

DEPARTMENT OF CENSUS AND STATISTICS

Open Competitive Examination for Recruitment of Statistical Officer Grade II of the Department of Census and Statistics- 2018 (2019)

APPLICATIONS are invited for the Open Competitive Examination conducted by Commissioner General of Examinations for recruitment of suitable candidates for the post of Statistical officer (Grade II) available in the Department of Census and Statistics. This examination will be held only in Colombo in June 2019. Applications prepared according to the specimen form mentioned below should be sent through registered post to reach the "Commissioner General of Examinations", Organization and Overseas examination branch, Department of Examinations in Sri Lanka, Pelawatta, Battaramulla on or before the date indicated below. Applications received after the closing date will be rejected. Name of the examination should be mentioned as "Open competitive examination for recruitment of officers to Grade II of the post of Statistical officer" on top left corner of the cover bearing applications. And in Sinhala/Tamil medium applications, the Name of the examination should also be indicated in English medium.

Closing date of calling Application is 12.04.2019

Note: Any complaint regarding any delay or loss of Application or related letter will not be accepted. Damages that may occur due to late applications shall be borne by the applicant him/herself.

02. Conditions of the Employment :

- (i) The candidates who are selected will be appointed to Grade II, in accordance with general conditions of the public service, provisions of the Recruitment procedure for Statistical officers, Segment 2 - field/office based officer category of the Department of Census and Statistics approved by the Public Service Commission, according to revisions made or will be made hereafter for the above Recruitment procedure, according to the provisions of the Establishment Code and Financial Regulations and the procedural rules of the Public Service Commission published in the *Extraordinary Gazette* notification No. 1589/30 dated 20.02.2009.
- (ii) **Salary Scale :** This position is entitled to the Salary Scale according to the Schedule 1 of Public Administration Circular No. 03/2016

dated 25.02.2016 .MN- 5-2016, Rs. 34,605 - 10x660- 11x755 - 15x 930 - Rs. 63,460 (Monthly). Salary shall be paid as per Schedule II of the aforesaid circular till 01.01.2020.

- (iii) This appointment is permanent and pensionable. You are subjected to any policy formulated by the Government in future regarding the pension scheme you are entitled to. Further, you should contribute to the Widows' and Orphans' Pension Scheme and you may make your contributions as stipulated by the Government in different occasions.
- (iv) Officers appointed for this post will be subject to a probation period of 3 years.
- (v) First Efficiency Bar Examination should be passed within three (3) years of the appointment to the post of Executive Grade II.
- (vi) Officers who were appointed to the service in languages other than official languages should obtain proficiency in the official language within the probation period. The other language proficiency should be obtained in terms of Public Administration Circular No. 01/2014 and its' related circulars.
- (vii) Attention of the candidates are drawn to general conditions related to appointments made for public service positions published at the beginning of the paragraph (ii) section 1 of this *Gazette* notification.

03. Eligibility :

- I. Applicant should be a Sri Lankan citizen
- II. Applicant should possess an excellent character and as per paragraph V of Public Service Commission procedural rules published in the *Gazette Extraordinary* of Democratic Socialist Republic of Sri Lanka No. 1589/30 dated 20.02.2009 ,should not be a disqualified person.
 1. **Age limit.**- Between 21 and 35 years of age as at application closing date. (Accordingly, only applicants who are born on or before 12.04.1998 and on or after 12.04.1984 are eligible to apply for this examination")

III. *Physical qualification :*

- (i) All the candidates should be willing to work in any part of Sri Lanka.
- (ii) Should possess physical and mental fitness to discharge his/her official duties.

IV. *Educational Qualifications:* A Degree from a University recognized by University Grants Commission including at least one of the following subjects: Statistics, Mathematics, Economics, Computer Science, Information Technology, Demography, Geography or Sociology.

Note.– All required qualifications for the post must be completed before the closing date of applications as mentioned in the notification.

04. *Selection method.*– Applicants will be called for a general interview according to the order of marks obtained starting from the highest marks and based on number of vacancies the Director General of Department of Census and Statistics wish to fill in. Applicants who are called for the interview will be verified for their qualifications mentioned in this notification however won't be offered any marks during the interview. After verification of qualifications at the interview, applicants those who are selected only based on skills order of marks obtained in the written test will be appointed for the (Syllabus of the Open Competitive Examination for Recruitment of Statistical officer- Grade II is indicated under No. 05-II)

05. *Examination procedure :*

I. Subjects, medium and pass marks of the examination: Recruitment examination is a written test consisting of 2 question papers with following subjects. To qualify from the written test, one should obtain at least 40% marks for each subject. The examination will be held in Sinhala, Tamil, and English language. Answers for both question papers should be given in one language.

