



## MINISTRY OF EDUCATION

### **Open Competitive Examination for the Recruitment to the Post of Transport Officer in the Ministry of Education - 2017**

APPLICATIONS are invited from Sri Lankan citizens fulfilling qualifications indicated in this notification for sitting the Open Competitive Examination for the recruitment to the Post of Transport Officer that remains vacant in the Ministry of Education. It is hereby notified that the Open Competitive Examination to recruit for the Post of Transport Officer will be conducted by the Commissioner General of Examinations in August 2017 only in Colombo.

#### *01. Education Qualifications :*

- (a) Candidates should have passed the G.C.E. (Ordinary Level) Examination in six (06) subjects with Credit passes for Sinhala/Tamil/English Language, Mathematics and two other subjects in one sitting.
- (b) Candidates should have passed the G.C.E. (Advanced Level) Examination in all the subjects except the Common General Test (It is sufficient to pass 03 subjects in one sitting under the old syllabus).

#### *02. Professional Qualifications pertaining to the field :*

- (i) National Diploma in Technology awarded by the University of Moratuwa or Hardy Institute, Ampara ; or
- (ii) National Diploma in Engineering Sciences awarded by the National Apprenticeship and Industrial Training Authority;

- (iii) Higher National Diploma in Engineering awarded by the Ministry of Education & Higher Education; or
- (iv) Diploma in Technology awarded by the Open University of Sri Lanka; or Successful completion of Part I of Engineering Examination conducted by the Institution of Engineers, Sri Lanka.
- (v) Completion of Qualifications pertaining to level six of National Vocational Qualifications (NVQ) relevant to the field of the profession.
- (vi) Having possessed the other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent in all respects to the aforementioned qualifications in Technology, subsequent to making inquiring and obtaining opinions of the Ministry of Higher Education and the institutions issuing above certificates.

03. *Age Limit.*– Age should not be below 18 years and above 30 years as at the closing date of applications. (Accordingly, candidates whose birthday fall on 30-05-1999 or before and on 30-05-1987 or after will only fulfil the qualification pertaining to the age).

*Written Examination :*

<i>Subject No</i>	<i>Subjects</i>	<i>Time (hours)</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01	Intelligence Test	01	100	40%
02	General Test (Technical & Subject Related Test)	02	100	40%

<i>Name of the Examination Paper</i>	<i>Syllabus</i>
I. Intelligence Test (Time 01 hour)	Consists of 50 multiple-choice and short answer type questions to evaluate the logical thinking ability and analytical skills of candidates and their ability to manage time. All the questions should be answered.
II. General Test. (Technical and subject related Test)  (Time 02 hours)	Consists of questions to evaluate the technical knowledge on repairing vehicles, maintenance of vehicles, determining faults in vehicles, deciding vehicles that are not in the running condition, preparation of estimates on affixing spare parts to vehicles, fuel consumption of vehicles, servicing of vehicles, insuring vehicles, accidents and damages caused to vehicles in running of vehicles etc. that are applicable to the post. All the questions should be answered.
<u>Method of Examination and Medium of Examination:</u>	This examination will be conducted only in Colombo City in Sinhala, Tamil and English media. (Number of examination centres will be decided on the number of candidates).
<u>General Interview:</u>	A general interview conducted to examine whether the information furnished in the application submitted by the candidates are accurate. No marks will be offered.

04. *Other Qualification :*

- (i) Should be a citizen of Sri Lanka.;
- (ii) Should possess an excellent moral character.
- (iii) Every candidate should be physically and mentally fit enough to serve or to perform their duties in any area of the Country.
- (iv) Candidate is deemed to have fulfilled qualifications only if the candidate has fulfilled necessary qualifications mentioned under the paragraphs 01 and 02 in every respect by the date of publishing this notification calling applications.

05. *Salary.*– Selected officers are entitled to the monthly salary scale (Rs. 31,040 – 10 x 445 - 11 x 660 - 10 x 730 10 x 750 - 57,550) of MN 3-2016 as per the Public Administration Circular No: 3/2016.

06. *Scheme of Recruitment.*– Recruitment will be made on results of a written competitive examination and a general interview. Qualified persons will be selected at the general interview by calling an equivalent Number of Candidates that are expected to be recruited according to the merit order of total marks scored by the candidates who got through the written competitive examination.

07. Conditions of Employing in the Service:

- (i) This Post is permanent and pensionable. Contribution should be made to the Widows/Widowers and Orphans' Pension Fund.
- (ii) Provisions of Sections 10 to 12 of the Chapter II of the Establishments Code are applicable.
- (iii) Appointments are made subject to a probationary period of three years and the Departmental examination should be passed.
- (iv) Language requirements as per the Public Administration Circular No: 2007/7 dated 28-05-2007 should be completed.

