

MINISTRY OF LANDS

Survey Department of Sri Lanka

RECRUITMENT TO PRIMARY SEMI SKILLED (PL 02-2016) WHICH REMAIN VACANT IN SURVEY DEPARTMENT OF SRI LANKA - SURVEY FIELD ASSISTANT

APPLICATIONS are invited from qualified citizens of Sri Lanka to recruit to the post of primary semi skilled (PL 02-2016) survey assistant which remains vacant in Survey Department.

1.1 *Post* *Grade*

(i) Survey Field Assistant *Grade III*

1.2 Nature of duties of posts :

<i>Post</i>	<i>Main Functions</i>
Survey Field Assistant	<ul style="list-style-type: none"> * Giving assistance to draw the sketch relevant to the survey. * Preparation of survey lines as possible as to observe old boundaries, using survey field books and plans. * Placing and opening of relevant land marks and pickets in area relevant to the Survey. * Giving Assistance to Survey duties relevant to finding out and placing of bench marks relevant to the Survey. * Giving Assistance to maintenance relevant to the safety and storing of instruments, use in the field. * Setting out of G. P. S. instruments in survey points in field for surveys which are done, using of satellite technology including of theodolite, leveling instruments and new electronic total stations. * Giving assistance to all activities of placing of geo control points require for air photography. * Keeping of targets properly that require for determination of location and level of all stations which made in surveys and giving assistance to collect data. * Setting out of landmarks and bench marks using correct data in survey. * Setting out of landmarks relevant to blocking out of lands which basically done using the data in survey field books and tracing entries. * Attending to any duty assigned by Surveyor General or his representative as applicable to surveying. * Supervision of works of other survey field assistants is assigned for those who hold the post of overseers in survey field assistant grade, in addition to the above duties.

2. The number of appointments and the date of appointment will be decided by the appointing authority. The appointing authority has power to fill all or any number of vacancies.

3. *Salary*.- In terms of Public Administration Circular No. 03/2016 and dated 25.02.2016 monthly salary scale applicable for the III, II, I and special grade of Survey Field Assistants' Service is Rs. 25,250 -10x270 - 10x300 -10x330 - 12x350 - Rs. 38,450 and the effective date of said salary will be 01.01.2020. Salaries will be paid from the effective date of the appointment in terms of provision in Schedule II of above circular.

4. *This post is permanent*. The Pension entitled to the officers appointed to the Grade III of Survey Field Assistants' Service, by this examination will be determined in terms of the policy decision, on pension scheme taken by the government in future. This appointment is subject to 03 years probation period and selected candidates are prepared to serve in any part of the country and subject to general conditions applicable to appointment to the public service specified at the beginning of this *Gazette* notification.

5. *Qualifications* :

5.1 *Educational Qualifications* :

(a) Should have passed the G. C. E. Ordinary Level Examination in six (06) subjects with at least two credits passes in not more than two sittings.

5.2 *Professional Qualifications*.- Should have obtained a skill at least in level two of National Vocational Qualifications (NVQ) as determined by the tertiary and Vocational Education Commission as appropriate for the post of survey field assistant.

5.3 *Minimum skills* :

(a) Giving assistance to identify survey fields.
(b) Attending to safety and maintenance of survey instruments and equipments.

5.4 *Physical fitness*.- All candidates should have physically and mentally fit adequate to serve in any part of Sri Lanka and to carry out duties in the post.

5.5 *Other* :

- (i) Should be a citizen of Sri Lanka.
- (ii) The candidate should be of excellent moral character.
- (iii) All the necessary qualifications for recruitment to the post should have been fulfilled in all respect as at the closing date of calling for application.

5.6 *Age* :

- (a) The minimum age should be 18 years and maximum age should be 45 years as at the closing date of applicable.
(The maximum age limit is not applicable for those who hold a permanent post already in the Public Service).

06. *Furnishing false information*.- In filling these vacancies, if a candidate is found not to have necessary qualifications, his/her candidature can be cancelled. If any of the particulars furnished by a candidate is found to be false within his/her knowledge or if he/she has willfully suppressed by material fact he/she will be liable to dismissal from the public service.

7. *Method of Recruitment*.- Recruitment will be on a written examination.

Examination Procedure.- The examination will consists of written test consisting two subjects. This examination will be held in Sinhala Tamil and English mediums. The medium applied for will not be allowed to change subsequently.

