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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 1,687 - 2010 දෙසැම්බර් මස 31 වැනි සිකුරාදා - 2010.12.31
No. 1,687 - FRIDAY, DECEMBER 31, 2010

(Published by Authority)

PART I : SECTION (IIA) — ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* Notices for publication in the weekly *Gazette* of 07th January, 2011 should reach Government Press on or before 12.00 noon on 24th December, 2010.

LAKSHMAN GOONEWARDENA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
January 01, 2010.

Rules and Instructions for Candidates

"All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968."

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

COMMISSIONER GENERAL OF EXAMINATIONS,

Depart. of Examinations,
Pefawatta, Battaramulla.

Examinations, Results of Examinations &c.,

COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III OF THE SRI LANKA EDUCATION ADMINISTRATIVE SERVICE ON THE BASIS OF MERIT AND SENIORITY – 2010

A Competitive Examination to select eligible individuals based on merit and seniority to fill the vacancies in Class III of the Sri Lanka Education Administrative Service coming under the Ministry of Education, will be held in Colombo by the Commissioner General of Examinations on behalf of the Secretary to the Ministry of Education. Applications are called for this purpose in terms of the notice that follows. Based on merit and seniority, the Secretary to the Ministry of Education will make appointments in class III of the Service not exceeding 30% of the vacancies.

02. *Date of Examination and Venue.* – The examination will be held in Colombo in the month of April, 2011. The Secretary to the Ministry of Education reserves the rights to postpone or cancel the examination.

03. *The Number of Officers and the Effective Date of Appointment.* – The Secretary to the Ministry of Education will determine the number of officers and the date of appointments. The Secretary to the Ministry of Education reserves the rights to fill or refrain from filling certain number of vacancies all the vacancies.

04. Conditions of Service and Conditions of Employment.

- (i) The selected candidate will be appointed to Class III of the service subject to the conditions of the Minute of the Sri Lanka Education Administrative Service, approved by the Cabinet of Ministers on 12.03.1986 and published in the *Extra ordinary Gazette* No: 423/12 dated 15th October 1986 of the Democratic Socialist Republic of Sri Lanka and the subsequent amendments made in the Minute and to any amendment that may be made in the future and also subject to the general conditions governing appointments of the Public Service.
- (ii) The officers appointed to the post should serve in any part of the island depending on the requirements of the Service.
- (iii) This post is permanent and pensionable. The appointed officers should contribute to widowers' or orphans' pension (W &OP). The appointment is subject to a probationary period of one year.

05. *Salary Scale.* – Class III – Rs. 22,935 – 10x645 – 8x790 – 17x1050 – Rs. 53,555

1st Efficiency Bar before Rs. 24,870

2nd Efficiency Bar before Rs. 26,805

06. *Qualifications.* – Subject to the provisions of the notes given at the end of this section, an officer who is currently in the service and has fulfilled the following requirements is qualified to sit for

the examination (Aptitude Test) for recruitment on the basis of Merit and Seniority.

- (i) A permanent officer of the Sri Lanka Principal Service having minimum of 3 years of service period in Class I.
- (ii) 3 years service period is considered as at 31.01.2011.
- (iii) All applicants should have accomplished a satisfactory service period.

Note. – Only an officer who has duly obtained all the salary increments in the term of immediate five years before 31.01.2011 and who hasn't subject to any penalty on disciplinary grounds during that time (except advices) is considered to be having satisfactory service period. Any officer who is interdicted from service as at the closing date of applications is not qualified for applying for the examination. The candidates are subject to the rules and regulations that will be enacted by the Commissioner General of Examinations in respect of holding the examination. If violated those rules, the candidates would have to be subject to any of the punishment determined by the Commissioner General of Examinations.

07. *Method of Application :*

- (i) The application should be prepared conforming to the form set out at the end of this notice using both sides of the paper.
- (ii) The application should be completed in the medium in which the applicant is qualified to sit for the examination, but the section 01 and 02 of the application should be filled in English block capitals.
- (iii) Application forms should be submitted before 31.01.2011 to the relevant Zonal Director of Education / Provincial Director of Education / Provincial Education Secretary enabling to forward it to reach the Commissioner General of Education on 31.01.2011 (As it is required to submit a report by examining personal files of the applicants.)
- (iv) Applications addressed to the personal names of officers in the Ministry of Education, or Department of Examinations will be rejected.
- (v) The name of the examination mentioned at the top of the application shall be mentioned in English in both Sinhala and Tamil applications, in addition to Sinhala or Tamil applications, respectively. Applications which are not complete in all respects will be rejected. No complaint on applications lost or delayed in the post will be accepted.
- (vi) The receipt of applications will not be acknowledged. Immediately after the issuance of admissions to the

applicants, the Department of Examinations will notify it through newspapers. It is important to be on alert about these notices. Any applicant who does not receive the admission after two or three days of press notification should intimate it to the Department of Examinations of Sri Lanka. It is advisable to send your request to the Department of Examinations of Sri Lanka while retaining a copy of the same with you, enclosing a certified copy of the application form and the receipt of the payment made, the receipt of registration of the letter and a fax number to send the admission, if the candidate resides out of Colombo.

08. Appearing for the Examination.

- (a) The examination fee is Rs. 1000. Examination fees should be paid before the closing date for receiving applications at any District or Divisional Secretariat to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained for the payment from the District / Divisional Secretariat should be pasted in the relevant cage of the application form. For no reason will these examination fees be refunded. Nor is it permissible to transfer the fee for another examination. It is advisable to retain a copy of the receipt with you.

Note. - The fact that an admission card has been issued to a candidate should not be regarded as an acceptance that the candidate has satisfied all the requirements to appear for the examination.

(b) *Identify of Candidates :*

In regard to all the subjects for which a candidate appears, identity of the candidate should be established in the examination hall to the satisfaction of the head of the examination hall.

- (i) National Identity Card ;
- (ii) A valid passport.

09. *Penalties for providing incorrect information.* – If it is revealed that a candidate does not have the necessary qualifications, the candidature can be cancelled when the examination is being conducted, or after the examination or at any time. If it is revealed after appointment for the post that some information given is incorrect or that any important fact has been deliberately withheld, he/she would be dismissed from the service.

10. The final decision on any matter not mentioned in this Notice will be the decision of the Secretary of the Ministry of Education.

11. *Medium of Language :*

- (a) The examination will be conducted in Sinhala, Tamil and English languages.
- (b) A candidate should appear for the examination in the exact language medium of examination / interview through

which qualification for the Public Service was obtained, or in the official language.

- (c) A candidate will not be permitted to change the medium of language mentioned in the application form.

12. *Method of selection.* – Having tested basic qualifications in accordance with the ranking of the total marks obtained on Seniority and Aptitude Test the candidates will be selected for appointments.

Marks for Seniority	100 (Maximum)
Marks for Aptitude Test	50 (Maximum)
Total Marks	150

(i) *Seniority:*

Apart from the 3 year minimum service period essential for applying for the post (as stated in section 7), rest of the years of satisfactory service period will be taken into consideration when giving marks. 8 marks will be given for each year and 2 marks for 3 months for a service period less than one year (100 Marks Maximum).

(ii) *Aptitude Test:*

This is one hour paper held by the Commissioner General of Examinations. The examination includes questions on Fundamentals of Education and related activities on utility expected from education and questions of having and employing servants in order to obtain the maximum advantage on behalf of organizations including schools and Education Institutions.

13. *The test for examining Qualifications :*

- (i) In accordance with the ranking of total marks obtained for Seniority and Aptitude Test, the required number of candidates will be called for the test of examining qualifications to fill the vacancies.
- (ii) If by reason of a candidate not having satisfied the stipulated requirements, Vacancies were to occur, they will be filled from candidates next in the schedule according to ranking of marks.
- (iii) If more than one candidate has scored identical marks, the Secretary to the Ministry of Education will make a decision in this regard.
- (iv) This is to examine appropriateness of applicants and no marks will be given.

H M GUNASEKERA,
Secretary,
Ministry of Education.

Isurupaya, Battaramulla,
17th December, 2010.

