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THE CEYLON GOVERNMENT GAZETTE

EXTRAORDINARY

අංක 14,923/4 — 1970 සැප්තැම්බර් 16 වැනි බදාදා — 1970.9.16

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PART I: SECTION (II) — ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately).

Examinations, Results of Examinations, &c.

My No. E. 1/70.

OPEN COMPETITIVE EXAMINATION FOR ADMISSION TO CLASS V OF THE CEYLON ADMINISTRATIVE SERVICE AND THE CEYLON OVERSEAS SERVICE—1970

THE following Regulations, Scheme of Examination and Syllabus for the Competitive Examination for Admission to Class V of the Ceylon Administrative Service and the Ceylon Overseas Service to be held in Colombo in December 1970 are published for general information. The Regulations, Scheme of Examination and Syllabus given in my Notice dated July 4, 1970, published in the *Ceylon Government Gazette* No. 14,915 of 17th July, 1970, are hereby cancelled.

Office of the Public Service Commission,
P. O. Box No. 500,
Colombo, 11th September, 1970.

S. P. NANAYAKKARA,
Secretary,
Public Service Commission.

Regulations

1. An Open Competitive Examination for admission to Class V of the Ceylon Administrative Service and the Ceylon Overseas Service will be held in Colombo by the Public Service Commission. The examination will be held in two parts. Section A—Elimination Test—consisting of papers in Essays and Comprehension will be held first in or about December 1970. The actual dates will be notified later. Section B—Selection Test—(and Section C for candidates for the Ceylon Overseas Service) will be held after the results of Section A are available. The dates for Sections B and C will be notified later. The Public Service Commission reserves the right to cancel this examination if it considers this expedient in the public interest to do so. It is open to the Public Service Commission to postpone this examination should it consider it necessary.
 2. The number of vacancies in the Ceylon Administrative Service and the Ceylon Overseas Service to be filled on the results of this examination and the date of filling of such vacancies will be determined by the Public Service Commission in due course. The Public Service Commission reserves to itself the right to omit to fill any or all the vacancies if it considers this necessary in the public interest.
 3. Candidates for this examination must be Ceylonese. For the purpose of this examination a Ceylonese is—a citizen of Ceylon by descent or by registration.
 4. Candidates for this examination must have attained the age of 22 and must not have attained the age of 30 on 1st August, 1970. The above age limits will not apply to officers holding permanent appointments in the Public Service, in the service of Public Corporations and Local Government Service.
 5. Female candidates who possess the prescribed qualifications will be eligible to compete at this examination subject to the proviso that not more than 20 per cent of the vacancies to be filled may be filled by them.
 6. Candidates are required to obtain a written nomination from the Public Service Commission to sit for the examination. The granting of nominations will be considered only on receipt of the application.
 7. Candidates must satisfy the Public Service Commission that they are duly qualified in respect of health and character. They must be of sound constitution, possessed of good sight and physically qualified for service in any part of the Island. Successful candidates will be called upon to undergo a strict medical examination to test these points.
 8. A married candidate will not be eligible for appointment without the special consent of the Public Service Commission.
 9. The fee will be as follows :—
 - (a) Rs. 200 for the examination. This fee should be paid before the closing date for applications at the nearest Kachcheri or at the General Treasury, Colombo, and credited to Revenue Head VI, Sub-head 3, Item (4). The Kachcheri or Treasury receipt should be attached to the application form. Half the entrance fee—viz., Rs. 100 will be refunded to those who have deposited Rs. 200 and who are not called for Section B (and Section C in the case of candidates for the Ceylon Overseas Service).
- Note.*—The full fee will be refunded to candidates who are not granted nomination to sit the examination. A candidate who withdraws or absents himself/herself from the examination for any reason whatsoever at any time after he/she has been granted nomination shall not be entitled to a refund of the whole or a portion of the fee.
- (b) Rs. 10.50 for the medical examination. Successful candidates will not be notified later the manner in which this fee should be paid.
10. (a) Nomination to sit for the competitive examination will be limited to candidates who have passed an Honours or Pass Degree Examination of a recognised University or any other examination which may be deemed to be of at least equal standard.
 - (b) Candidates will be required to produce their Degree Certificates before the Viva Voce Tests.
 - (c) Only candidates who are qualified may enter for competition for admission to Class V of the Ceylon Administrative Service and the Ceylon Overseas Service. They should indicate in Cage 18 of the application form their preference as between the Ceylon Administrative Service and the Ceylon Overseas Service. No alteration in the preference indicated will be allowed after the closing date of applications.

