing, leaving no space or leaving more than one space between words (ie. more than one touch on the space bar) and errors in spelling will all be counted as mistakes.
- (ix) Correction of mistakes will not be counted as mistakes.
- (x) Candidates who do not show a fair standard of competence in spacing and arrangement or candidates who have, by corrections and alterations, unnecessarily disfigured their script, will not be given a pass.

## APPENDIX V

### Regulations and Syllabus of the Examination for Promotion of Officers in Class III of the Public Management Assistants' Service, to Class II

(vide paragraph 11 : 2 of the Minute)

(1) Subjects and marks allocated for each subject are given below. Marks will be deducted for bad handwriting and spelling mistakes. Candidates whose handwriting is illegible are liable to be disqualified.

<i>Subject</i>	<i>Marks</i>	<i>Duration</i>
Establishment Procedure	100	2 Hours
Financial Systems	100	2 Hours
General Paper	100	1 Hour

*Establishment Procedure.*—This paper is designed to test the knowledge of the candidate in office procedure covering subjects such as principles of office procedure, importance of office procedures, written communication, filing methods and design of forms, as well as to evaluate the proficiency acquired by the candidate through his experience in office activities. The paper will also consist of a part to test the candidate's knowledge of the content of Part I of the Establishment Code.