Specimen Application Form

(For office use only)

TO APPLY FOR APPOINTMENT TO CLASS III OF THE
SRI LANKA EDUCATION
ADMINISTRATIVE SERVICE ON THE BASIS OF MERIT
AND SENIORITY - 2010

Medium of language appearing for the examination
(Write the appropriate number in the Cage)

Sinhala - 2
Tamil - 3
English - 4

01. (i) Last name with Initials : _____.
(In English Block Capitals)
(ii) Names denoted by Initials : _____.
(In English Block Capitals)
(iii) Full Name : _____.
(In English Block Capitals)
02. (i) Present working place and official address : _____.
(In English Block Capitals)
(ii) Personal Address : _____.
(In English Block Capitals)
(iii) Address to which Admission Card should be sent : _____.
(In English Block Capitals)

03. (i) Gender :
Female - 1
Male - 0
(Enter the relevant number in the cage)

- (ii) Ethnic Group :
1 - Sinhala 2 - Tamil
3 - Indian Tamil 4 - Muslim
5 - Other
(Enter the relevant number in the cage)

- (iii) National Identity Card No. :

04. (i) Date of Birth :
Year : Month : Date :

- (ii) Age as at 31.01.2011 :
Years : Months : Days :

- (iii) Married/Single :
Single - 1
Married - 2
(Enter the relevant letter in the cage)

08. Details of Service :

- (i) Date of first appointment and designation : _____.
(ii) Provincial Education Office/Zonal Education Office to which you presently belong : _____.
(iii) Date of appointment to Grade I of Principals' Service : _____.

06. Educational qualifications : _____.

07. Professional qualifications : _____.

08. Details of training courses attended : _____.

09. Details on any penalty (except warnings) received during immediate five years before 31.01.2011 : _____.

10. (i) Have you obtained all the salary increments during immediate five years before 31.01.2011 : _____.

(ii) If not why : _____.

11. If any disciplinary inquiry is being conducted against you, its present situation : _____.

12. Details on no pay leave and half pay leaves taken within last five years : _____.

I hereby declare that the details provided in this application are correct and in accordance with the given details. I am entitled to consideration for promotion to the Sri Lanka Education Administrative Service on the basis of merit and seniority. Further, I do hereby declare that I am abided by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination.

Signature of applicant.

Date : _____.

Secretary,
Ministry of Education,

Having referred the personal file, I certify that the details of service from section 06 to 12 are accurate. Further, I do hereby certify that the receipt is affixed hereto having made a payment of Rs. 1,000.

Zonal/Provincial Director of Education/
Provincial Secretary of Education.

Date : _____.

Paste the receipt for fees paid here
(Keep a photocopy of the receipt with you)

MINISTRY OF EDUCATION

Open Competitive Examination for Recruitment to Class III (General / Special Cadre) of the Sri Lanka Education Administrative Service – 2010

AN Open Competitive Examination to fill vacancies in Class III of the Sri Lanka Education Administrative Service, coming under the Ministry of Education will be held, on its behalf, by the Commissioner General of Examinations in Colombo. Applications will be called for this purpose in terms of the notice that follows. Based on the results of the Open Competitive Examination, the Secretary of the Ministry of Education will fill vacancies not exceeding 25% in Class III of the service.

2. In this notice 'Secretary' refers to Secretary of the Ministry of Education. 'Service' refers to the Sri Lanka Education Administrative Service. The 'Minute' refers to the Minute of the Sri Lanka Education Administrative Service.

3. *Examination Procedure.* - This examination will be held in two parts;

Part I and Part II

Part I

Part I will consist of two question papers as follows:

- (i) Comprehension 100 marks - Time 1 1/2 hours (Subject Code 01)
- (ii) Intelligence test 100 marks - Time 1 hours (Subject Code - 02)

All candidates should appear for this first part. The first part of the examination will be held in April 2011. The Secretary of the Ministry of Education reserves his rights to postpone or cancel the examination.

Part II

Part II will consist of two question papers as follows:

- (i) General Knowledge -150 marks -Question paper of 03 hours (Subject Code - 03)
- (ii) Essay -100 marks -Question paper of 03 hours (Subject Code - 04)

Only the candidates those who score at least 60% in each of the question papers in Part I will be qualified to appear for Part II of the Examination. Those who qualify from part I will be informed the date of Part II of the above Examination by the Commissioner General of Examinations.

4. *Interview.* - The interview will be held only for the purpose of examination of qualifications, certificates and to ascertain whether the candidate is in a proper state of health. No marks will be given at the interview. A number of candidates equal to the number of vacancies that exist will be called for the interview based on the

ranking of marks scored at the written examination. At least 40% of marks shall be obtained by candidates for each question paper in order to pass the Part II of this examination.

5. Cadre and Date of Appointment:

- (i) The Class III of the Service consists of 'General' and 'Special' Cadres. The number and the effective date of appointments will be determined by the Secretary to the Ministry of Education.

The Secretary of the Ministry of Education reserves his rights to fill or refrain from filling certain number of vacancies or all the vacancies.

- (ii) In addition to the General cadre, the candidates can also apply for the vacancies in the fields of the special cadre referred to in paragraph iii (b) below. A candidate can apply for the General cadre and for another two fields under the special cadre. If applying under the special cadre, it is compulsory that the subject applied for have been offered as one of the main subjects and at least 1/3 out of the total course units/credits offered for the degree shall be relevant to the subject applied. The qualifications required for planning and special education subjects are given separately.

- (iii) The subjects and the codes assigned to them are given below. The subjects applied for and the relevant codes shall be mentioned in the proper place in the application form.

Code Number

(a) General Cadre	11
(b) Special Cadre	
Subject area	
English	21
Mathematics	22
Science	23
Art	24
Music (Eastern)	25
Music (Western)	26
Dancing	27
Agriculture	28
Commerce	29
Special Education	30
Planning	31
Arabic	32
Information Technology	33

N.B.— If it is applied for the subject of Special Education in the special cadre under the Open Competitive Examination, the candidate should have been successful in one of the following Degrees or Post Graduate Diplomas.

The Degree in Bachelor of Education offered for the education of children with deficiencies (Special Education).

Post Graduate Diploma in Special Education.	appointment is subject to a probationary period of three years.
Master of Education or Master of Arts Degree in Special Education.	(iv) It is compulsory that candidates selected under the General cadre should, within their period of service, serve a period of three years as a Principal of a 1AB /1C school.
If applied for the subject of Planning in the Special cadre, the candidate should have obtained one of the following Degrees or Post – Graduate Diplomas :	7. <i>Annual Salary Scale.</i> – Rs. 22,935 – 10x645 – 8x790 – 17x1,050 – Rs. 53,555
Should have studied Statistics as a subject of the Degree or as an auxiliary subject area of another subject of the Degree.	1 st Efficiency Bar before Rs. 24,870 2 nd Efficiency Bar before Rs. 26,805
Should have studied Mathematics as a subject of the Degree or as an auxiliary subject area of the Degree.	8. <i>Qualifications :</i>
Should have studied Management and Planning Techniques as a subject of the Degree or as an auxiliary subject area of the Degree.	(a) Should be a Citizen of Sri Lanka.
Should have studied the subject areas of Education Principles and Comparative Education as a subject of the Degree or as an auxiliary subject area of the Degree.	(b) Should be a Graduate of a recognized University. Or else, at least should have passed a professional or other examination considered as equivalent to a Degree by the Secretary to the Ministry of Education.
Should have studied Sociology as a subject of the Degree or as an auxiliary subject area of the Degree.	(c) Should be not less than 22 and not more than 30 years of age as at 31.01.2011.
Should have studied Statistics or Research Work as a part of an auxiliary subject of the Degree along with subjects of Biology and Physics.	<i>Note :</i> A candidate will be considered as having passed a degree, or a professional or other examination of the required level, if
Should have studied Cost Analysis, Statistical Methods or Economic Research Methods as a Part of an auxiliary subject of the Degree along with subjects of Costing and Economic Principles.	(i) The examination or examinations required to be qualified has or have been successfully completed as at 31.01.2011 and,
(iv) In terms of the number of vacancies available, the Secretary of the Ministry of Education reserves the rights to make or refrain from making appointments for the aforesaid subject fields or certain subject fields.	(ii) The official certificate in respect of the Degree, professional or other examination or an official document accepted by the Secretary to the Ministry of Education in lieu thereof is presented at the interview.
	(iii) None is permitted to sit this examination more than three times.
6. Conditions of Service and Conditions of Employment :	9. <i>Other Qualifications.</i> – Secretary to the Ministry of Education should be satisfied that the candidate is in a good state of health and that he bears an excellent character. The candidate should be in good health with a good eye sight. He should also be physically fit to serve in any part of the country. The selected candidate should pass a medical examination.
(i) The selected candidates will be appointed to Class III of the Service subject to the conditions of the Minute of the Sri Lanka Education Administrative Service, approved by the Cabinet of Ministers on 12.03.1986 and published in the <i>Extra Ordinary Gazette</i> No. 423/12 dated 15 th October 1986 of the Democratic Socialist Republic of Sri Lanka and the subsequent amendments made therein and to any amendment that may be made in the future and also subject to the general conditions governing appointments to the Public Service.	10. <i>Examination Fees :</i>
(ii) The officers appointed to the post should serve in any part of the Island depending on the needs of the service.	Fees for the Examination are as follows:
(iii) This post is permanent and pensionable. The officers appointed should contribute for the W. & O. P. The	Part I Rs. 600.
	Examination fees should be paid before the date of closing for the receipt of applications for the examination. Payment can be made at any District or Divisional Secretariat to be credited to revenue head 2003- 02-13 of the Commissioner General of

