

My No. 5/3/3/GTO/2010 - 2016 T,
Organization and Foreign Examinations Branch,
Department of Examinations, Sri Lanka,
Pelawatta, Battaramulla.

On 09.08.2017

To all Heads of Ministries, Departments,
Corporations, Boards & Other Institutions and
Secretaries of Provincial Public Service Commissions.

**Written Examinations for Technical Officers (Civil / Mechanical) in
Public Service and Provincial Public Service - from 2010 to 2016**

The respective provisions are being made to conduct the above examinations in December 2017. The above examinations will be held in such a way that it will cover all the due examinations with respect to the years from 2010 - 2016.

The applications and entry lists for that will be accepted from 25th August to 15th September 2017.

02. Please bring the contents of this exam notification to the notice of all officers in the respective grades at your institution.

03. I **Examinations** : These examinations are comprised of 03 parts, viz 1st, 2nd and 3rd examinations and the selections of the qualified persons for the promotions in the following grades are made on the results of these examinations.

1st Examination : (Civil) - Promotion to Sub - inspector's Grade.

1st Examination : (Mechanical) - Promotion to Assistant Foreman's Grade.

2nd Examination : (Civil) - Promotion to Inspector's Grade.

2nd Examination : (Mechanical) - Promotion to Foreman - Grade II.

3rd Examination : (Civil) - Promotion to Assistant Engineer's Grade.

3rd Examination : (Mechanical) - Promotion to Foreman - Grade I.

II. **An applicant is permitted to sit only for one examination of one grade.**

04. **Examination centre** : The written examination will be held only in Colombo.

05. **Eligibility** : Each candidate who appears for these examinations should,

- a. be a permanent officer in Public Service/ Corporation/ Board/ Provincial Public Service.
- b. be an officer who has to pass this examination in order to get a promotion to any of the grades indicated in heading 3 above or have to pass an efficiency bar, as stipulated in the Scheme of Recruitment/ Promotion applicable to the candidate.
- c. The respective Heads of Institutions should be satisfied that the applicants presented by them for the examinations have fulfilled the above requirements.

06. **Application forms:** Candidates who wish to sit these examinations should prepare their application forms as per the specimen form given at the end of this exam notification on 8" × 11" size of paper, using both sides of it in such a way that heading no. 01 to 04 should appear on the first page and the other headings should appear on the other pages accordingly. The application forms should be filled using the handwriting of the candidate himself/ herself and then it should be submitted to the respective Head of Institution. The list of subjects provided herewith should be used to indicate the subjects for which candidates will sit.

Applicants should hand over their applications to the Heads of Institutions in time, since the forwarding of the applications to me, subsequent to making schedules of applications in the entry lists should be accomplished by the respective Head of Institution of the candidate. Entry lists will be issued to Heads of Institutions in order to apply for these examinations. The name of the examination indicated on the heading of the application should be mentioned in English too, in addition to Sinhala in Sinhala medium applications and in addition to Tamil in Tamil medium applications.

- 6.1 Since 03 separate examinations will be held for the 03 grades as mentioned above, the Heads of Institutions should carefully sort out the applications as per each exam, schedule them in entry lists and forward them to me with a covering letter.
- 6.2 All application forms duly completed and recommended by the Head of Institution along with the entry lists should be sent under Registered cover to the "**Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Sri Lanka, PO Box 1503, Colombo**" to reach me on or before 15th September 2017. It is important to write the name of the examination on the top left hand corner of the cover in which the entry lists and applications are enclosed in.
- 6.3. The receipt of applications will not be acknowledged.
- 6.4. No letters or certificates should be attached to the application form.
- 6.5 **Rejection of applications:** the following categories of applications will be rejected.
- a). Applications that are incomplete, erroneous and those which are not in accordance with the regulations.
 - b). Applications submitted without the receipt of paying the due examination fees.
 - c). Applications received after the closing date.
- 6.6 In order to avoid the aforesaid lapses, make sure whether the applications are in accordance with the specimen form & all the details are included & it is perfected accurately & the due examination fees are paid & the details of such receipt is entered and finally the said receipt is pasted properly. It will be useful to keep photocopies of the application and the receipt at your possession.

6.7 **Penalties for providing false information:** Accurate information should only be furnished carefully when perfecting the application form. As per the rules and regulations of this examination, in case a candidate is revealed to be unqualified, his / her candidature could be invalidated before, during, after the examination or at any time.

07. **Examination fees:** Applicants who are sitting the examination for the first time are exempt from paying examination fees and those who are repeating the examination thereafter should pay the fees as shown below.