08. *Identity of the Candidates.*— Only the candidates, who have submitted perfected applications in every respect will be called for the general interview.

First copies of all the certificates and copies that have been duly certified should be submitted at the interview.

Any of the Following documents will only be accepted for guaranteeing his/her identity at the interview.

1. Valid National Identity card issued by the Department of Registration of Persons.
2. Valid Passport.

09. I. Applications should be submitted by Registered Post to reach the following address on or before 30.05.2017. Applications received after the due date will be rejected.

Commissioner General of Examinations,  
Organization and Foreign Examination  
Branch,  
Department of Examinations, Sri Lanka  
P.O. Box 1503,  
Colombo.

- II. A Format of the Application that should be submitted has been indicated at the end of this notification. Candidates should prepare and complete their applications in their own hand writing on A4 papers in the way that Numbers 01 to 07 should appear on the First Page while Numbers 08 to 13 appear on the Second (02) Page and No.14 to 15 should appear on the Third (03) Page. The title of the Examination appearing on the head should be mentioned in English Language in applications that are submitted in Sinhala in addition to Sinhala language or English Language in applications

that are submitted in Tamil in addition to Tamil Language in the preparation of such applications.

- III. The title, "Open Competitive Examination for the Recruitment to the Post of Transport Officer in the Ministry of Education - 2017" should appear on the top left hand corner of the envelope enclosing the application.
- IV. Signature of the candidate both in the application and the admission issued for the Examination should have been certified. Any candidate applying from an institution should get his/her signature certified by the respective Head of the Institution or by any other authorized officer and the other candidates should get their signature certified by either a Head of a government school, a Grama Niladhari of the Division, a Justice of Peace, a Commissioner for Oaths, a Lawyer, a Notary Public, a Commissioned Officer of the three Forces or a permanent Staff Grade Officer in the Central Government or Provincial Public Service drawing an annual consolidated salary of Rs.240,360 or more.
- V. Officers already in Central Government or Provincial Public Service should submit applications through their respective Heads of Departments.
- VI. Applications that are not consistent with the specimen application and applications for which Examination fees have not been paid prior to the prescribed date and uncompleted applications, which have not been duly completed will be rejected without notice. The candidate has to bear any damage that occurs due to non-completion of the application. It may be useful for the candidate to keep a photocopy of the application with him/her and the candidate should check whether the application perfected by him/her complies with the application indicated in the notification of the Examination, or else, the application may be rejected.
- VII. With the presumption that only the candidates fulfilling qualifications stipulated in the *Gazette* notification have applied for the Examination, admissions shall be issued by the Commissioner General of Examinations to the candidates, who have submitted duly

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perfected applications and fall within the age limit indicated in the notification and who have mentioned the medium of language for sitting the Examination and the signature of the candidate along with the attestation of the signature and with the certification of the Head of the Department if it is applicable, along with the receipt issued after paying the Examination fee on or before the closing date of applications. Even though an admission has been issued to a candidate, it should not be considered as an acceptance to the effect that he/she has fulfilled qualifications to sit the Examination.

VIII. A newspaper notification on the issuance of admissions shall be published by the Department of Examinations immediately after issuing admissions to candidates. A candidate, who does not receive his/her admission two or three days after publishing the notification, should make inquiries in that regard from the Organization and Foreign Examinations Branch of the Department of Examinations of Sri Lanka, as described in the advertisement. Title of the Examination, for which the candidate has applied, full name of the candidate, National Identity Card number and the address of the candidate should be indicated accurately in making such inquiries. If the candidate resides in areas outside Colombo, it will be effective to fax a request letter to the Fax No. mentioned in the Notification including a fax Number of the candidate to obtain a copy of the admission quickly *via* fax along with such details of the candidate. In inquiring so, it will be useful to get ready to produce the copy of the application, copy of the receipt obtained after paying examination fees and receipt issued for sending the application in Registered Post kept in your possession, for substantiating any information requested by the Department of Examinations.

IX. A candidate should sit the Examination at the examination hall prescribed for him/her. Every candidate should hand over the admission, in which his/her signature has been attested to the Supervisor of the Examination on the day of sitting the Examination. In case a candidate fails to do so, he/she shall not be permitted to

sit the Examination. Candidates are subject to rules and regulations imposed by the Commissioner General of Examinations on releasing results.

X. *Examination Results.*– List of names of Candidates, who have fulfilled qualifications subsequent to sitting the Examination as per Para. 06 of the *Gazette* Notification, will be submitted to the Secretary of the Ministry of Education. In addition, results will be personally notified to all the candidates, who sit the Examination or uploaded to the Web site of [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

10. *Providing False Information.*– Your candidature will be cancelled if it is revealed that any information furnished by you in the application are false or incorrect before the recruitment.