Examinations. The receipt obtained for the payment from the District/Divisional Secretariat should be pasted in the relevant cage of the application form. For no reason will these examination fees be refunded. Nor is it permissible to transfer the fee for another examination. It is advisable to retain a copy of the receipt with you.

Part II Rs. 400

The manner in which the fees for Part II of the Examination should be paid will be intimated to the candidates those who qualify for this part by the Commissioner General of Examinations later on.

11. Method of Application :

- (a) The application should be prepared conforming to the form set out at the end of this notice, using both sides of A4 size paper. Section 1-4 should be on the 1st page of the paper and from section 5 onwards should be on the other side of the paper. The application should be clearly filled in candidate's hand writing and the applications which do not comply with the specimen application and which have not been duly perfected will be rejected without any notification. It is advisable to retain a photocopy of the application with you.
- (b) The completed application form should be forwarded by Registered Post to reach the following address before 31.01.2011 :-

Commissioner General of Examinations,
Department of Examinations of Sri Lanka,
Organizations and Foreign Examinations Branch,
Pelawatte,
Battaramulla.

The top left hand corner of the envelope in which the application form is enclosed should carry the words "Open Competitive Examination for Recruitment to Class III of the Sri Lanka Education Administrative Service – 2010". No application received after the date of closing for the forwarding of applications will be accepted.

- (c) Sections 1:1 , 1:2 , 2:0 , 2:2 of the application form should be filled in English block capitals.
- (d) The application form should be completed in the medium in which the applicant is qualified to sit the examination. When preparing the application the title of the examination should be in both Sinhala and English languages in applications prepared in Sinhala and in both Tamil and English in applications prepared in Tamil.
- (e) Applications not complete in all respects will be rejected. No complaint on loss or delay of applications in the post will be accepted.

(f) The signature of the candidate in the application form should be certified by a Principal of a Government School, a Justice of Peace, a Lawyer or by a Government Officer who receives an annual salary of not less than Rs. 128,160.

(g) Applications addressed to the personal names of officers in the Ministry of Education or Department of Examinations will be rejected.

(h) The receipt of applications will not be acknowledged. Immediately after the issuance of admissions to the applicants, the Department of Examinations will notify it through newspapers. Any applicant who does not receive the admission after two or three days of press notification should intimate it to the Department of Examinations of Sri Lanka. It is advisable to send your request to the Department of Examinations of Sri Lanka while retaining a copy of the same with you, enclosing a certified copy of the application form and the receipt of the payment made, the receipt of registration of the letter and a fax number to send the admission, if the candidate resides out of Colombo.

12. Appearing for the Examination :

- (a) The Commissioner General of Examinations will issue admissions to all candidates who have sent applications. The candidate should appear in the Examination Hall stipulated to him / her. The attested admission should be submitted to the head of the examination hall. No candidate who does not submit the admission will be permitted to sit the examination. The rules and regulations that candidates should follow are given in the *gazette* notification. The candidates are subject to adhere to the rules and regulations imposed by the Commissioner General of Examinations with regard to the conducting of examination. If such rules and regulations are violated, the candidates will have to be subjected to any punishment imposed by the Commissioner General of Examinations.

Note.— The fact that an admission card has been issued to a candidate should not be regarded as an acceptance that the candidate has satisfied all the requirements to appear for the examination.

- (b) *Identity of Candidates.*— In regard to all the subjects for which a candidate appears, identity of the candidate should be established in the examination hall to the satisfaction of the head of the examination hall. For this purpose the following will be accepted :-

- (i) National Identity Card,
- (ii) A valid Passport.

13. *Punishments for providing incorrect information.*— If it is revealed that a candidate does not have the necessary qualifications,

the candidature can be cancelled when the examination is being conducted, or after the examination or at any time. If it is revealed after appointment for the post that some information given is incorrect or that any important fact has been deliberately withheld, he/she would be dismissed from the service.

14. The final decision on the matters not mentioned in this notice is of the decision of the Secretary to the Ministry of Education.

15. *Medium of Language :*

- (a) The examination will be conducted in all three languages, in Sinhala, Tamil and English.
- (b) A candidate should appear for the examination in the language qualified for this service or in the official language.
- (c) If a candidate has offered subjects in two or more languages in the examinations, he/she should sit the examination in the language that the candidate has qualified in most of the subjects passed or in the official language.
- (d) A candidate with a special degree who has passed the main subject in one language and the auxiliary in another language should sit the examination in the medium of the main subject or in the official language.
- (e) Each question paper should be answered in one language only.
- (f) A candidate will not be permitted to change the medium mentioned in the application form, later.

Note.— The qualifying examination referred to in (a) and (c) above is the examination referred to in Section 8(b).

16. *Method of Selection :*

- (a) Selections for appointment will be made from those who have appeared for both Parts I and II, and who have scored the highest marks from the combined Parts I and II. If more than one candidate has scored identical marks, the Secretary to the Ministry of Education will take a decision in this regard.
- (b) From those who have scored the highest marks in the written examinations, the necessary number only for the available vacancies will be summoned, on the basis of the ranking of marks, for the interview for the examination of qualifications.
- (c) If by reason of a candidate or candidates not having satisfied the stipulated requirements, vacancies were to occur, these will be filled from candidates next in the schedule according to the ranking of marks.

17. *Syllabus :*

Part I

(i) *Comprehension.*— The candidate will be presented with a few short texts. In respect of certain texts, the candidate will be given several alternative statements. One of these will accord quite well with the facts in the text. The candidate will be instructed to select the most suitable statement. Questions will be set to assess the way in which the candidate understands the ideas contained in the texts. This question paper consists of compulsory questions.

(ii) *Intelligence Test.*— A question paper to assess the logical ability of the candidate. This consists of 50 multiple choice questions and questions which seek short answers.

Part II

(i) *General Knowledge.*— This is a question paper designed to assess the knowledge of the candidate about the environment in which he lives and works including the political, social, cultural and economic environment of Sri Lanka. Candidates should also be aware of the contemporary events nationally and internationally as well as the developments in Science and Technology. The question paper consists of structured essay type questions. It is compulsory to answer all the questions.

(ii) *Essay.*— It is expected that three essays will be written on three topics to be chosen from different topics. These topics will not be linked to any special field of study. The idea is to make an assessment of the candidate's general knowledge and intelligence, general thinking ability and the ability to express ideas. The quality of essays will be determined by both, creative thinking on the topic and the method of presentation of ideas.

H. M. GUNASEKERA,
Secretary,
Ministry of Education.

Ministry of Education,
Battaramulla,
17th December, 2010.