11. *Directions regarding the method of application.*—(i) Candidates who have already applied in response to the notification dated 8.5.1970 published in the *Ceylon Government Gazette* of 29.5.1970, depositing the fee of Rs. 100 and who withdrew the applications in accordance with Note (II) to paragraph 11 of the amended regulations published in the *Ceylon Government Gazette* of 17.7.1970 will be permitted to apply again if they wish to sit the examination on the amended scheme appearing below. These candidates should deposit a further sum of Rs. 100 in order to apply again. Application forms will be issued to these candidates by this Office with the necessary instructions. Those who wish to sit the examination should return the perfected application forms along with the cash receipt for the deposit of Rs. 100 to reach the Secretary, Public Service Commission on or before October 10, 1970, by registered post. Applications received after this date will be rejected.

Those who do not wish to sit the examination on the amended scheme appearing below, will be refunded their examination fee of Rs. 100 on a written request to the Secretary, Public Service Commission for such refund. These requests should be sent to reach the Secretary, Public Service Commission, on or before October 10, 1970. Requests received after this date will be rejected. All requests for refunds of Rs. 100 sent in response to the notification published in the *Government Gazette* of 17.7.70 will be treated as cancelled and no refunds will be made, unless they apply again.

(ii) Candidates—

(a) who applied in response to the notification published in the *Government Gazette* of 29.5.70, depositing a fee of Rs. 100 and who sent in fresh applications in terms of Note (1) to paragraph 11 of the notification published in the *Government Gazette* of 17.7.70 depositing a further fee of Rs. 100; and

(b) who sent in applications in response to the notification published in the *Government Gazette* of 17.7.70 depositing a fee of Rs. 200, will be issued application forms by this office, to be perfected and returned to the Secretary, Public Service Commission, on or before October 10, 1970, if they wish to sit for the examination on the amended scheme below.

Candidates referred to in (a) and (b) above need not deposit any fees as they have already deposited Rs. 200. Those who do not wish to sit the examination on the amended scheme below will be refunded their fee of Rs. 200 on a written request to the Secretary, Public Service Commission, for such refund. These requests should be sent to reach the Secretary, Public Service Commission, on or before October 10, 1970. Requests received after that date will not be entertained.

Note.—(1) Candidates referred to in Paragraph 11, (i) and (ii) (a) and (b) above need not apply for application forms. Application forms will be issued by this Office to these candidates to the addresses given in their application forms already forwarded to this Office.

Note.—(2) Candidates referred to in Paragraph 11, (i) and (ii) (a) and (b) above will be permitted to sit the examination only if they possess all the qualifications stipulated in this notification. Applications of candidates who are not qualified in terms of this notification or who have not deposited the required fee will be rejected.

(iii) Those who have not submitted applications either in response to the notification published in the *Government Gazette* of 29.5.70 or the notification published in the *Government Gazette* of 17.7.70 could apply for the examination under this notification if they so desire provided they possess all the qualifications stipulated. They should obtain the printed forms of applications from the Secretary, Public Service Commission, from 20.9.70 to 8.10.70. Requests for printed forms of application should accompany a self addressed un-stamped envelope not smaller than 9" x 4" in size. Forms of application will not be issued to personal callers. Applications must be addressed to the Secretary, Public Service Commission, P. O. Box No. 500, Colombo 1, and must be sent by registered post so as to reach him on or before October 10, 1970. Any application received after that date will be rejected. Applications from those in the Public Service should be sent through the Heads of the Departments in terms of A. R. 109. Applications of those in the Public Corporations and Local Government Service should also be sent through the Heads of their Institutions.