- (a) Aptitude test
- (b) General knowledge

II. *Syllabus :*

- *Aptitude:* Time duration 1 hour .Total marks 100. In this paper the applicant is tested for his/her logical thinking ability. This

paper consists of multiple choice and short answered questions. Answers should be provided to all questions.

- *General knowledge :* Time duration 1 hour. Total marks 100. This paper aims to assess the knowledge of the applicants on nationally and internationally significant current events and new scientific and technological findings. This paper consists of multiple choice and short answered questions. Answers should be provided to all questions.

III. Candidates will not be allowed to change the language medium indicated in the application subsequently.

IV. Commissioner General of Examinations will issue admission cards to all the applicants who have applied for the examination. However, Issuing of admission card should not be regarded as acceptance of the candidate as having fulfilled all required qualifications to sit for the examination or to appoint for the post. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination with regard to the conducting of this examination .Candidates will be subjected to any punishment imposed by the Commissioner General of Examinations for violation of these rules and regulations.

V. Head of Department is authorized to postpone or cancel the examination.

06. *Application method :*

I. Application form should be prepared using A4 size paper of 22x29cm including 01 to 06 heads in the first page, 07 to 13 heads in the second page and rest in the 3rd /4th page. The applicant should fill the application form in his/her own clear hand writing. Incomplete and applications that are not perfected according to the specimen form will be rejected without notice. It will be useful to keep a photocopy of the application with the applicant. Applicants should make sure that the completed application is in accordance with the specimen form mentioned in the notification else your application will be rejected.

II. Examination fee is Rs. 1,200.00. The examination fee could be paid at any Post office or Sub post

office, District Secretariat office or Divisional Secretariat Office located in any part of the country to be credited to the Revenue Head 20-03-02-13 of Commissioner General of Examinations and the receipt obtained by the name of the applicant should be properly affixed on the specified space in the application. It is advisable to keep a photocopy of the receipt with the applicant.

III. Money orders or stamps are not accepted as examination fees and under any circumstances this fee will not be refunded or transferred to any other examination.

IV. For officers serving in Public Service, Provincial Public Service or Government Corporations it is compulsory to forward their applications through head of the Department/Institution. Despite of producing applications through Head of the Department/Institution, if received after the closing date will be rejected.

V. *Attestation of the signature of the applicants:* It is compulsory for every applicant to attest their signature in the application form. Officers serving in Public Service/ Provincial Public Service/ Government Corporations should confirm their signature through head of the Department/ Institution. Applications without the signature and official stamp will be rejected. Officers other than above should confirm their signature through a principal from public school, Justice of Peace, Commissioner for oaths, Notary at Public, Attorney-at-Law, Authorized Officers of Forces or a Permanent Staff Grade officer employed in the Government, Provincial Public service or a Chief Incumbent of Viharaya or a Priest of other religions.

07. Admission Card :

(i) Commissioner General of Examinations will issue admission cards to applicants who have sent duly completed application forms with examination fee receipt affixed on or before the closing date on the presumption that applicants possess all the requirements specified in the *Gazette* notification. A paper notice will be published by the Department of Examination immediately after issuing admission cards. If not received the admission card within two or three days after the paper notice, it should be inquired

by the Organization and Foreign Examination Branch of Department of Examination of Sri Lanka as mentioned in the notification with information such as name, address, National Identity Card number of the applicant and name of the examination applied. If the applicant is residing out of Colombo, it will be more appropriate to send the above details with a request letter through the fax number as mentioned in the notification, slating your fax number in the request letter to receive a copy of the admission card through fax expeditiously. In such instances, it would be advisable to keep ready the copy of the application, copy of the receipt of Examination fees paid and the receipt of the application posted through register cover to confirm some information that may require by the Examination Department.

(ii) Every applicant should attest their signature in the application and Admission card and the certified admission card should be produced to the Supervisor of the Examination hall on the first day of the Examination.

(iii) Applicant won't be informed when applications are received.

08. *Identity of the Applicant.* – All candidates should prove their identity as to satisfy the supervisor in charge of the examination centre. Only one of the following documents will be accepted:-

- National Identity Card.
- Valid Passport.
- Valid driving license.

09. Applicants who are selected from the written examination should produce the following documents at the interview:-

- Birth Certificate;
- Degree Certificate and other Educational Certificates ;
- School leaving certificate (or Character certificate obtained from an accountable person) and a character certificate obtained from a lecturer or an officer ranked above holding permanent post in University academic staff.(Applicants holding permanent positions in the public service at the moment, may not need to produce these certificates).

