

(b) *Eligibility for inclusion in a district.*—A candidate should have satisfied at least one of the following requirements to compete for the vacancies in any district :

- (i) The candidate should be a person born in the particular district ; or
- (ii) He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualification for the examination ; or else.
- (iii) He should have received his secondary school education within the district for five (05) continuous years.

*Note :*

- (i) 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.
- (ii) No candidate will be allowed to compete 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 by a public notice in the *Gazette* by the Secretary.

### APPENDIX III

LIMITED COMPETITIVE EXAMINATION FOR MINOR EMPLOYEES IN THE WESTERN PROVINCIAL PUBLIC SERVICE FOR APPOINTMENT TO CLASS III OF THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' SERVICE

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

1. This examination is conducted for Minor Employees in the Western Provincial Public Service subject to the following conditions :

- (a) They should hold permanent appointments in the Western Provincial Public Service and should have been confirmed in their appointments ;
- (b) They should have completed at least 05 years of continuous and satisfactory service in a permanent appointment immediately preceding to the prescribed date which fact should have been 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 permanent appointment to a post will not be reckoned as a part of the qualifying period of five (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 purpose of the five (05) year qualifying period mentioned in the Paragraph 'b' above.
- (2) All motor vehicle drivers in the Western Provincial Public Service will be permitted to sit for this competitive examination irrespective of their salary scales provided they possess the other qualifications.
- (c) Candidates should have passed the General Certificate of Education (Ordinary Level) Examination with passes in six (06) 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>Subjects</i>	<i>Marks</i>	<i>Duration</i>
1. General Knowledge	100	2 Hours
2. Aptitude Test	100	1 Hour

*Note:*

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

3. *Medium to appear for the Examination.* — Candidates may, at their option , appear for this examination in a single medium of language only.

#### APPENDIX IV

COMPUTER TEST FOR OFFICERS IN CLASS III OF THE WESTERN PROVINCIAL PUBLIC MANAGEMENT ASSISTANTS' 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

#### **Word 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  
Dialogue 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 mail  
Working with attachments, Creating and using nicknames  
Composing messages.

PARTICULARS OF THE TYPING TEST FOR OFFICERS IN CLASS III OF THE WESTERN PROVINCIAL 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 Fifteen (15) words per minute in Sinhala or Tamil and Twenty-five words per minute in English with not more than five mistakes per hundred words.

(ii) For the purposes of this test, a "word" is defined as a unit of five touches or strokes (impressions) including spacing between words. For example, the word "පරීක්ෂණය" consists of eight touches or strokes. Therefore, it is counted as 1 3/5 words for purposes of this test. Similarly the word 'Department' consists of 10 touches or strokes. Therefore it is 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 (01) page of the Establishments Code of the Democratic Socialist Republic of Sri Lanka, at a speed of 15 words per minute if the test is held in Sinhala or Tamil language, and 25 words per minute if it is held in 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 digets 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 (i.e. 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 will 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 two words (i.e. 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 of 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 WESTERN PROVINCIAL 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 illegible handwriting and spelling mistakes. in all answer scripts 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 knowldege of the candidate in office procedure covering subjects such as principles of office procedure, importance of office procedures, wirtten 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 candidate’s knowledge of the content of Part I of the Establishment Code.

*Financial Systems.*— This paper shall be as follows :

- (a) *Part I.*— Questions in tots (25 marks).
- (b) *Part II.*— The purpose of this paper is to test the knowledge and understanding of the candidate in matters such as financial contorl as practiced in Ministries and Government Department, custody of money, income and payments, budgetary estimates, supplies, works and services – 50 marks.
- (c) *Part III.*— Fundamentals of store-keeping and stores verification – 25 marks.

**Note.**—1 The use of calculators will not be allowed in answering tots. Duration 15 minutes only.