For written examinations :

One subject	- Rs. 300/-
Two subjects	- Rs. 400/-
Three subjects	- Rs.500/-
Four or more subjects	- Rs. 600/-
Fees for the practical part	- Rs. 1200/-

Fees for the practical part should be paid when the candidate is appearing for the practical test. Applicants those who should pay examination fee, should pay it to any post office in the island under the revenue head 2003 - 02 - 13 of the Commissioner General of Examinations, so as to be credited to the government revenue. Then the receipt obtained in the name of the applicant should be pasted using one edge of it on the relevant place of the application form, so that it cannot be detached. Please be informed that none other than these exam fees will be charged. Money orders or stamps will not be accepted as examination fees. These examination fees will not be refunded in any case and could not be changed to any other examination.

08. **Language Medium:** These examinations will be conducted in Sinhala, Tamil and English media. The applicants should answer all the papers in one medium and no applicant will be allowed later to change the medium applied for.

09. **Admission papers :** The Commissioner General of Examinations will post the admission papers, before 14 days prior to the commencement of the examination, to the given official addresses mentioned in the application forms of all applicants who paid the due examination fees and forward their duly perfected application forms with the relevant receipt on or before the closing date of applications on the presumption that the applicants have fulfilled all the required qualifications mentioned in the exam notification. The mailing of admission cards will be notified to applicants by a press notice. In case the admission paper is not received after 2 to 3 days of press notice, the applicant or the Head of Institution should report the Organization and Foreign Examinations branch of the Department of Examinations, Sri Lanka while providing the following information. Issuance of an admission paper to an applicant, does not prove that the applicant has fulfilled the required qualifications to sit the examination or he / she is entitle for a position.

1. Name of the examination.
 2. Full name of the applicant.
 3. Address.
 4. Fax no. of the applicant through which the applicant can obtain a copy of the admission paper.
 5. A request letter including the posted date of the application by the Head of Institution, registered no. and the post office, etc., should be forwarded to the fax no. indicated in the advertisement.
10. **Identity card:** The applicant should prove their identity to the satisfaction of the supervisor at every subject of this examination. Any one of the following is sufficient for this purpose.
1. National Identity Card issued by the Commissioner of Registration of Persons.
 2. Valid Passport.
11. **Attesting the signature:** Applicant's signature on the application form as well as on the admission paper should be attested. Each applicant should get their signature attested by his/her Head of Institution or an officer delegated by the Head of Institution. The applicant should present his/her admission paper with his/her attested signature to the exam - supervisor at the very first day of the examination.
12. **Results:** The Commissioner General of Examinations, will take necessary actions to issue the results schedule prepared based on the total marks which will be made on order of merit of the candidates who obtained 40% or more for each subject in the written test and average marks 45% or more for all the subjects he/she appeared, to the relevant Heads of Institutions who forwarded the application forms and entry lists.
13. **Syllabus:** The revised syllabus published with effect from 1979 and the copies of regulations have been issued to all relevant Head of Ministries/ Departments/ Corporations/ Boards and other Institutions. All Heads of Institutions and candidates are hereby informed that the copies of the syllabi or regulations could not be reissued.

Any matter not covered by this exam notification will be determined at the discretion of the Commissioner General of Examinations. Further, all candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations in connection with the conduct of examination and issuance of results. In case such rules and regulations are violated, he/ she will be subjected to penalties imposed by the Commissioner General of Examinations.

Please bring the contents of this exam notification to the notice of all officers in the relevant sector of your institution.

Your co-operation in the regard is much appreciated.

W.M.N.J. Pushpakumara
Commissioner General of Examinations.

APPENDIX

WRITTEN EXAMINATIONS FOR TECHNICAL OFFICERS (CIVIL/MECHANICAL) IN PUBLIC SERVICE AND PROVINCIAL PUBLIC SERVICE

1st Examination: (Civil/ Mechanical)

Subjects

Subject Numbers

1.	Mathematics (Lower Paper)	01
2.	Taking out Quantities (Lower Paper)	02
3.	Surveying & Leveling (Lower Paper)	03
4.	Plan Drawing & Tracing	04
5.	Elementary Building Construction & Maintenance	05
6.	Water Supply and Drainage	06
7.	Site Management	07
8.	Road Construction and Maintenance (Lower Paper)	08
9.	Mechanical Quantities	09
10.	Machine Drawing and Tracing (Lower)	10
11.	Workshop Practice	11
12.	Practical Work (Fittings, Carpenter's shop etc.)	12
13.	Surveying & Leveling (Lower) Practical	13

2nd Examination (Civil/ Mechanical)

