

## DEPARTMENT OF CENSUS AND STATISTICS

### Open Competitive Examination for Recruitment of Technical Officer Grade III of Sri Lanka Technical Service, Supervisory Management Assistant (Technical) Service Category of Department of Census and Statistics - 2019

APPLICATIONS are invited from suitable candidates who are eligible for the Open Competitive Examination for recruitment to the above post available in the Department of Census and Statistics. This examination will be held by Commissioner General of Examinations at Colombo in May 2020. The authority to postpone or cancel this examination shall be held by Director General of Department of Census and Statistics.

Closing date of application is 13.03.2020.

#### 1.0 Conditions of the Employment :

- 1.1 The candidates who are selected will be appointed to this post, in accordance with general conditions of the public service, provisions of the Recruitment procedure for Supervisory Management Assistant (Technical) Service Category of Department of Census and Statistics approved by the Public Service Commission, according to revisions made or will be made hereafter for the above recruitment procedure, according to the provisions of the Establishment Code and Financial Regulations and the procedural rules of the Public Service Commission published in the *Extraordinary Gazette* notification No. 1589/30 dated 20.02.2009.
- 1.2 This appointment is permanent and pensionable. You are subjected to any policy formulated by the Government in future regarding the pension scheme you are entitled to. Further, you should contribute to the Widows' and Orphans' Pension Scheme and you may make your contributions as stipulated by the Government in different occasions.
- 1.3 Officers appointed for this post will be subject to a probation period of 3 years. First Efficiency Bar examination should be passed within three (3) years of the appointment to the post as per minute of Sri Lanka Technical Service.

1.4 The appointee should obtain the language proficiency within 5 years from the date of appointment in terms of Public Administration Circular No. 01/2014 and its' related circulars.

1.5 The appointment of an appointee who fail or neglect to assume duties on the prescribed date shall be cancelled.

2.0 *Salary Scale.*— This position is entitled to the Salary Scale according to the Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 (MN-3-2016), Rs. 31,040 -10x445 -11x660 -10x730 - 10x750 - Rs. 57,550. Salary shall be paid as per Schedule II of the aforesaid circular till 01.01.2020. In addition, the officer holding this post may be entitled to other allowances paid for public officers from time to time.

#### 3.0 Recruitment conditions :

##### 3.1 General Qualifications :

- 3.1.1 Applicant should be a Sri Lankan citizen
- 3.1.2 Applicant should possess and excellent character and sound health.
- 3.1.3 Applicant should not hold any post in any religious group.
- 3.1.4 Applicant should not be a disqualified person as stated in paragraph V of Public Service Commission procedural rules.
- 3.1.5 All required qualifications for the post must be completed before the closing date of applications as mentioned in the notification.

3.2 *Age.*— Age should be between 18 and 30 years of age as at application closing date. (Accordingly, applicants who are born on or before 28.02.2002 and on or after 28.02.1990 are only eligible to apply for this examination).

##### 3.3 Educational Qualifications :

- 3.3.1 G. C. E. (O/L) having passed with 6 subjects at a single sitting with credit passes for Sinhala/Tamil/English Language, Science and Mathematics and for 1 more subject.

3.3.2 G. C. E. (A/L) having passed 3 subjects at one sitting for science (Biology)/ Mathematics (Physics)/Technology. (having passed all 4 subjects at one sitting under old syllabus)

3.4 *Professional Qualifications :*

3.4.1 National Diploma in Technology (Civil) offered by University of Moratuwa or Hardy Institute, Ampara ;

*or*

3.4.2 National Diploma in Engineering (Civil) offered by National Apprentice and Industrial Training Authority ;

*or*

3.4.3 National Diploma in Technology (Civil) offered by Open University of Sri Lanka;

*or*

3.4.4 Higher National Diploma in Engineering (Civil) offered by Ministry of Education and Higher Education ;

*or*

3.4.5 Successful completion of 1st part of Engineering Examination conducted by Sri Lanka Institute of Engineers (Civil) ;

*or*

3.4.6 Completion of NVQ (National Vocational Qualification) level VI related to job field ;

*or*

3.4.7 After receiving opinions from Ministry of Higher Education and Technical Educational certificates issuing institutions, having other Technical qualifications equivalent to above technical qualifications approved by Commission of Tertiary and Vocational Education.

3.5 *Physical and mental qualification.*– All candidates should possess physical and mental fitness to work in any part of Sri Lanka and to discharge his/her official duties.

4.0 *Examination fee.*– Examination fee is Rs. 600.00. The examination fee could be paid at any post office or sub post office, District Secretariat office or Divisional Secretariat Office located in any part of the country to be credited to the Revenue Head 20-03-02-13 of Commissioner General of Examinations. And under any circumstances this fee will not be refunded or transferred to any other examination. It is advisable to keep a photocopy of the receipt with the applicant. Money orders or stamps are not accepted as examination fees.