Action will be taken to dismiss you from the service subject to relevant procedures, if it is revealed that any information furnished by you in the application are false or incorrect after recruiting to the Post.

11. *Examination Fees.*– Examination fee is Rs.600/- . The receipt drawn in favour of the candidate by paying the fee in cash to any Post Office/Sub Post Office of the Island to be credited to the Revenue Head 2003-02-13 of the Commissioner General of Examinations should be affixed firmly within the relevant cage of the application. It will be useful for the candidate to retain a photocopy of the receipt. Refunding money or transferring the fees to another examination will not be permitted under any circumstances and money orders or stamps will not be entertained.

12. The Secretary of Education reserves the right of deciding any matter, which is not covered by this notification.

13. In case of any inconsistency prevails among language texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

SUNIL HETTIARACHCHI,  
Secretary,  
Ministry of Education.

Ministry of Education,  
Isurupaya,  
Pelawatte,  
Battaramulla.

On the 21st Day of April, 2017.

(For Office Use)

SPECIMEN APPLICATION

MINISTRY OF EDUCATION

EXAMINATION FOR RECRUITMENT OF TRANSPORT OFFICER FOR  
MINISTRY OF EDUCATION- 2017

Medium of Language for the Examination :

Sinhala - 2

Tamil - 3

English - 4

(Write the relevant number in the cage)

01. 1.1 Name in Full (in English Block Capitals) :———. (Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name by indicating the Last name at the beginning and initials of the other names at the end (in English Block Capitals) :———. (Eg: GUNAWARDHANA, H.M.S.K.)

1.3 Name in Full (in Sinhala/Tamil) :———.

02. Address:

2.1 Address to which the Admission should be sent (In English Block Capitals) :———.

2.2 Official Address (In Sinhala/Tamil) :———.

2.3 Private Address (In Sinhala/Tamil) :———.

03. National Identity Card No. :

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04. 4.1 Sex:

Male - 0

Female - 1

(Write the relevant number in the cage.)

4.2 Civil Status:

Married - 1

Unmarried - 2

(Write the relevant number in the cage.)

05. Telephone No. :

5.1 Official:

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5.2 Personal:

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06. 6.1 Present Post and Place of Work :———.

6.2 Date of appointment to the said post :———.

07. 7.1 Date of Birth :

Year :  Month :  Date :

7.2 Age as at the Closing Date of Applications:

Years :  Months :  Days :

08. Are you a Sri Lankan citizen by descent or by registration? :———.

09. Educational and Professional Qualifications:

9.1 Education Qualifications:

Examination	Year	Main Subjects	Pass	Name of the School

9.2 Professional Qualifications:

Examination	Year	Main Subjects	Pass	Name of the School

10. Other Qualifications :———.

11. Proficiency in English :———.

12. Details of the receipt received after paying Examination Fees :

12.1 Post Office, to which the Examination fee was paid :———.

12.2 Receipt Number and Date :———.

12.3 Amount Paid :———.

Please affix the receipt here using  
one edge of the Receipt

13. I do hereby certify that the information furnished by me is true and accurate. I am aware that I will be disqualified for selection if the information included here are found to be false or inaccurate and I will be dismissed from the service without paying any compensation if such information is found to be false or inaccurate after the recruitment. In addition, I do hereby declare that I will be subject to the rules and regulations imposed by the Commissioner General of Examinations pertaining to conducting the

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Examination and the decisions taken in relation to releasing the results.

\_\_\_\_\_,  
Signature of the Candidate.

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

14. Attestation of the Signature of the Candidate :

This is to attest that..... submitting the application for the Post of Transport Officer of the Ministry of Education is personally known to me and he/she has paid the prescribed examination fees and has affixed the relevant receipt and placed his/her signature before me on the .....day of ..... 2017.

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

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

Full Name of the Officer Attesting : \_\_\_\_\_.

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

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

(Should be substantiated with the Official Frank)

15. Certification of the Head of the Department Institution:

Application of Mr/Mrs/Miss:..... holding the Post of ..... in this Institution, forwarded by him/her for the Post of Transport Officer of the Ministry of Education, is recommended and forwarded. I do hereby certify his/her work and conduct is satisfactory and no disciplinary action has been taken against him/her or it is not intended to take such actions against him/her. He/she can be/cannot be released from the present Post if he/she is selected for this Post.

\_\_\_\_\_,  
Signature of the Head of  
Department/Institution.  
(Official Stamp)

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