SPECIMEN APPLICATION FORM

(For office use only)

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III
(GENERAL/ SPECIAL CADRE) OF THE
SRI LANKA EDUCATION ADMINISTRATIVE SERVICE – 2010

Medium of language appearing for the examination
(Write the appropriate number in the Cage)

Sinhala	- 2	
Tamil	- 3	
English	- 4	<input type="text"/>

Cadre appearing for the examination
 (Write the appropriate number in the Cage)

General Cadre - 1
 Special Cadre - 2
 Both - 3

If cadre applied for is special cadre, indicate the code of the subject area in the table given below (according to the *Gazette Notification*)

Cadre	Subject area	Code
General		
Special		
Special		

1.0 Name :

1.1 Name with initials :
 Mr./ Mrs./ Miss :
 (Example : Mr./ Mrs./ Miss SILVA G.A. (In English block capitals))

1.2 Gender :
 Female - 1
 Male - 0
 (Write the appropriate number in the Cage)

1.3 Full name :
 (In English block capitals)

1.4 Full name :
 (In Sinhala / Tamil)

1.5 National Identity Card No. :

2.0 Permanent Address :
 (In English block capitals)

2.1 Permanent Address :
 (In Sinhala / Tamil)

2.2 Address to which the Admission Card should be sent :

 (In English block capitals)

3.0 3.1 Ethnic Group :

1 – Sinhala 2 – Tamil
 3 – Indian Tamil 4 – Muslim
 5 – Other
 (Enter the relevant number in the cage)

3.2 Married / Single :
 Single - 1
 Married - 2
 (Enter the relevant English letter in the cage)

3.3 Date of Birth :

Year : Month : Date :

3.4 Age as at 31.01.2011 :

Years : Months : Days :

4.0 The medium of language in which the qualifying examination for this post was passed : .

5.0 Educational qualifications :

5.1 Date on which the degree or other qualification was obtained :
 (Please read 8(b) of *Gazette Notification* carefully)

5.2 University/Institution : .

5.3 Registration Number in university : .

5.4 External/Internal : .

5.5 Degree : .

5.6 Subjects : .

5.7 Class : .

5.8 Upper/lower : .

5.9 Examination Number : .

5.10 Language medium of examination : .

6.0 Whether you had appeared for the Open Competitive Examination for recruitment to Class III in the Sri Lanka Education Administrative Service held in the years 1991, 2002 and 2005.

7.0 Examination Fees :

Paste the receipt for fees paid here
 (Keep a photocopy of the receipt with you)

8.0 I declare that the information given here is true to my knowledge and belief and that the Receipt Number dated is affixed to this document. I further agree to act according to the rules and regulations governing examinations. I also agree to a decision to cancel my candidature either before or during the Examination if it is found that I am disqualified in terms of the conditions applicable to it. I do hereby declare that I am abided by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. I am aware that I am liable to be dismissed from the service if it is found that I am disqualified, even after I am selected for this post.

 Signature of applicant.

Date : .

Certification of the signature

I certify that Mr./Mrs./Miss residing at who has signed above is known to me personally and that he/she placed the signature in my presence.

 Signature of the Attestor.

Date : .

Name : .

Designation : .

Address : .

MINISTRY OF EDUCATION

**Limited Competitive Examination for Recruitment to
Class III (General Cadre / Special Cadre) of the
Sri Lanka Education Administrative Service – 2010**

Code Number

IN this notice 'Secretary' refers to Secretary of the Ministry of Education. 'Service' refers to the Sri Lanka Education Administrative Service. The 'Minute' refers to the Minute of the Sri Lanka Education Administrative Service.

A Limited Examination to fill vacancies in Class III of the Sri Lanka Education Administrative Service, coming under the Ministry of Education will be held, on its behalf, by the Commissioner General of Examinations in Colombo. Applications will be called for this purpose in terms of the notice that follows. Based on the results of the Limited Examination, the Secretary of the Ministry of Education will fill vacancies not exceeding 45% in Class III of the service.

2. *Date of Examination.* – This examination will be held in April 2011. The Secretary of the Ministry of Education reserves the rights to postpone this examination.

3. *Cadre and Date of Appointment :*

- (i) The Class III of the Service consists of 'General' and 'Special' Cadres. The number and the effective date of appointments will be determined by the Secretary to the Ministry of Education.

The Secretary of the Ministry of Education reserves his rights to fill or refrain from filling certain number of vacancies or all the vacancies.

- (ii) In addition to the General cadre, the candidates can also apply for the vacancies in the fields of the special cadre referred to in paragraph iii (b) below. A candidate can apply for the General cadre and for another two fields under the special cadre. If applying under the special cadre, it is compulsory that the subject applied for have been offered as one of the main subjects and at least 1/3 out of the total course units/credits offered for the degree shall be relevant to the subject applied. The qualifications required for planning and special education subjects are given separately.

- (iii) The subjects and the codes assigned to the Special cadre are given below. The subjects applied for and the relevant codes shall be mentioned in the proper place in the application form.

Code Number

(a) General Cadre	11
(b) Special Cadre	
Subject area	
English	21
Mathematics	22
Science	23

Art	24
Music (Eastern)	25
Music (Western)	26
Dancing	27
Physical education	28
Agriculture	29
Commerce	30
Handicraft	31
Home Science	32
Special Education	33
Planning	34
Arabic	35
Information Technology	36
Piriven	37

N.B. – If it is applied for the subject of Special Education in the special cadre under the Limited Examination, the candidate should have been successful in one of the following Degrees or Post Graduate Diplomas.

The Degree in Bachelor of Education offered for the education of children with deficiencies (Special Education).

Post Graduate Diploma in Special Education.

Master of Education or Master of Arts Degree in Special Education.

If applied for the subject of Planning in the Special cadre, the candidate should have obtained one of the following Degrees or Post – Graduate Diplomas :

Should have studied Statistics as a subject of the Degree or as an auxiliary subject area of another subject of the Degree.

Should have studied Mathematics as a subject of the Degree or as an auxiliary subject area of the Degree.

Should have studied Management and Planning Techniques as a subject of the Degree or as an auxiliary subject area of the Degree.

Should have studied the subject areas of Education Principles and Comparative Education as a subject of the Degree or as an auxiliary subject area of the Degree.

Should have studied Sociology as a subject of the Degree or as an auxiliary subject area of the Degree.

Should have studied Statistics or Research Work as a part of an auxiliary subject of the Degree along with subjects of Biology and Physics.

Should have studied Cost Analysis, Statistical Methods or Economic Research Methods as a Part of an auxiliary subject of the Degree along with subjects of Costing and Economic Principles.

- (iv) In terms of the number of vacancies available, the Secretary of the Ministry of Education reserves the rights to make or refrain from making appointments for the General Cadre or aforesaid subject fields or of certain subject fields.

4. Conditions of Service and Conditions of Employment :

- (i) The selected candidates will be appointed to Class III of the Service subject to the conditions of the Minute of the Sri Lanka Education Administrative Service, published in the Extra Ordinary *Gazette* No. 423/12 dated 15th October 1986 of the Democratic Socialist Republic of Sri Lanka and the subsequent amendments made therein and to any amendment that may be made in the future and also subject to the general conditions governing appointments to the Public Service.
- (ii) Officers appointed to the service should serve, according to the needs of the service, in posts of the Central Government and in the Provincial Public Service.
- (iii) During the time the officer is released to the Provincial Public Service, he will come under the control and disciplinary control of the Provincial Public Service Commission. However, an officer has the right to appeal to the Secretary to Ministry of Education against an order of dismissal from the Service.
- (iv) If a person who is appointed to the General Cadre has not served as a Principal of a Government School for a minimum period of 3 years prior to his appointment, he should upon his appointment, serve a minimum period of 3 years as a Principal of a Government School. Where the period served by a person is less than 3 years, the period that he has to serve as a Principal shall be equal to the difference between that period of service and 3 years.
- (v) This post is permanent and pensionable. The officers appointed should contribute for the W. & O. P. The appointment is subject to a probationary period of one year.

5. The Salary Scale : Rs. 22,935 – 10x645 – 8x790 – 17x1050 – Rs. 53,555

1st Efficiency Bar before Rs. 24,870
2nd Efficiency Bar before Rs. 26,805

6. Qualifications :

- (a) Subject to the provisions of the notes at the end of this section, a teacher in a Government School, in an assisted school or a Pirivena who has the qualifications given below is eligible to appear for this examination.
- (b) As at the last date of the month preceding the month in which the closing date of receiving applications falls, the age of the applicant should not be less than 25 years or more than 45 years.

