

To Technical Officers in the Training Grade through
All District Secretaries/ Government Agents

**Examination for Appointing Technical Officers in Training Grade of Sri Lanka
Technological Service into Grade III - 2014**

It is hereby notified that an examination will be held on June 2014 for appointing all the Technical Officers in Training Grade who were recruited for District/ Divisional Secretariats in by Ministry of Public Administration and Home Affairs on 2013 and 2014 (Technical Officers who have not become qualified at the examinations held on 02.10.2006, 01.11.2006, and 20.06.2011 for appointing into Grade III shall compulsorily appear for this examination and this shall be the final opportunity for them)

02. Arrangements have been made by the Secretary of Public Administration and Home Affairs to hold the examination at the Ministry of Public Administration and Home Affairs.

03. Candidates are required to prepare their applications in accordance with the specimen form attached herewith and send the applications through District/ Divisional Secretary by registered post to reach the **Senior Assistant Secretary (District Admin), Ministry of Public Administration and Home Affairs, Independence Square, Colombo 07** before **30.05.2014**. The title of the examination shall be mentioned on top left corner of the envelope containing the application. Applications received after the closing date and unperfected applications will be rejected.

04. Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be submitted to the supervisor of the examination hall.

1. The National Identity Card issued by the Department of Registration of Persons
2. Valid passport
3. Valid Driving License

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of the Secretary of Public Administration and Home Affairs.

05. The Secretary of Public Administration and Home Affairs will issue admission cards along with a copy of the time table to all candidates whose applications have been received. Candidates will not be allowed to sit the examination without such admission card. If the admission card is not received at least 07 days before the examination, it should be informed to the Senior Assistant Secretary (District Admin), Ministry of Public Administration and Home Affairs, Independence Square, Colombo 07 by a Tele Mail Service the following information.

1. Name of the Examination
2. Full name of the Candidate
3. Full Postal Address
4. Date of posting the application, registered number and post office

06. The Heads of Departments shall approve duty leave for the officers to whom the admission cards are issued by the Secretary of Ministry of Public Administration and Home Affairs enabling them to sit for the examination. No travelling expense shall be paid in this regard.

07. Officers shall sit for the examination in one and the same language in which they sit for the examination at the time of entering into the service.

08. All officers shall prepare and perfect their applications in an official language for the purposes of Official Language Policy. (Not allowed to changed the medium that you have applied for the exam)

09. Actions shall be taken to issue the results to District/Divisional Secretaries by the Secretary of Ministry of Public Administration and Home Affairs

Examination Procedure

Candidates shall sit for a written test consists of following subjects (a specimen question paper is given below). Marks given for 05 questions shall be 100 and candidates should score at least 40 marks to pass the examination.

Subject Area	Marks	Duration- hours	Subject No
1. Design & Construction of soil Embankments	100	03 hours	01
2. Design & Construction of concrete structures			
3. Design & Construction of Buildings			
4. Design & Construction of Roads			
5. Quantity Survey			
6. Operations and Maintenance Service			
7. Accounts and Stores			

Specimen Question Paper – Duration 03 hours

1. Explain the responsibility of Technical Officer in the maintenance of the water supply system at the office which has been made using PVC pipes and other appliances and the way of maintenance. Imagine that you have been provided with the service of a plumber.
2. Explain in brief the basic facts to be included in a bill submitted by the contractor in the construction of a building and the method of making observations after examining the bill.
3. Explain your role as a Technical Officer supervising the construction site run by a contractor.
4. You have been requested to submit a plan for the construction of concrete pillar to fix the main Iron Gate at the entrance of the office premises. Submit a rough sketch naming all the necessary parts.
5. It has been decided to construct a wall around the office premises laying the foundation using rubble, making the wall using bricks and to plaster. Prepare a rough estimate including prices and items without exact quantities.

The decision of the Secretary, Public Administration and Home Affairs will be the final in respect of any matter not provided for in this notification.



P.B. Abeykoon

Secretary

Ministry of Public Administration and

Home Affairs

10.04.2014

05. Post held at present:

1. Post:
2. Number of the letter of appointment:
3. Date of appointment to the post of Technical Officer in Trainee Grade :

It is hereby declared that the above particulars are correct and I am entitled to sit for the examination in the medium mentioned above. I agree to be bound by the decisions made by the Secretary of the Ministry of Public Administration and Home Affairs with regard to the examinations and all the provisions of the Examination Act. I also agree to the rules imposed for this examination.

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Signature of the candidate

Date:

Note:

This should be signed by the candidate in front of the Head of the Department or an authorized officer.

Attestation of the Signature

I hereby certify that Mr/Mrs/Misswho is an officer of my office and personally known to me signed in front of me.

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Signature and Official Stamp of the Attester

Name :

Designation :

Address :

Date :

Certification of the Head of the Department

I hereby certify that

1. I have checked the particulars furnished above
2. the officer is eligible to sit for the examination and
3. the officer shall sit for the examination.

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Signature and Official Stamp of the Head of the Department

Name :

Designation :

Address :

Date :