	<i>Maximum marks obtainable</i>	<i>Minimum percentage of marks required for a pass</i>	<i>Time</i>
1. General Knowledge	100	40%	02 hours
2. Intelligence	100	40%	01 hour and 15 minutes

7.1 *Syllabus* :

- (i) *General knowledge* : Including the knowledge of environment of the candidate lives, political, social, cultural, religious and economical environment in Sri Lanka, scientific and

technological development, internationally important general facts are expected by this paper.

- (ii) *Intelligence Test* : A question paper made in multiple choice method, consists of questions to judge the rationality, ability of thought and ability to take decision, of the candidate.

8. *Selection procedure*.- After an interview held by an interview board appointed by Surveyor General only to ascertain whether the qualifications have been fulfilled by the candidates, recruitment will be made as survey field assistant in order of merits obtained by candidates in the written examination.

One month field and theoretical training will be given to those who recruited as survey field assistants by the training institute of Survey Department.

9. *Preparation and submission of applications* :

- (a) The application should be prepared by the applicant himself on a paper size 21x29 (A4) using both sides as per the specimen application appearing at the end of this notice. Item No. 01 to 06 should be on page 01, No. 07-09.2 on page 02, No. 10-14 on page 03 and No. 15-16.2 should be on page 04.
- (b) Candidates who are already employed in public service should forward their applications through their heads of the departments before the closing date of application.
- (c) Applications should be in the language in which the candidates are eligible to sit the examination.
- (d) Applications which are not complying with the specimen form, examination fees have not been paid before the prescribed date, of improper filling, will be rejected without any notice. Candidates should bear consequences of improper filling of applications. It would be useful to retain a photocopy of the application. It is responsibility of the candidate to find out whether the completed application complies with the application specified in the notice. If not, application will be rejected.
- (e) Receipt of applications will not be acknowledged. Complaints for any loss of applications in the post will not be considered.

9.1 Only those who have fulfilled qualifications prescribed in chapter 5 of *Gazette* notification as at the closing date of application should apply. Surveyor General will allow candidates who have paid specified examination fees and submitted application on or before 15.05.2017 to sit the competitive examination. Issuing of admission card shall not be deemed as the applicant possesses qualifications to the post or to sit the examination.

9.2 The envelope containing the application should be clearly marked "Recruitment to posts of primary semi skilled - Survey Field Assistant" on the top left hand corner.

9.3 The signature of the applicant in the application should be certified by a principal of a government school/justice of the peace/Commissioner of Oaths/Attorney-at-law/Commissioned officer in the Army/an officer in Police Service hold a *Gazetted* post or an officer who hold a permanent post in public service in tertiary or senior level in terms of the grading of Public Service Circular No. 3/2016.

10. *Examination Fees*.- Examination fee is Rs. 800/-. This fee should be paid at the cashier of the Surveyor General office in No. 150, Kirula Road, Colombo 05 or at any of district survey office or at institute of surveying and mapping - Diyathalawa. The receipt should be pasted in the relevant cage in the application form. (It is advisable to keep a photocopy of the receipt with applicant). The fee is not refundable in any circumstance and money orders and cheques will not be accepted. Applications without cash receipts will be rejected.

11. *Submission of application*.- Completed application should be sent by registered post to reach to the following address on or before 15.05.2017 :

Senior Superintendent of Survey (Examination),
Surveyor General's Office,
Colombo 05.

12. *Appearing for the Examination*.- Every candidate should hand over their admission card to the supervisor of the Examination Centre. A candidate who fails to hand over his admission card will not be permitted to sit the examination. The candidate should sit the examination at the examination hall assigned to him.

13. *Identity of candidate*.- Candidates should prove their identity at the examination hall to the satisfaction of

the supervisor for each paper they sit. Any of the following documents will be accepted for their purpose :

- (i) The National Identity Card issued by the Department of Registration of persons.
- (ii) A valid postal Identity Card issued by the post master general.
- (iii) A valid passport.

14. Any matter not specified here, will be determined by the Surveyor General.

P. M. P. UDAYAKANTHA,
Surveyor General.

Surveyor General's Office,
Colombo 05,
21st March, 2017.