(iv) Applications must be complete in all respects. Any application which does not contain all the information asked for will be judged on its own merits and is liable to be rejected.

(v) No allegation that an application or a letter respecting such application has been lost or delayed in the post can be considered. Candidates who delay their applications until the last few days will do so at their own risk.

(vi) Candidates are required to fill in and return as instructed therein the printed post card (marked A) issued to them with the form of application when the receipt of their application form in this Office will be acknowledged. Applications of candidates who do not comply with this requirement will not be acknowledged. Those who comply with this requirement but do not receive an acknowledgment within 3 weeks of the closing date should at once notify the Secretary, Public Service Commission. Failure to comply with this provision will deprive the applicant of any claim to consideration.

12. NO CANDIDATE will be entitled to sit for the competitive examination on more than two occasions.

13. The Commissioner of Examinations will issue admission cards to all candidates who have been granted nomination to sit the examination.

14. *Identity Cards.*—Candidates will be required to prove their identity in the examination hall to the satisfaction of the Supervisor for each subject they offer. For this purpose any of the following documents will be accepted :—

(a) Identity Card issued by the Postmaster-General.

(b) A valid passport issued not more than three years before the date of the examination.

(c) Any certificate, licence or other document embodying the photograph of the holder and issued not more than three years before the date of this examination on the authority of a Government Department, Public Corporation or other Statutory Organisation.

15. *Penalty for furnishing false information.*—If a candidate is found to be ineligible according to the regulations for this examination, his candidature is liable to be cancelled, at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate are found to be false within his knowledge, or if he has wilfully suppressed any material fact, he will be liable to dismissal from the Public Service.

16. Reference is invited to the general conditions applicable to appointments to posts in the Public Service published at the beginning of Part I, Section (II) of the *Ceylon Government Gazette*.

OPEN COMPETITIVE EXAMINATION FOR ADMISSION TO CLASS V OF THE CEYLON ADMINISTRATIVE SERVICE AND THE CEYLON OVERSEAS SERVICE

SCHEME OF EXAMINATION

MEDIUM.—The Competitive Examination will be held in Sinhala, Tamil and English media.

(i) Candidates should sit this examination in the Language medium in which they passed the qualifying examination, or in the Official Language, viz., Sinhala.

(ii) Candidates who have passed the various subjects at the qualifying examination in more than one language medium should sit this examination in the medium in which they passed the majority of subjects at the qualifying examination or in the Official Language, viz., Sinhala.

(iii) Candidates with Special Degrees who have passed the principal subject in one medium and the subsidiary subject in another medium should sit this examination in the medium in which they passed the principal subject or in the Official Language, viz., Sinhala.

Note.—(1) The term "qualifying examination" in (i) and (ii) above shall refer to the examination referred to in paragraph 10 (a) of the regulations.

Note.—(2) Candidates must sit for all the papers of the examination in one language medium only.

Note.—(3) Candidates will not be permitted to change the language medium after the closing date of applications.

SUBJECTS—The examination will include the following subjects.

SECTION A—Elimination Test—Compulsory for all candidates

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|------------------|----|----|-----------|
| 1. Essays | .. | .. | One paper |
| 2. Comprehension | .. | .. | One paper |

Candidates would be expected to reach a 65% standard in each of the two papers in Section A above to be eligible to proceed to Section B—Selection Test (and Section C in the case of candidates for the Ceylon Overseas Service).