5.0 *Application method :*

5.1 Application form should be prepared using both sides of the A4 size paper including 01 to 05 heads in the first page, 06 to 13 heads in the second page and rest in the other pages. And the application prepared by computer or typewriting should be filled in his/ her own clear hand writing. Incomplete and applications that are not perfected according to the specimen form will be rejected without notice. It will be useful to keep a photocopy of the application with the applicant. Applicants should make sure that the completed application is in accordance with the specimen form mentioned in the notification else your application will be rejected.

5.2 Application should be prepared in the same language medium the candidate wish to appear for examination.

5.3 Duly completed applications should be sent to;

Commissioner General of Examinations  
Organization and Overseas Examination  
Branch  
Department of Examinations in Sri Lanka  
PO Box 1503  
Colombo

to reach on or before the closing date. Name of the Examination should be mentioned as "Open Competitive examination for recruitment of officers to Supervisory Management Assistant (Technical) Service Category of Department of Census and Statistic - 2019" on top left corner of the cover bearing applications. Applications received after the closing date will be rejected. And in Sinhala/Tamil medium applications, the Name of the examination should also be indicated in English medium.

5.4 The applicants should confirm their signature through a principal from public school, Justice of peace, Commissioner for oaths, Notary at Public, Attorney at Law, Authorized Officers of Forces, officer holding a post in police service published in a *Gazette* or a Permanent Staff Grade officer employed in the Government.

5.5 Applications that are not complete will be rejected. Complaints regarding loss or delay during post will not be considered.

5.6 Applicant won't be informed when applications are received. A paper notice will be published by the Department of Examination immediately after issuing admission cards. If not received the admission card within 02 or 03 days after the paper notice, it should be inquired by the Organization and Foreign Examination Branch of Department of Examination of Sri Lanka as mentioned in the notification with information such as name, address, National Identity Card number of the applicant and name of the examination applied. If the applicant is residing out of Colombo, it will be more appropriate to send the above details with a request letter though the fax number as mentioned in the notification, starting your fax number in the request letter to receive a copy of the admission card though fax expeditiously. In such instances, it would be advisable to keep ready the copy of the application, copy of the receipt of Examination fees paid and the receipt of the application posted though register cover to confirm some information that may require by the Examination Department.

#### 6.0 Admission Card :

6.1 Commissioner General of Examinations will issue admission cards to applicant who have sent duly completed application forms. Applicants who do not produce their admission cards will not be allowed to appear for the examination.

6.2 The candidate should appear for examination in the examination hall assigned to hem/her. All candidates should certify their admission

card and signature before the examination and should hand over to the hall supervisor during the first date of examination. A set of rules is published at the beginning of this *Gazette*. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conduction if this examination. Candidates will be subjected to any punishment imposed by the Commissioner General Examinations for violation of these rules and regulations.

**Note :** Issuing an admission card to a candidate should not be considered as qualified to appear for the examination.

#### 7.0 Identity of the Applicants.–

All candidates should prove their identity as to satisfy the supervisor in charge of the examination center. Only one of the following documents will be accepted :-

- I. National Identity Card ;
- II. Valid Passport ;
- III. Valid driving license.

The candidates should expose their identity without covering their face and ears when enter into the examination hall. Applicants who refuse to do so will not be allowed inside the examination hall. Further, the applicants should remain uncovered of their face and ears till they leave the examination hall enabling the examination authorities to identify the applicant.

#### 8.0 False information.–

If the applicant is proved of not having proper qualifications, the candidature of the applicant can be cancelled before the examination or during the examination or after examination or any other occasion. After the recruitment, if any given information is proved false or if a significant matter is purposefully hidden and if proved his/her ineligibility at the time of examination, the applicant may be dismissed from his/her service immediately.

9.0 Decisions related to the matters others than above regulations will be taken by the Director General of Department of Census and Statistics.

10.0 Examination procedure and examination medium

Examination is conducted in Sinhala, Tamil and English media.

**Note :**

- (i) Answers for both question papers should be given in one language.
- (ii) Candidate will not be allowed to change the examination medium indicated in his/her application.

11.0 *Recruitment method :*

11.1 *Written Examination :*

Written examination consists of 2 question paper with following subjects. Subjects and the minimum marks to pass each subject are as follows.

<i>Subject</i>	<i>Duration</i>	<i>Maximum mark</i>	<i>Pass Mark</i>
01 Aptitude Test	1 hour	100	40
02 Subject related technical test	3 hour	100	40

11.2 *General Interview :*

- I. Applicants will be called for a general interview according to the order of marks obtained starting from the highest marks according to pass mark decided by Director General of Department of Census and Statistics and will be verified for their qualifications as mentioned in No. 3 of this notification.
- II. General Interview Board is appointed by the Director General of Department of Census and Statistics.

11.3 After verification of qualifications at the interview, applicants, those who are selected based on skills order of marks obtained in the written test will be appointed for the vacant positions.