SPECIMEN APPLICATION FORM

RECRUITMENT TO PRIMARY SEMI SKILLED POST (PL 02-2016)
WHICH REMAIN VACANT IN SURVEY DEPARTMENT - SURVEY
FIELD ASSISTANT

01. Index No. :

For office use only

02. Medium of Examination :

(Sinhala - S, Tamil - T, English - E)
(Indicate the letter/code in given cage)

03. Name with initials (Mr./Mrs./Miss) :

In Sinhala : _____.

In English : _____.

03.1 Names denoted by initials (in legible letters) :

In Sinhala : _____.

In English : _____.

04. National Identity Card No. :

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05. Date of Birth :

Date : Month : Year :

05.1 Age as at the closing date of application : _____.

06. Gender :

(Male - M Female - F)

07. Permanent Address (In legible letters) :

In Sinhala : _____.

In English : _____.

07.1 Administrative District to which address belongs (See the Schedule 1)

District No. Name of the
District

07.2 Date from which the applicant is resident in the District : _____.

08. Telephone No. :

Permanent : _____ Mobile : _____.

09. Educational Qualifications :

09.1 Details of G. C. E. Ordinary Level Examination :

1st attempt :

(a) Year and month of the examination : _____.

(b) Index No. : _____.

(c) Subjects passed :

Subject	Grade	Subject	Grade
1		5	
2		6	
3		7	
4		8	

09.2 Details of G. C. E. Ordinary Level Examination :

2nd attempt :

(a) Year and month of the examination : _____.

(b) Index No. : _____.

(c) Subjects passed :

Subject	Grade	Subject	Grade
1		5	
2		6	
3		7	
4		8	

10. Professional Qualifications : _____.

(Mention the NVQ qualifications that have been obtained)

11. Other Qualifications : _____.

12. Have you ever been convicted in a court of law for any offence :

Yes No

12.1 If yes give details : _____.

13. Details of receipt which the examination fees paid :

- (i) Office at which the payment made : _____.
(ii) Receipt No. and date : _____.
(iii) Amount paid :

Affix the cash receipt firmly here

14. Certificate of the candidate :

- (a) I, declare that the particulars furnished by me in this application are true and correct to the best of my knowledge.
- (b) I am aware that if this declaration made by me is found to be wrong, I would be considered unfit for the appointment and if it is found after the appointment, I would be liable to dismissal from the service.
- (c) The cash receipt obtained for the payment of has been pasted in relevant cage.
- (d) Further, I declare that I agree to comply with the rules and regulations laid down by the Surveyor General in respect of the examination.
- (e) I shall not subsequently change any of the particulars mentioned here.

_____,
Signature of the applicant.

Date : _____.

15. Certification of signature of the Applicant :

I certify that Mr./Mrs./Miss who is submitting the application is personally known to me and that he/she placed his/her signature under the Section 13, in my presence.

_____,
Signature of attester.

Date : _____.

Name of the attester : _____.

Designation : _____.

Address : _____.

(By affixing the official seal)

16. Recommendation of the Head of the Department (Only for the applicant who are in Public/Provincial Public Service) :

16.1 According to the personal file of the officer, during the five years immediately prior to the closing date of application.

Work, Behavior, Attendance satisfactory/unsatisfactory.

All salary increments have been earned/have not been earned.

Has not been/has been subject to any disciplinary action.

16.2 If selected to the post applied for, this officer can be/cannot be released from the post he holds at present.

_____,
Signature of the Head of the
Department official stamp.

Date : _____.

SCHEDULE 01

This Schedule is relevant to the administrative districts to which address belongs on No. 7.1 of the application.

<i>Town/District Name</i>	<i>Town/District No.</i>
(i) Colombo	01
(ii) Gampaha	02
(iii) Kalutara	03
(iv) Kandy	04
(v) Matale	05
(vi) Nuwara Eliya	06
(vii) Galle	07
(viii) Matara	08
(ix) Hambanthota	09
(x) Kurunegala	10
(xi) Puttalam	11
(xii) Anuradapura	12
(xiii) Polonnaruwa	13
(xiv) Badulla	14
(xv) Monaragala	15
(xvi) Rathnapura	16
(xvii) Kegalle	17
(xviii) Ampara	18
(xix) Batticaloa	19
(xx) Trincomalee	20
(xxi) Jaffna	21
(xxii) Vavuniya	22