SECTION B—Selection Test

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|---------------------------|----|----|-----------|
| General Paper | .. | .. | 150 marks |
| Intelligence Test | .. | .. | 150 marks |
| Viva Voce Tests (General) | .. | .. | 200 marks |

SECTION C—Compulsory for candidates for Ceylon Overseas Service

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|--------------------------|----|----|-----------|
| World Affairs | .. | .. | 100 marks |
| Viva Voce Test (Special) | .. | .. | 150 marks |

Method of Examination.—The examination will be held in two parts. Section A—Elimination Test—Consisting of a paper in Essays and a paper in Comprehension will be held first. Candidates who reach a 65% standard in each of the two papers in Section A will be eligible to sit for Section B—Selection Test (and Section C in the case of candidates for the Ceylon Overseas Service).

Section B—Selection Test—consists of a General Paper, and Intelligence Test and two Viva Voce Tests (General). Candidates who enter for the Ceylon Overseas Service will be required to sit for the paper on World Affairs, in addition to the subjects in Section B, including the two Viva Voce Tests (General). Candidates who attain a sufficiently high standard in the World Affairs Paper, to be determined by the Public Service Commission, only will be summoned for the Viva Voce Test (Special).

Method of Selection for Appointment to the Ceylon Administrative Service

The final selection for appointment to Class V of the Ceylon Administrative Service will be made from amongst those who have secured the highest total marks in Section B—Selection Test—of the examination.

Method of Selection for Appointment to the Ceylon Overseas Service

The final selection for appointment to the Ceylon Overseas Service will be made from amongst those who have secured the highest total of the aggregate marks for Section B—Selection Test—and Section C.

SYLLABUS

ALL PAPERS WILL BE OF THREE HOURS DURATION EXCEPT WHERE OTHERWISE SPECIFIED

SECTION A—Elimination Test—compulsory for all candidates

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|---------------|----|----|--|
| Essays | .. | .. | A Paper in which the candidate will be expected to write three short essays on three subjects selected from a range of subjects. These subjects will not be related to any special field of study but will be designed to test the candidates general knowledge and intelligence, his general ability both in powers of thinking and expression. The essays will be judged by the degree of thoughtfulness and originality in their treatment of the subject as well as by their presentation. They must be clearly and logically written. |
| Comprehension | .. | .. | A Paper of 75 minutes' duration in which the candidate will be given a set of short passages. In the case of some of the passages, the candidate will be presented with a set of alternative statements one of which fits the content of the passage best. They would be required to pick the most appropriate statement. In the case of the other passages, questions will be set to test the manner in which the candidate is able to grasp the meaning of the passages. |

SECTION B—Selection Test

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|---------------------------|----|----|---|
| General Paper | .. | .. | A General Paper designed to test the candidate's awareness of the environment in which he will be living and working. This environment would be the political, social, cultural and economic environment of Ceylon; the international geo-political environment; and the scientific and technological environment. There will be a choice of questions allowed. |
| Intelligence Test | .. | .. | An intelligence test, of 60 minutes duration designed to judge the logicity of thinking of the candidate and his analytical quality of mind. This paper will consist of questions of the type known as "multiple choice questions." |
| Viva Voce Tests—(General) | .. | .. | The Viva Voce examinations will be conducted by two separate Boards consecutively. Each Board will spend an average of 15 to 20 minutes with a candidate. Each Board will mark the candidates independently out of a total of 100 marks. One of the purpose of these two viva voce examinations is to assess the leadership potential of the candidates. |

SECTION C—Compulsory for Candidates for the Ceylon Overseas Service

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|---------------------|----|----|--|
| World Affairs | .. | .. | This will be a written paper of two hours duration and will be designed to test the candidate's knowledge of world affairs with special reference to Modern World. |
| Viva Voce—(Special) | .. | .. | This is in addition to the Viva Voce Tests (General) and is designed to ascertain the suitability of the candidates for the Overseas Service, taking into consideration their personal qualities and other factors such as special knowledge of Foreign countries, international affairs, international Law and Foreign Languages. |

NOTE.—The marks scored by the candidates in the written examination will not be made available to the Boards conducting the Viva Voce Tests.