

My No. 5/5/2/GTO/2018 (2019)
Organization (Institutional and Foreign
Examinations) Branch,
Department of Examinations, Sri Lanka,
Pelawatta, Battaramulla.

.01.2019

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

**Written Examination for Technical Officers (Civil / Mechanical) in
Public Service and Provincial Public Service 2010 (2019)**

The respective provisions are being made to conduct the above examination in March 2019. The above examination will be held in such a way that it will cover all the due examinations with respect to the years from 2010 - 2019.

The amended applications and entry lists for the same will be accepted till 22nd February 2019.

02. Please bring the contents of this exam notification to the notice of all officers in the respective grades at your institution.
03. I **Examination** : This examination is comprised of 03 parts, viz 1st, 2nd and 3rd examinations and the selection of the qualified persons for the promotions are made on the results of this examination.
- | | |
|------------------------------|--|
| 1 st Examination: | (Civil) - Promotion to Sub - Inspectors' Grade. |
| 1 st Examination: | (Mechanical) - Promotion to Assistant Foremans' Grade. |
| 2 nd Examination: | (Civil) - Promotion to Inspectors' Grade. |
| 2 nd Examination: | (Mechanical) - Promotion to Foreman - Grade II. |
| 3 rd Examination: | (Civil) - Promotion to Assistant Engineers' Grade. |
| 3 rd Examination: | (Mechanical) - Promotion to Foreman - Grade I. |
- II. **An applicant is permitted to sit for one examination of one grade only.**
04. **Examination centre** : The written examination will be held only in Colombo.
05. **Eligibility** : Each candidate who appears for this examination should,
- be a permanent officer in Public Service/ Corporation/ Board/ Provincial Public Service.
 - 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.
 - 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 this examination 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 in candidates own handwriting and 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 through registered post to the "**Commissioner General of Examinations, Organization (Institutional and Foreign Examinations) Branch, Department of Examinations, Sri Lanka, PO Box 1503, Colombo**" to reach me on or before 22nd February 2019. The name of the examination should be mentioned 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 documents or certificates should be attached to the application form.
- 6.5 **Rejection of applications:** Applications with the following lapses 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 fee.
 - c). Applications received after the closing date.
 - d). Applications submitted for both civil and mechanical examinations and those submitted for more than one level of examination.
- 6.6 In order to avoid the aforesaid lapses, make sure whether the applications are in compliance with the specimen form and all the details are included and it is perfected accurately and the due examination fees are paid and 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 in 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 exempted 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, divisional / district secretariat in the island under the revenue head 20 - 03 - 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 in the relevant place of the application form, so that it cannot be detached. This examination fee will not be refunded in any case and could not be transferred to any other examination.

NB: It is not necessary to repay the examination fee by the applicants who have already paid and sent applications. However, it is necessary to mention that in the application. (Attach a copy of the receipt of payment.)

08. **Language Medium:** This examination 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 Cards:** The Commissioner General of Examinations will post the admission cards, about 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 and by publishing in the official website of the department. In case the admission card is not received after 2 to 3 days of notice, the applicant or the Head of Institution should report immediately the Organization (Institutional and Foreign Examinations) branch of the Department of Examinations, Sri Lanka while providing the following information. Issuance of an admission card to an applicant should not be considered as that the applicant has fulfilled the required qualifications to sit the examination or he / she is entitled 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 obtain a copy of the admission card.
 5. A request letter including the posted date of the application by the Head of Institution, registered no. and the name of the post office, etc., should be forwarded to the fax no. indicated in the notification.
- 10. Identity cards:** The applicants 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
 2. Valid Passport
 3. Valid Driving License
- 11. Attesting the signature:** Applicant's signature on the application form as well as on the admission card 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 card 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 had 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.

B. Sanath Pujitha
Commissioner General of Examinations

APPENDIX

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

01. 1.1 1st Examination: Civil - 1

Compulsory Subjects

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

Optional Subjects (Three of the following subjects)

5. Elementary Building Construction & Maintenance	05
6. Water Supply and Drainage	06
7. Site Management	07
8. Road Construction and Maintenance	08

1.2 2nd Examination: Civil - 1

Compulsory Subjects

1. Mathematics (Higher Paper)	21
2. Taking out quantities (Higher Paper)	22
3. Surveying & Leveling (Higher Paper)	23
4. Drawing	24

Optional Subjects (Three of the following subjects)

5. Building Construction (Higher Paper)	25
6. Water Supply & Drainage	26
7. Road Construction & Maintenance	27
8. Bridge & Heavy Structure Construction & Maintenance	28
9. Work Organization	29