- (c) (i) For Posts in the General Cadre

A Graduate teacher with at least 5 years of teaching experience after obtaining the degree or a person who has passed a professional or other examination considered by the Secretary to the Ministry of Education as equivalent to a degree/ a graduate with the Trained Teachers Certificate or a person who has passed a professional or other examination considered by the Secretary to the Ministry of Education as equivalent to a degree or a trained teacher with a minimum of 05 years of experience as a teacher after the training or a trained teacher with a service of 10 years as a teacher.

Note. – (The period of service of graduate teachers who were appointed to the teacher service on the apprenticeship basis from the date of appointment and the period of service of teachers who have obtained the degree while in service, from the date the degree was passed will be taken into account for this 5 year service period).

- (ii) *For Posts in the Special Cadre.* – A teacher with a minimum of 3 years experience in teaching the subject applied for and a degree with the specified subject or a person who has passed a professional or other examination considered by the Secretary to the Ministry of Education as equivalent to a degree.

Note : The following are also qualified to be candidates for this examination :

Those with a service of not less than 05 years in teaching subjects relevant to the fields of Dancing and Eastern Music, Western Music, Handicrafts, Physical Education, Art, Home Science, Special Education, Pirivena and English and a pass in the S.S.C or G.C.E. (O/L) in six subjects including Mathematics or Arithmetic and Sinhala/ Tamil in not more than two sittings.

7. Other Qualifications. – Secretary to the Ministry of Education should be satisfied that the candidate is in a good state of health and that he bears an excellent character. The candidate should be in good health with a good eye sight. He should also be physically fit to serve in any part of the country.

- N.B.* (i) The period of service of 03, 05 or 10 years as referred to above should have been completed by the closing date for receiving applications.
- (ii) No one will be permitted to sit the Limited Competitive Examination on more than 07 occasions. Further it will not be allowed to take up both open and Limited Competitive Examination on more than 07 occasions.

- (iii) If an officer does not have a period of five years of satisfactory service immediately preceding the last date for receiving applications, he will not be qualified to appear for the examination.
- (iv) A period of service will be considered satisfactory if an officer has not received a punishment other than a warning for any offence. (An officer is not disqualified if salary increments could not be obtained only for not being able to pass a service or departmental examination).
- (v) An officer under interdiction as at the closing date for receiving applications will not be entitled to apply for this examination.

8. *Examination Fees.*— The examination fee is Rs. 1,000. Examination fees should be paid before the closing date for receiving applications at any District or Divisional Secretariat to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained for the payment from the District / Divisional Secretariat should be pasted in the relevant cage of the application form. For no reason will these examination fees be refunded. Nor is it permissible to transfer the fee for another examination. It is advisable to retain a copy of the receipt with you.

9. *Method of Application :*

- (a) The application should be prepared conforming to the form set out at the end of this notice, using both sides of 8 ½" x 11" size paper. Section 1-4 should be on the 1st page of the paper and rest should be on the other side of the paper. The application should be clearly filled in candidates hand writing and the applications which do not comply with the specimen application and which have not been duly perfected will be rejected without any notification. It is advisable to retain a photocopy of the application with you.
- (b) The application form should be prepared in the language in which the candidate is qualified to sit the examination. Sub – Sections 1.1 , 1.2 , 2.1 , 2.2 , and 2.3 of the application should be filled in English capital letters.
- (c) The application form, completed according to the above instructions should be forwarded by Registered Post through the Zonal Director/ Provincial Director of Education to reach the Commissioner General of Examination, (Organizations and Foreign Examinations), Department of Examinations, Pelawatte, Battaramulla before 31.01.2011. An officer attached to the Provincial Department of Education should forward the application through the Provincial Director. On the top left hand corner of the envelop in which the application is enclosed should be mentioned the words "Limited Competitive Examination 2010 for Recruitment to Class III of the Sri Lanka Education Administrative Service". No application

received after the closing date for the applications will be accepted.

- (d) Applications addressed to the personal names of officers in the Ministry of Education or Department of Examinations will be rejected.
- (e) Applications not complete in all respects will be rejected. No complaint on loss or delay of applications in the post will be accepted.
- (f) The receipt of applications will not be acknowledged. Immediately after the issuance of admissions to the applicants, the Department of Examinations will notify it through newspapers. Any applicant who does not receive the admission after two or three days of press notification should intimate it to the Department of Examinations of Sri Lanka. It is advisable to send your request to the Department of Examinations of Sri Lanka while retaining a copy of the same with you, enclosing a certified copy of the application form and the receipt of the payment made, the receipt of registration of the letter and a fax number to send the admission, if the candidate resides out of Colombo

10. *Appearing for the Examination :*

- (a) The Commissioner General of Examinations will issue admissions to all candidates who have sent applications. The candidate should appear in the Examination Hall stipulated to him / her. The attested admission should be submitted to the head of the examination hall. No candidate who does not submit the admission will be permitted to sit the examination. The rules and regulations that candidates should follow are given in the *Gazette* notification. The candidates are subject to adhere to the rules and regulations imposed by the Commissioner General of Examinations with regard to the conducting of examination. If such rules and regulations are violated, the candidates will have to be subjected to any punishment imposed by the Commissioner General of Examination.

Note : (a) The fact that an admission card has been issued to a candidate should not be regarded as an acceptance that the candidate has satisfied all the requirements to appear for the examination.

- (b) *Identity of Candidates.*— In regard to all the subjects for which a candidate appears, identity of the candidate should be established in the examination hall to the satisfaction of the head of the examination hall. For this purpose the following will be accepted.

- (i) National Identity Card
- (ii) A valid Passport

11. *Punishments for providing incorrect information.*— If it is revealed that a candidate does not have the necessary qualifications,

the candidature can be cancelled when the examination is being conducted, or after the examination or at any time. If it is revealed after appointment for the post that some information given is incorrect or that any important fact has been deliberately withheld, he/she would be dismissed from the service.

12. Medium of Language :

- (a) The examination will be conducted in all three languages, in Sinhala Tamil and English.
- (b) A candidate should appear for the examination in the medium of the examination through which he/she entered the public service/ the medium of the interview in which he/she was successful or in the Official Language.

Note : (i) A candidate should answer all question papers in the examination in one language.

- (ii) A candidate will not be permitted to change the medium of language mentioned in the application.

13. Method of Examination :

- (a) A written examination consisting of question papers on the following subjects and an interview for the purpose of examining the qualifications.
- (i) Comprehension - 100 marks - a question paper of 1 ½ hours (Subject Code – 01)
- (ii) Intelligence test - 100 marks - a question paper of 1 hour (Subject Code 02)
- (iii) Case studies relating to Educational Administration – 100 marks – a question paper of 2 hours – (Subject Code -03)

14. Method of Selection :

- (a) Selections for appointments will be made on the basis of ranking of total marks scored (at least 40% per each subject) at the written examination and after the examination of qualifications for the post at an interview. If more than one candidate has obtained the same marks, the Secretary of the Ministry of Education will take a decision.
- (b) Should vacancies occur by reason of one or more candidates summoned for the interview not having fulfilled the specified requirements, they will be filled through candidates next in the order of merit.

15. Syllabus (Details) :

- (i) Comprehension – Time 1 ½ hours

The candidate will be presented with a few short texts. In respect of certain texts, the candidate will be given several alternative statements. One of these will accord quite well with the facts in the text. The candidate will be instructed to select the most suitable statement. Questions will be set to assess the way in which the

candidate understands the ideas contained in the texts. This question paper consists of compulsory questions.

- (ii) Intelligence Text - Time 1 hour

A question paper to assess the logical ability of the candidate. This consists of 50 multiple choice questions and questions which seek short answers.

- (iii) Case studies on Education Administration – Time 2 hours.

The final decision on the matters not mentioned in this notice is of the decision of the Secretary to the Ministry of Education.

H. M. GUNASEKERA,
Secretary,
Ministry of Education.

Ministry of Education,
Isurupaya, Battaramulla,
17th December, 2010.