1.	Mathematics (Higher Paper)		21
	Buildings	} Taking out quantities (Higher Paper)	22 A
	Elementary Water Supply & Drainage		22 B
2.	Bridge & Heave Structure Construction & Maintenance		22 C
3.	Surveying & Leveling (Higher Paper)		23
4.	Buildings	} Drawing	24 A
	Elementary Water Supply & Drainage		24 B
	Bridge & Heavy Structure Construction & Maintenance		24 C
5.	Building Construction (Higher Paper)		25
6.	Water Supply & Drainage		26
7.	Road Construction & Maintenance (Higher Paper)		27
8.	Bridge & Heavy Structure Construction & Maintenance		28

9.	Work Organization	29
10.	Mechanical Quantities (Higher Paper)	30
11.	Machine Drawing & Tracing (Higher)	31
12.	Factory Practice	32
13.	Surveying & Leveling (Higher) Practical	33
14.	Office Administration & Establishment Code	34
15.	Financial Regulations	35

3rd Examination (Civil/Mechanical)

1.	Civil Engineering	41
2.	Civil Engineering	42
3.	Road Construction & Maintenance (Civil Engineering Works II C)	43
4.	Civil Engineering III	44
5.	Civil Engineering V	45
6.	Building Quantity Surveying & Estimating of Building	46
7.	Architectural Drawing	47
8.	Surveying & Leveling	48
9.	Mechanical Engineering	49
10.	Mechanical Engineering II	50
11.	Mechanical Engineering III	51
12.	Economics of Engineering	52
13.	Mechanical Engineering - Drawing	53
14.	Surveying & Leveling II - Practice	54

Specimen Application Form

(For office use only)

Written Examinations for Technical Officers (Civil / Mechanical) in the
Public & Provincial Public Service -2010/2016

The examination you wish to sit : ☐

1st Exam (Civil / Mechanical) - 1

2nd Exam (Civil / Mechanical) - 2

3rd Exam (Civil / Mechanical) - 3

(Write the relevant no. in the cage)

The language medium in which you sit
the examination

Sinhala - 2

Tamil - 3

English - 4

(Write the relevant no. in the cage)

01. 1.1 Full name (In English capital letters):
(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name - last name at first and initials at the end (In English capital letters):
.....
(Ex: GUNAWARDHANA, H.M.S.K.)

1.3 Full name: (In Sinhala/ Tamil):

02. 2.1 Permanent address (In English capital letters):

2.2 Address to which the admission paper should be sent:
(In English capital letters)

03. 3.1 Gender:

Male - 0

Female - 1

(Write the relevant no. in the cage)

3.2 National Identity Card no:

3.3 Telephone no:

04. Subjects you wish to appear at this examination. (Subjects and their numbers should indicate below)

Subject

Subject no.

- | | |
|---------|-------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |
| 6. | |
| 7. | |
| 8. | |

05. The department / institution at which the applicant serves at present:

.....

(I). Official address:
(In English capital letters)

06. Service particulars:

(I). Present position:

(II). Grade / Class:

(III). Number and date of the letter of first appointment:

(IV). Date of confirmation of the appointment:

(V). The grade / class of next promotion you expect, if successful at this examination:
.....

07 (I). The grade/ class of the examination you intend to sit:

(II). For what category, civil / mechanical that grade / class belongs to:

08. If you were candidate for this examination at an earlier instance, state the examination, year, month, index no. and subjects that you have passed:

.....
.....

09. State whether you are sitting for the subjects mentioned under no. 06 for the first time:

.....

10. Examination fees: Rs.

I. Post office / Sub post office at which the payment is made:

II. Amount paid:

III. Date of payment:

IV. Receipt no:

Affix the cash receipt here using one edge so as not to be detached. (It will be useful to retain a copy of the receipt)

11. (I). I declare that the details furnished in this application are true and accurate to the best of my knowledge.
- (II). I certify that I have pasted the receipt obtained after paying Rs. as the relevant examination fee.
- (III). I declare that I will abide by the decisions of the Commissioner General of Examinations on the cancellation of my candidature, in case I am found not eligible to sit this examination, prior to or after the examination.
- (IV). Further, I declare that I will abide by the rules and regulations imposed by the Commissioner General of Examinations in connection with the conduct of the examination and issuance of results.

Date :

.....
Signature of the applicant

Certificate of the Head of Institution:

I certify that the information furnished by the above named officer in paragraphs 04, 05 and 06 of this application are true and he/ she is eligible to sit this examination as per the conditions and regulations with respect to this examination and he/ she has applied only for the examination that belongs to the grade / class indicated in paragraph 05 in this time and he/ she has pasted the receipt obtained after paying the relevant examination fee with regard to the examination.

.....
(Signature and official frank of the
Head of Institution)

Institution:

(Ministry/ Department/ Corporation/ Board/ Provincial Public Service Commission/ Other Institutions)

Date :

(Cut the irrelevant words)