1.3 3rd Examination: Civil - 1

Compulsory Subjects

1.	Civil Engineering I	41
2.	Civil Engineering III	44
3.	Civil Engineering IV	45
4.	Building Quantity Surveying & Estimating of Building	46
5.	Architectural Drawing	47
6.	Surveying & Leveling	48

Optional Subjects

7.	Civil Engineering II	42
8.	Road Construction & Maintenance	43

02. 2.1 1st Examination: Mechanical - 2

Compulsory Subjects

1.	Mathematics (Lower Paper)	01
2.	Mechanical Quantities	09
3.	Mechanical Drawing and Tracing (Lower)	10
4.	Workshop Practice	11
5.	Practical Work (Fittings, Carpenter's shop etc.)	12
6.	Surveying & Leveling Practical	13

2.2 2nd Examination: Mechanical - 2

Compulsory Subjects

1.	Mathematics (Higher Paper)	21
2.	Mechanical Quantities (Higher Paper)	30
3.	Mechanical Drawing & Tracing (Higher)	31
4.	Factory Practice	32

2.3 3rd Examination: Mechanical - 2

Compulsory Subjects

1.	Mechanical Engineering I	49
2.	Mechanical Engineering II	50
3.	Mechanical Engineering III	51
4.	Economics of Engineering	52
5.	Mechanical Engineering - Drawing	53

(For office use only)

Specimen Application Form
Written Examination for Technical Officers (Civil / Mechanical) in the
Public & Provincial Public Services - 2010 (2019)

Intended examination to appear

Civil - 1
Mechanical - 2
(Indicate the relevant No. in the cage)

Language medium to be appeared at the examination

Sinhala - 2
Tamil - 3
English - 4

Level of the examination

1st Examination - 1
2nd Examination - 2
3rd Examination - 3

(Indicate the relevant No. in the cage)

NB : An applicant can appear for one level of examination only.
(In accordance with the 6.01 (iv) of the regulation)

(Indicate the relevant No. in the cage)

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

1.2 Name as the last name first and initials at the end (In English capital letters):
.....
(E.g: 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 cards should be sent:
(In English capital letters)

03. 3.1 Gender:

Male - 0
Female - 1

(Indicate the relevant no. in the cage)

3.2 National Identity Card No:

3.3 Telephone No: Mobile

Fixed

04. Subjects you intend to appear at this examination. (Subjects and their numbers should be indicated below)

N.B. Applicant should only apply the possible no. of compulsory and optional subjects in accordance with the 16.02 of the regulation. Additional optional subjects should not be applied.

Subject

Subject no.

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

05. 5.1 Department / Institution at which the applicant is employed at present:
.....

5.2 Official address:
(In English capital letters)

5.3 Telephone no :

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5.4 Fax no :

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06. Service particulars:
6.1. Present post:
6.2. Grade / Class:
6.3. No. and the date of the letter of first appointment:
6.4. Date of confirmation in the appointment:
6.5. The next grade / class for which you seek promotion if successful at this examination:
.....

07 7.1. The grade/ class of examination that you intend to appear :
7.2. For which category, civil / mechanical that grade / class belongs to:

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

09. State whether you are sitting for the subjects mentioned under no. 04 for the first time:
.....

10. Examination fees : Rs.
10.1. Post / Sub post office at which the payment was made:
10.2. Amount of payment :
10.3. Date of payment:
10.4. Receipt no:

Paste the receipt using one edge of it so as not to detach.
(It will be useful to retain a copy of the receipt.)

- 11.1. I declare that all the details given by me in this application form are true and accurate to the best of my knowledge.
- 11.2. I certify that the receipt obtained subsequent to the payment of Rs. as the respective examination fee has been pasted.
- 11.3. I inarguably accept the right and power of the commissioner General of Examinations on the cancellation of my candidature, if I am found ineligible to appear for this examination, prior to or after the examination.
- 11.4. Further, I declare that I will abide by the rules and regulations imposed by the Commissioner General of Examinations with respect to the conduct of the examination and issuance of results.

Date :

.....

Signature of the applicant

Certificate of the Head of Institution:

I certify that the details given by the above named officer in paragraphs 04, 05 and 06 of this application are true and he/ she is eligible to appear for this examination under the conditions and regulations with respect to this examination and this time he/ she has applied only for the examination that belongs to grade / class indicated in paragraph 07 and he/ she has pasted the receipt obtained subsequent to paying the respective examination fee.

Date :

.....

(Signature and official frank of the Head of Institution)