SPECIMEN APPLICATION FORM

(For office use only)

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS III
(GENERAL CADRE/ SPECIAL CADRE) OF THE
SRI LANKA EDUCATION ADMINISTRATIVE SERVICE – 2010

(Forward two copies to the Zonal Director of Education)

Medium of language appearing for the examination
(Write the appropriate number in the Cage)

Sinhala - 2
Tamil - 3
English - 4

Cadre appearing for the examination
(Write the appropriate number in the Cage)

General Cadre - 1
Special Cadre - 2
Both - 3

If cadre applied for is special cadre, indicate the code of the subject area in the table given below (according to the *Gazette Notification*)

Cadre	Subject area	Code
General		
Special		
Special		

1.0 Name :

1.1 Name with initials :

Mr/ Mrs/ Miss : _____.

(Example : Mr./ Mrs./ Miss SILVA G.A. (In English block capitals)

- 1.2 Gender :
Female - 1
Male - 0
(Write the appropriate number in the Cage)
- 1.3 Full name : _____
(In English block capitals)
- 1.4 Full name : _____
(In Sinhala / Tamil)
- 1.5 National Identity Card No. :
- 2.0 Permanent Address : _____
(In English block capitals)
- 2.1 Official Address : _____
(In English block capitals)
- 2.2 Permanent Address : _____
(In Sinhala / Tamil)
- 2.3 Address to which the Admission Card should be sent :

(In English block capitals)
- 3.0 3.1 Ethnic Group :
1 - Sinhala 2 - Tamil
3 - Indian Tamil 4 - Muslim
5 - Other
(Enter the relevant number in the cage)
- 3.2 Married / Single :
Single - 1
Married - 2
(Enter the relevant English letter in the cage)
- 3.3 Date of Birth :
Year : Month : Date :
- 3.4 Age as at 31.01.2011 :
Years : Months : Days :
- 4.0 Educational qualifications :
- (a) (i) Year of passing the degree : _____
(ii) Subjects for the degree : _____
(iii) University/Institution : _____
(iv) External/Internal : _____
- (b) (i) Year of passing the post graduate degree : _____
(ii) Subjects for the degree : _____
(iii) University/Institution : _____
- 5.0 (i) Date of first appointment to the Public Service as a teacher : _____
(ii) (Education Zone now serving) : _____
(iii) Period of service by 31.01.2011 :
Years : _____, Months : _____, Days : _____
- 6.0 The year in which training as a teacher was obtained : _____
Name of the Training College : _____

Date on which the training certificate becomes valid : _____
Special field of training : _____
Period of experience after training by 31.01.2011 : _____
Years : _____, Months : _____, Days : _____

7.0 Are you confirmed in your present post ? : _____

8.0 The language in which the qualifying service for entry into the public service was passed : _____

9.0 Examination Fees :

Paste the receipt for fees paid here
(Keep a photocopy of the receipt with you)

10.0 Number of times sit for this examination and the open competitive examination earlier : _____

8.0 I declare that the information given here is true to my knowledge and belief and that the Receipt Number dated is affixed to this document. I further agree to act according to the rules and regulations governing examinations. I also agree to a decision to cancel my candidature either before or during the Examination if it is found that I am disqualified in terms of the conditions applicable to it. I do hereby declare that I am abided by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. I am aware that I am liable to be dismissed from the service if it is found that I am disqualified, even after I am selected for this post.

Signature of applicant.

Date : _____

Certificate of the signature

I certify that Mr./Mrs./Miss residing at who has signed above is known to me personally and that he/she placed the signature in my presence.

Signature of the Attester.

Date : _____

Name : _____

Designation : _____

Address : _____

12-1015/3

MINISTRY OF ENVIRONMENT

Forest Department

RECRUITMENT TO THE POST OF RANGE FOREST OFFICER (TAMIL MEDIUM) IN TRAINING GRADE OF THE SRI LANKA TECHNOLOGICAL SERVICE – 2010

APPLICATIONS are hereby invited from the citizens of Sri Lanka who have the required qualifications for the Post of Range Forest Officer (Tamil medium) Training grade of the Sri Lanka Technological Service in the Forest Department.

02. Salary Scale :

- (i) Trainee Grade
MN : 1-2006 A - According to Public Administration Circular 06/2006(IV) - Rs. 13,120 - 145 x 1 - Rs. 13,265.
- (ii) Class II B
MN : 3-2006 A - According to Public Administration Circular 07/2008 - Rs. 15,005 - 180 x 4,240 x 6 Rs. 17,165.

03. Terms of employment and conditions of service :

- (i) This appointment is permanent. Contributions should be made to the Widow's and Orphan's Pension Fund.
- (ii) This appointment will be on probation for a period of three years.
- (iii) Appointment will be made into the trainee grade.
- (iv) Selected candidates should prepare to serve in any forest area in any part of the island and should compulsorily serve in Northern and Eastern Provinces at least for a period of five years since recruitment.
- (v) The conditions of the recruitment and promotion of officers in the Minute of the Sri Lanka Technological Services and the Conditions of the Recruitment and Promotion Procedure (amended) of Range Forest Officers are applicable.
- (vi) General conditions relating to the Public Service appointments indicated at the beginning of the Para (IIA) of Part I of the *Gazette* of the Democratic Socialist Republic of Sri Lanka will apply.
- (vii) The examination will be held only in Tamil Medium.

04. *Age limit.* – Not less than 18 Years and not more than 35 years of age on the date of closing of applications. The upper age limit is not applicable to those who are already in Public Service and Provincial Government Service.

05. *Education and other qualifications.* – All applicants should prove satisfactorily the following requirements :–

- (i) Should have passed the G. C. E. (Advanced Level) Examination in one sitting with three (03) subjects including Biology or agriculture ; or

Should have passed the G. C. E. (Advanced Level) Examination (Old Syllabus) in one sitting in three (03) subjects including two of the following subjects : Botany, Agriculture, Zoology ; and

(ii) Should have passed G. C. E. (Ordinary Level) Examination in not more than two sittings in six (06) subjects with four (04) credit passes including language or Literature, Mathematics or Arithmetic's and Science.

(iii) Minimum height of 5 feet, 2 inches and 32 inches chest for male applicants, 5 feet minimum height for female applicants.

(iv) Should have a good moral character.

06. Method of Recruitment :

- (i) Selection will be made after an interview which will be held to those candidates who have scored highest marks at the written examination and those who qualified the items in Para 05 (No marks will be given at the interview).
- (ii) Applicants recruited as per para 06(i) will be placed in the training grade. Upon the successful completion of two years theory and practical training course at the Sri Lanka Forestry Institute, they will be absorbed into the class II-B of the Sri Lanka Technological Service.
- (iii) Applicants those who have successfully completed National Technical Certificate Course (three year part time training course) upon the successful completion of one year theory and practical training course at the Sri Lanka Forestry Institute, they will be absorbed into the Class II-B of the Sri Lanka Technological Service.
- (iv) Applicants those who have successfully completed two years Diploma in Agriculture in any accredited government institution in Sri Lanka will be appointed into the Class II-B of the Sri Lanka Technological Service.
- (v) It is compulsory for all the applicants recruited under Para 6. (I and IV) to complete a two year training course successfully at the Sri Lanka Forestry Institute.

07. *Written Examination.* – Written examination will consist of two question papers :

- (i) Intelligence Test (Aptitude) one (01) hour - 100 marks. The paper which is designed to assess the numerical ability, logical ability, analytical competence and decision making ability of the applicants will consist of multiple choice questions and short answer questions.
- (ii) Technical test - Two (02) hours - 100 marks. The paper will consist of structured and semi-structured questions to test the knowledge of the applicants in the following subjects :–

Syllabus :

- (a) Management and utilization of Forest Resources.
- (b) Environment and geological importance of Sri Lanka.
- (c) Agricultural economy of Sri Lanka.
- (d) Important facts about Ministry of Environment and Forest Department, their mission and objectives.
- (e) Knowledge on forests resources and environment, forests and flora.
- (f) Close relationship between forest and community and it's importance.
- (g) Basic Botany and Geography.
- (h) General knowledge.