- Certificates of the Professional Qualifications (if any);
- Certificate of the most advanced examination having passed Sinhalese/Tamil English Languages.

N.B. :

- (a) Should not enclose any document to the application form other than paying receipt.
- (b) Applications of the applicants who fail to produce the documents when requested will be disregarded.

10. *False information.*— If the applicant is proved of not having proper qualifications, the candidature of the applicant can be cancelled before the examination or during the examination or after examination or any other occasion. After the recruitment, if any given information is proved false or if a significant matter is purposefully hidden and if proved his/her ineligibility at the time of examination, the applicant may be dismissed from his/her service immediately. Further, if the applicant does not satisfy all the above requirements, candidature of the applicant will be cancelled.

11. Decisions related to this recruitment and matters other than above will be taken by the Director General of Department of Census and Statistics.

12. In case of any inconsistency between Sinhala, Tamil and English texts of this notification, Sinhala texts shall prevail.

I. R. BANDARA,
Director General,
Department of Census and Statistics.

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT OF
STATISTICAL OFFICER GRADE II OF THE DEPARTMENT OF CENSUS
AND STATISTICS - 2018(2019)

Index No. :
(For office use only)

The medium expected to appear for the examination :
(Sinhala - 2/Tamil - 3/English - 4)
(Write the relevant number in the box)

01. 1.1 Full Name : _____.
(In English Block Letters)

1.2 Full Name : _____.
(In Sinhala/Tamil)

02. 2.1 Permanent Address : _____.
(In English Block Letters)

2.2 Address to which the admission should be sent : _____.
(In English Block Letters)

03. 3.1 Sex :
Female - 1 ☐
Male - 0 ☐
(Write down the relevant number in the box)

3.2 Date of Birth :

Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

04. National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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05. Mobile :

Fixed :

06. Nationality (Put a tick (✓) in the relevant box) :

Sinhala	<input type="checkbox"/>	Indian Tamil	<input type="checkbox"/>
Sri Lankan Tamil	<input type="checkbox"/>	Malay	<input type="checkbox"/>
Muslim	<input type="checkbox"/>	Other	<input type="checkbox"/>

07. Residential District : _____.
Divisional Secretariat Division : _____.

08. Fees paid (It is advisable to keep a copy of the receipt) :

Date of payment : _____.

Amount : _____.

Post office/Sub post office, District/Divisional
Secretariat Office : _____.

Receipt No. : _____.

Affix the receipt here

09. The highest pass obtained for each language : (Please mention the name of the examination) :

Sinhala : _____.

Tamil : _____.

English : _____.

10. Educational Qualifications :

Details of the degree : _____.

<i>Degree</i>	<i>Institute</i>	<i>Pass</i>	<i>Subjects</i>	<i>Valid Date</i>

Other Educational Qualifications :

<i>Course</i>	<i>Institute</i>	<i>Subject details</i>

11. Other Qualifications : _____.

12. Details of the current employment and previous employments :

<i>Institution</i>	<i>Designation</i>	<i>From</i>	<i>To</i>	<i>Salary (Monthly)</i>

13. Have you been accused of any criminal offence ? If so please indicate the details : _____.

I do hereby certify that the information furnished by me in this application is true and correct. I am aware that if any of these particulars have been found false or incorrect prior to the selection, renders me as disqualified and that if found subsequently to the appointment I will be dismissed without any compensation. Also, I declare hereby that I agree to be bound by the rules and regulations of the Examination and the decisions taken by the Commissioner General of Examinations regarding the conduct of the examination.

_____,
Signature of the candidate.

Date : _____.

14. Attestation of the Applicant's Signature :

I hereby certify that Mr./Mrs./Miss who is forwarding this application is personally known to me and that the receipt for the payment made has been pasted and put his/her signature before me.

_____,
Signature of the Attesting Officer and
the official stamp.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.

- Attestation of the applicant's signature should be done in accordance with paragraph 06 (V) of the application calling notification.
- When the applicant is employed in a government Department/ Institution, the application shall be forwarded through the Head of the Department or the institution along with the certificate below.

15. The Certificate of the Head of Department :

Mr./Mrs./Miss..... is currently working in our department as a permanent/temporary/casual employee. I hereby certify that he/she has not been subject to any disciplinary punishment (except for a warning) and the information furnished in this application is accurate. Also I certify that his/her work and behaviour are satisfactory and possess the qualifications as per the *Gazette* notification to sit for this examination and has paid the relevant examination fee and has attached the receipt. If selected he/she can be/can't be released from the service.

_____,
The signature of the Head of Department/
Institution.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.