11.4 All applicants who sat for the examination will be informed of their results in person by the Commissioner General of Examinations through post or on the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

12.0 *Syllabus of the written examination :*

<i>Question Paper</i>	<i>Syllabus</i>
01. Aptitude tests	Comprehension, logical reasoning, decision making skills, problem solving skills in Statistics and mathematics, language segments, tables, figures, notes and graphs usage.
02. Subject related Technical test	Dimensions, planning knowledge, foundations, soil types, building materials building structure and finishing, quantity surveying of building plans, estimates, water supply and sewerage methods.

13. In case of any inconsistency between Sinhala, Tamil and English texts of this notification, Sinhala texts shall prevail.

Dr. I. R. BANDARA,  
Director General,  
Department of Census and Statistics.

Department of Census and Statistics,  
'Sankyana Mandiraya',  
No. 306/71,  
Polduwa Road, Battaramulla.

## SPECIMEN APPLICATION FORM

**Supervisory Management Assistant (Technical) Service Category of the Department of Census and Statistics -  
Technical Officer Grade III Sri Lanka Technical Service - 2019**

ජනලේඛන හා සංඛ්‍යාලේඛන දෙපාර්තමේන්තුවේ අධීක්ෂණ කළමනාකරණ සහකාර (තාක්ෂණික) සේවා ගණය- ශ්‍රී ලංකා තාක්ෂණ සේවයේ III ශ්‍රේණියේ කාර්මික නිලධාරී තනතුර - 2019

தொகைமதிப்பு மற்றும் புள்ளிவிபரத் திணைக்களத்தின் மேற்பார்வை முகாமைத்துவ உதவியாளர் (தொழில்நுட்ப) சேவை வகுதி - இலங்கை தொழில்நுட்ப சேவையின் தரம் III

(For office use only)

01. The medium expected to appear for the examination :

2 - Sinhala

3 - Tamil

4 - English

(Write the relevant number in the box)

02. (i) Full Name : \_\_\_\_\_.

(ii) Name with initials (In Sinhala) : \_\_\_\_\_.

(iii) Full Name (In English Block Letters) : \_\_\_\_\_.

03. Address and Contact No. :

(i) Office Address : \_\_\_\_\_.

(ii) Office Tele. No. :

(iii) Personal Address : \_\_\_\_\_.

(iv) Personal Telephone No. :

(v) Mobile No. :

(vi) E-mail Address : \_\_\_\_\_.

04. Sex : Male - 0

Female - 1

(Write the relevant number in the box)

05. National Identity Card No. :

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

(ii) Age as at application closing date : Years :  Months :  Days :

07. Marital status :

Unmarried

- 1

Married

- 2

(Write the relevant number in the box)

08. Details of G. C. E. (O/L) :

- (i) Year of Examination and month :\_\_\_\_\_.
- (ii) Applicant's Examination No. :\_\_\_\_\_.

<i>Subject</i>	<i>Results</i>	<i>Subject</i>	<i>Results</i>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
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.....	.....	.....	.....
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09. Details of G. C. E. (A/L) :

- (i) Year of Examination and month :\_\_\_\_\_.
- (ii) Applicant's Examination No. :\_\_\_\_\_.

<i>Subject</i>	<i>Results</i>	<i>Subject</i>	<i>Results</i>
.....	.....	.....	.....
.....	.....	.....	.....
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.....	.....	.....	.....

- 10. (i) Professional Qualifications related to 3.4 of the notification :\_\_\_\_\_.
- (ii) Valid date of the professional qualification :\_\_\_\_\_.

11. Examination Fee :

Please paste the receipt of examination fee of Rs. 600  
(It is advisable to keep a copy of the receipt)

12. Declaration of the Applicant :

I, do hereby certify that the information furnished by me in this application is true and correct. I am aware that if any of these particulars have been found false or incorrect prior to the selection, renders me as disqualified and that if found subsequently to the appointment I will be dismissed without any compensation. Also, I declare hereby that I agree to be bound by the rules and regulations of the examination and the decisions taken by the Commissioner General of Examinations regarding the conduct of the examination.

\_\_\_\_\_,  
Signature of the candidate.

13. Attestation of the Applicant's Signature :

I hereby certify that Mr./Mrs./Miss ..... (Full Name) who is forwarding this application is personally known to me and that the receipt for the payment made has been pasted and put his/her signature before me.

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

\_\_\_\_\_,  
Signature of the Attesting Officer.

Attesting Officer's Full Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

Official Stamp :\_\_\_\_\_.

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

*Only for Applicants employed in the Public Sector*

I hereby certify that Mr./Mrs./Miss .....  
 is currently working in our Ministry/Department as a  
 permanent/temporary/casual employee and that if selected  
 he/she can be/can't be released from the service.

\_\_\_\_\_,  
 The Signature of the Head of Institution.

.....  
 (Official stamp)

Designation : \_\_\_\_\_.

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