08. Mode of applications and other Information :

- (i) The specimen form given at the end of the notification should be prepared by applicant using a paper of 21 x 29 cm. (A4 size) should be sent by registered post addressed to the commissioner general of examination, Organizational and Foreign Examination Branch, Department of Examination, Pelawatte, Battaramulla on or before 15.02.2011 (Applications should not be sent to any individual address or any other address) "recruitment to the post of Range Forest Officer - (Tamil medium) - 2010 should be written on the top left hand corner of the envelope.
- (ii) The incomplete or late applications will be rejected without any notice.
- (iii) Loss of applications during the post will not be considered.
- (iv) Signature of the applicants should be attested by one of the following officials. Principal of a Government school or justice of peace or commissioned officer in the Army, Navy, Air Force or Police Service or permanent staff officer of national or Provincial Government service or the Grama Niladhari officer of the Grama Niladhari Division where the applicant resides.
- (v) The application not in conformity to the conditions mentioned in this notification will be rejected.
- (vi) Applicants who are already in national or Provincial Government Service should forward their applications through the respective head of their institution and an endorsement is necessary to indicate that the head of the institution agrees to release the applicant if selected for the post.

(vii) The receipt of application will not be acknowledged.

09. Examination Fees :

- (i) Examination fee is Rs. 300. This amount should be paid at the nearest Divisional Secretariat/District Secretariat and shall be credited in favour of the "General Deposit" of "Conservator General of Forests". The receipt should be passed to the application where indicated (it is advisable for the applicant to keep a photocopy of the receipt).
- (ii) Examination fee is not refundable and would not be transferable as a fee for any other examination.

10. Candidate should produce all or any one of the following document any time when called :

- (i) Birth certificate,
- (ii) Educational certificates,
- (iii) Grama Niladhari certificate obtained recently should be certified by Divisional Secretary.,
- (iv) Two character certificates,
- (v) Any other relevant certificates.

Please note.— Documents or copies of the documents should not be attached to the application.

11. (i) The examination will be held only in following cities :—

- | | |
|-----------------|-----------------|
| 1. Colombo | 8. Ampara |
| 2. Kandy | 9. Batticaloa |
| 3. Matara | 10. Trincomalee |
| 4. Kurunegala | 11. Vavuniya |
| 5. Ratnapura | 12. Jaffna |
| 6. Anuradhapura | 13. Kilinochchi |
| 7. Badulla | 14. Mullative |

- (i) If not adequate number of applications are received for any of the above centers, the applicants will be referred to the nearest city.
- (ii) An admissions card indicating the date, time and venue of the examination will be posted 07 days before the examination. Traveling expenses or any other expenses will not be paid for this purpose to the applicants. It should be noted that, issuing of an admission card should not be considered as a qualification for the recruitment of the post.

12. *Identity of the Candidate.*— The applicant should prove his/her identity to the satisfaction of the examiners. Any one of the following documents will be accepted for this purpose :—

- (i) A National Identity Card issued by the Commissioner of the Department of Registration of persons.
- (ii) A valid passport.
- (iii) A valid driving license.

14. If you are already employed, give details :
 Institute :_____, Post :_____.
 Date of 1st appointment :_____.
 Salary :_____.

15. Names and address of two non related referees :
(with telephone No.)

- (i) _____
(ii) _____

16. Declaration by the applicant :

I hereby declare that the information furnished in this application are true and accurate. I am aware that if any information herein is found to be false or inaccurate before my selection, I will be liable for disqualification and dismissal with out compensation, if found to be subsequent to the appointment.

_____,
Signature of the applicant.

Date :_____.

17. Attestment of the applicant's signature :

I hereby certify that Mr./Ms. is known to me personally and he/she placed his/her signature in this application in my presence on 2011.

_____,
Signature of the Attestor.

Name of the Attestor :_____.

Designation :_____.

Address :_____.

Date :_____.

18. This part should be completed by the head of the Institution if the applicant is an employee of the National or Provincial Government Service.

I hereby certify that applicant. Mr./Ms. who hold the post of is a permanent/temporary employee of this Ministry/Department and particulars furnished by him/her are true and correct. If he/she is selected for this post, he/she could be released/ could not be released from the present post.

_____,
Head of the Department or
Authorized Officer.

Name :_____.

Designation :_____. (frank should be placed)

Date :_____.

(please delete the unnecessary words)

Please Note.— No other document other than receipt of the exam fees should be attached to the application.

**LIMITED COMPETITIVE EXAMINATION FOR
RECRUITMENT TO CLASS III OF SRI LANKA
GOVERNMENT LIBRARIANS' SERVICE – 2010(2011)**

ACCORDING to the provisions of the Sri Lanka Government Librarians' Service Minute published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka of No. 1,620/22 dated 24.09.2009, applications are hereby called from the qualified citizens of Sri Lanka for a Limited competitive examination held in Colombo on April, 2011 for recruitment to posts in Class III of Sri Lanka Government Librarians' Service.

2.0 The candidates who have satisfied qualifications based on the merit on the results of this examination will be selected for appointment to the posts in Class III of Sri Lanka Government Librarians' Service. The number and the effective date of appointments shall be determined by the appointing authority. The appointing authority shall reserve the right not to fill all or certain number of vacancies.

3.0 *Salary.*— According to the Public Administration Circular No. 06/2006(iv) dated 24.08.2007, salary code applicable to class III of Sri Lanka Government Librarians' Service is MN 3-2006A and the monthly salary scale is Rs. 15,005 - 4 x 180 - 6 x 240 - 11 x 320 - 20x360 - Rs. 27,885.

Note.— Incremental benefits shall be granted subject to the rules and regulations applied for salary increments implemented at the time of appointment.

4.0 Service conditions :

- (i) An officer appointed to the class III of Sri Lanka Librarians' Service on the results of the Limited Competitive Examination shall be subjected to a period of acting of one year. Such officer shall be confirmed in the post by the Director General of Combined Services on the confirmation made by the Head of Department to the effect that his/her work, conduct and attendance are satisfactory.
- (ii) An officer appointed on the results of this examination shall be subjected to be appointed or transferred to any area of Sri Lanka.
- (iii) The officer is required to obtain the proficiency in Second Language before the lapse of 05 years from the date of appointment as per the Public Administration Circular No. 07/2007 dated 28.05.2007.

5.0 *Qualifications.*— Candidates are required to possess following qualifications for sitting this examination :—

- (a) Shall have completed an active service of 10 years in a post of Library Assistants/Library Attendant and being confirmed in the same post. Also the officer shall have completed a satisfactory service of five years immediately preceding the closing date of applications. (Maximum age limit will not be applicable in this respect) ; and

- (b) (i) Shall have successfully passed the first year of the three year diploma in library science from a recognized university ; or
- (ii) Shall have successfully completed the first year of the three year diploma in library science from Sri Lanka Library Association.

Note :

- (i) It is compulsory to satisfy all these qualifications on or before 31.01.2011.
- (ii) Those who have satisfied requirements indicated in (a), (b) below as per the para 5.0 (a) above shall be treated as having become qualified to apply for the examination.
- (a) Shall have earned all the salary increments falling within the 05 years immediately preceding 31.01.2011.
- (b) Shall have not been subjected to any disciplinary punishment within 05 years immediately preceding 31.01.2011. (Except warning).

6.0 *Scheme of Examination.*– This examination will consist of three question papers. The examination will be held in Sinhala, Tamil and English media and the candidates will not be allowed to change the medium of examination selected by them.

<i>Subjects</i>	<i>Marks</i>	<i>Duration</i>
(i) Library Science	100	03 hours
(ii) Intelligence Test	100	01 hour
(iii) General Knowledge	100	01 hour

The syllabus prescribed for the above subjects.

6.1 Library science :

1. Libraries and Librarianship :

- (a) Libraries and history of libraries,
- (b) Role of the members of libraries,
- (c) Origin and evolution of the books, various documents and non printed media,
- (d) Associations of professionals in the field :
- (i) Sri Lanka Library Association,
- (ii) American and British Library Associations.
- (e) Types of libraries :
- (i) School and other educational institution libraries,
- (ii) Libraries in the Ministries and Departments,
- (iii) Public Libraries.
- (f) Library committees,
- (g) Conservation and preservation.

2. Organization of Information and knowledge :

- (a) Objectives and benefits of book classification,
- (b) Main features in book classification,

- (c) Dewey decimal classification,
- (d) Cataloguing and objectives of cataloguing,
- (e) Anglo-American Cataloging Rules - 2 (AACR),
- (f) Bibliographical description,
- (g) Types of catalogues.

3. *Library resources and information services :*

- (a) Various library resources,
- (b) Selection of library resources and the selection process,
- (c) Acquisition and its process,
- (d) Processing,
- (e) Stock verification and disposal process.

4. *Information Communication Technology :*

- (a) Effects of the computer technology on library services.

6.2 *Intelligence Test.*– This paper will be designed to assess the candidate's capacity for comprehension, quantification and perception of time-space relations by measuring candidate's inference and responses to problems presented in verbal, numerical and spatial context.

6.3 *General Knowledge.*– This paper will be designed to assess the candidates' awareness and understanding of social, cultural, educational, political, economical and any other relating factors operating at national, regional and global environment or organizations as well as our society and also to assess general knowledge of candidates in Library Science and library field.

(Question papers for intelligence test and general knowledge shall be prepared in relation to field III under recruitment examination classification of the Department of Examinations.)

Candidates should score a minimum of 40% marks for each paper to become qualified for an appointment. Appointments will be made strictly following the order of merit so as to fill the number of vacancies reserved for limited competitive examination.

7.0 *Examination fees.*– Examination fee is Rs. 400. This fee can be paid to any divisional or District Secretariat under the head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of the receipt for future reference). Under no circumstances the examination fee will be refunded and money orders and stamps are accepted.

8.0 *Applications.*– Applications should be prepared in the following manner using a paper of size A4 (21x29cm) (normal half sheets) :

- (a) Cages from 1 to 3 should appear on the first side of the page.

(b) Cages from 4 onwards should appear on the other pages using both sides of a paper and the application should be filled in the same language candidate expects to sit for the exam.

(c) The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

8.1 Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. Applications of those who haven't paid examination fee on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incomplete applications. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/herself complies with the specimen given in the examination notice as otherwise the application may be rejected.

8.2 All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications as indicated in the *gazette* notification have forwarded their applications. Issue of an admission card to a candidate to sit the competitive examination does not mean to have accepted that she/he possesses all the qualifications for this post. If it was found at the interview that the applicant does not possess the required qualifications his or her candidature will be cancelled.

8.3 The words "Limited Competitive Examination for Recruitment to Class III of Sri Lanka Government Librarians' Service - 2010(2011)" should be written on the top left hand corner of the envelope in which the application is enclosed.

9.0 Applications duly perfected should be sent by registered post to reach the following address on or before 31.01.2011 and the candidates are requested to submit their applications through Heads of Department within a sufficient period :

Commissioner General of Examinations,
Organization and Overseas Examinations Branch,
Department of Examinations, Sri Lanka,
Pelawatta,
Battaramulla.

10. *Sitting the examination.* - A notification will be published in news papers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such an advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations. i. e. certified

photocopies of the application form and the receipt kept at your possession, receipt of registration and in case of applicants outside Colombo, letter of request furnishing a fax Number to which the Admission card should be sent.

11. If the candidate is selected for an appointment, the Head of Department shall agree to release the officer. For that purpose the Head of Department shall issue a certificate attached at the end of the application. Further, Heads of Departments shall approve duty leave to candidates who have been issued admission cards for the examination. However travelling expenses shall not be paid.

12. Candidates should furnish one of the following documents to the supervisor of the examination in support of their identity :-

- (a) National Identity Card issued by the Department for Registration of Persons,
- (b) A valid passport.

13. *Penalty for furnishing false information.* - The candidate should be very careful to include correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before during or after the examination. Further, if it is found that any information furnished by a candidate is false, he/she is liable to dismissal at any time from the public service.

14. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

15. This examination notification will be published in Sinhala, Tamil and English languages and in case of any inconsistency among texts, the Sinhala text shall prevail. Any matter not referred to herein will be decided by the Director General of Combined Services.

B. P. P. S. ABEYGUNARATHNA,
Director General of Combined Services,
Ministry of Public Administration and Home Affairs.

Ministry of Public Administration and Home Affairs,
Independence Square,
Colombo 07,
14th of December, 2010.

Specimen Application Form

LIMITED COMPETITIVE EXAMINATION FOR
RECRUITMENT TO CLASS III OF SRI LANKA
GOVERNMENT LIBRARIANS' SERVICE - 2010(2011)
(Indicate the correct code/number clearly in the relevant cages)

(for office use only)

Language Medium :

Sinhala - 2

Tamil - 3

English - 4

(indicate the relevant number in the cage)

1.0 Name :

- 1.1 Name with initials (in English block capitals) : _____.
Eg. PERERA, A. B. C.
1.2 Name in full (in English block capitals) : _____.
1.3 Name in full (in Sinhala/Tamil) : _____.

- 2.0 2.1 Name and address of Office/Department/Institution (in English block capitals) : _____.
2.2 Name and address of office/department/institution (in Sinhala/Tamil) : _____.
2.3 Address to which the admission card should be send (in English block capitals) : _____.

3.0 3.1 Sex :

- Female - 1 ☐
Male - 2 ☐
(Indicate relevant number in the cage)

3.2 Date of birth :

Date : Month : Year :

3.3 National Identity Card No. :

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4.0 Particulars of the service :

- 4.1 Name of the Department where the candidate serves at present : _____.
4.2 Designation of the present post : _____.
4.3 Date of appointment to the present post : _____.
4.4 Whether you have been confirmed in the present post : _____.
4.5 If confirmed the date of eligibility for confirmation : _____.
4.6 Reference No. and date of the letter of confirmation in the present post : _____.

5.0 Educational qualifications : _____.

Particulars of three year Diploma course of which the first year has been passed by the candidate to be eligible to sit this examination as per Para 5.0(b) of the examination notification.

- (i) University/Institute : _____.
(ii) Diploma : _____.
(iii) Year in which the candidate passed the first year of the course : _____.

6.0 Particulars of the receipt obtained for the examination fee :

- (i) Office to which the payment made : _____.
(ii) Number and the date of the receipt : _____.
(iii) Amount : _____.

Receipt is to be affixed here so as not to be detached.
(Please keep a photocopy of the receipt)

7.0 Candidate's certificate :

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to suffer any loss that may be caused as a result of any information not being completed and/or any information erroneously being included here. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) I hereby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.

- (d) I do not change any information mentioned herein later.

_____,
Signature of applicant.

Date : _____.

ATTESTATION OF APPLICANT'S SIGNATURE

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally and that he/she placed his/her signature in my presence on and further the officer has paid the prescribed examination fee and pasted the receipt on the application.

_____,
Signature of the officer attesting the signature.

Date : _____.

Name in full of the officer attesting the signature : _____.

Designation : _____.

Address : _____.

(To be confirmed by official stamp)

CERTIFICATION BY THE HEAD OF THE DEPARTMENT

I certify that,

1. Mr./Mrs./Miss the candidate, is presently employed in this department.
2. He/She has been confirmed in the post of Library Assistant/ Library Attendant and has completed to 10 years of active period of service on or before 31.01.2011.

3. A letter has been issued confirming in the post of Library Assistant/Library attendant.

to be correct and further he/she is eligible to sit the examination according to the regulations of the examination notification.

4. He/She has completed at least a five years of satisfactory period of continuous service on or before 31.01.2011.

_____,
Signature of the Head of the
Department and official stamp.

5. He/She has not been subjected to any disciplinary punishment within the period of five years immediately proceeding 31.01.2011 and his/her work and conduct are satisfactory.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.
Note :

6. He/She has earned all the salary increments falling within the five years immediately preceding 31.01.2011.

1. The signature should be certified only by the Head of the Department or an authorized staff officer. the officer, who certifies, should be satisfied each and every way with the accuracy of information provided.

7. He/She can be released from the present post if selected for a post on the result of the examination.

2. Those who do not meet the eligibility criteria should not submit applications to the Commissioner General of Examinations.

8. The particulars indicated in his/her application have been compared with the documents of the department and found

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