

**STATE MINISTRY OF RURAL HOUSING
AND BUILDING MATERIALS INDUSTRIES
PROMOTION**

Department of Government Factory

LIMITED COMPETITIVE EXAMINATION FOR THE
RECRUITMENT TO THE POSTS OF MANAGEMENT
ASSISTANT NON TECHNICAL - SEGMENT 2
OFFICER CATEGORY OF THE DEPARTMENT OF
GOVERNMENT FACTORY -2020 (2021)

APPLICATIONS are invited from Sri Lankan citizens by the Commissioner General of Examinations for the limited competitive examination Scheduled to be held in Colombo in date **May 2021** to fill vacancies in the following posts of the Department of Government Factory. The candidates who fulfill the relevant qualifications can apply for all three posts.

<i>Post</i>	<i>No. of vacancies</i>
Workshop Assistant	04
Workshop Clerk	02
Timekeeper Clerk	04

1. *Salary* :

1.1 *Salary Code No.* : MN1-2016

1.2 *Salary Scale* : Rs. 27,140 -10x300 -11x350 -
10 x495-10x660 - Rs. 45,540.

2. *Grade to which recruitment is made* : Grade III

3. *Educational Qualifications* : Should be employed in non-technical, semi- technical and technical grades of the Primary Grade of the Department of Government Factory,
and

should have passed six (06) subjects with credit passes to the two (02) subjects of Language and Mathematics at the General Certificate of Education (Ordinary Level) Examination.

4. *Professional Qualifications* : Should have followed a course on computer word Processing/typesetting of not less than 03 months duration recognized by the Vocational and Tertiary Education Commission.

5. *Physical Qualifications* : Not relevant.

6. *Other Qualifications* :

- I. All the qualifications required for the recruitment for the post should be satisfied in each and every way as at the date mentioned in the notice calling for applications.
- II. The applicants should hold permanent posts in the Department of Government Factory and should be confirmed in such posts.
- III. Should have completed at least 05 years of continuous and satisfactory period of service in a permanent appointment immediately preceding the due date and the same shall be certified by the Head of the Department.

7. *Method of Recruitment* : Recruitments shall be made to above posts on the order of merit of the marks scored by applicants at the written examination and the preference of the applicants.

8. *Written Examination* :

8.1 *Written Examination* :

<i>Subjects</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Pass marks</i>
Language skills and understanding	01 hour	100	40
Mathematics including additions and intelligence test	01 hour	100	40

8.2 *Syllabus of the written examination* :

<i>Name of Question Paper</i>	<i>Syllabus</i>
Language skills and understanding	Comprises of questions on expression of views, understanding, spelling, use of simple grammar and summarizing. All questions should be answered.
Mathematics including additions and intelligence test	Comprises of questions for testing mathematical skills of applicants (addition, subtraction and division) and reasoning skills. All questions should be answered.

8.3 *Age* : Not relevant.

8.4 *General Interview*: No marks are allocated, only the qualifications will be verified.

9. The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size A-4 using both sides in the language medium he/she intends to appear for the examination. It should be specially noted that the application forms should be prepared that cages 01 to 08 appear on the first side of the paper and cages 09 to 12 appear on the other side of the paper and the rest to appear on the third page. The title of the

examination appearing on the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms. The applications perfected thus should be sent by registered post on or before 19.03.2021 to reach "Commissioner-General of Examinations, (Institutional and Foreign Examinations Branch), Department of Examinations, P.O. 1503, Colombo. Applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice. Therefore the candidates should ensure that the application is in line with the specimen application, it has been perfected with accurate information and that the receipt obtained against the examination fee has been affixed in the cage so as not to be detached. It is advisable to keep a photocopy of the application and the receipt of the payment.

10. The examination will be held in Sinhala, Tamil and English medium and the language medium of examination, mentioned originally in the application, cannot be changed subsequently.

11. The examination fee is Rs. 750.00. It should be paid before the closing date of applications at any Post Office/ Sub Post Office/ District Secretariat/Divisional Secretariat to be credited to Revenue Head 20-03-02-13 of the Commissioner General of Examination. The receipt obtained should be pasted in the relevant cage of the application form so as not to be detached. Stamps or money orders are not accepted as Examination fee. The fee is non- refundable and it will not be allowed to transfer the fee paid for this examination in favor of another examination. It is advisable to keep a photocopy of the receipt.

12.

12.1 Applications not in line with the specimen application, incomplete applications and applications received after the closing date will be rejected without any notice. It is advisable to keep a photocopy of the application perfected. The Commissioner General of Examinations will issue admission cards to all candidates whose applications have been received on or before the application closing date after paying the due examination fees, on the assumption that only those who have satisfied the qualifications mentioned in the *Gazette* notification have applied for the examinations. A notification will be published in newspapers

as soon as the admission cards are issued to the candidates by the Department of examinations. If the admission card is not received to any applicant even after 2 to 3 days of such advertisement, steps should be taken to notify the Institutional and Foreign Examinations Branch of Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate should be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

12.2 Issuance of an admission card to an applicant does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination or to be appointed to a post.

13.

13.1 Receipt of applications will not be acknowledged. The post to which the applicant is applying should be clearly indicated on the top left-hand corner of the envelope enclosing the application as "**Limited competitive examination for Management Assistant Non Technical - Segment 2 Officer Category of the Department of Government Factory -2020 (2021)**"

13.2 Applicants should submit their admission card to the supervisor on the first day of the examination.

14. *Attesting the Signature :*

- Applications should be forwarded through the Head of the Department and the due examination fee should, be paid and the receipt obtained thus should be affixed to the application.

- Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following identity cards should be submitted to the supervisor.
 - I. National Identity Card
 - II. Valid Passport
 - III. Valid Sri Lankan Driving License

Candidates should be dressed in a manner which exposes the full face (including ears) ensuring their clear identification. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily.

14.1 Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and issuance of results and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

14.2 Punishment for the provision of false information - When filling the application, the

candidates should exercise caution and accurate information should be provided. If a candidate is found to be not eligible to sit for this examination in accordance with regulations applicable to the examination, his /her candidature is liable to be cancelled at any stage prior to, during or after the examination.

14.3 Results of the Examination.-The results sheet of the applicants who have secured not less than 40% of marks for each subject, prepared on the order of the merit will be submitted to " Director General, Department of Government Factory, Kolonnawa". Results will be personally informed to all applicants or will be published on the website of Department of Examinations www.results.exam.gov.lk

14.4 In the event of any inconsistency between Sinhala, Tamil and English text of this *Gazette* Notification, the Sinhala text will prevail.

Director General,
Department of Government Factory.

Department of Government Factory,
Kolonnawa Road,
Kolonnawa,
09th of February, 2021.

SPECIMEN APPLICATION FORM

LIMITED COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POSTS OF MANAGEMENT ASSISTANT
NON TECHNICAL - SEGMENT 2 OFFICER CATEGORY OF THE DEPARTMENT OF GOVERNMENT FACTORY -2020 (2021)

For office use only

Medium of the Examination: Sinhala-2 Tamil-3 English-4 (Write the relevant number in the cage)

Post applying for: (Please indicate the Post Number in the order of preference of the candidate)

Post Number	Post
01	Workshop Assistant
02	Workshop Clerk
03	Timekeeper Clerk

Preference	Post Number
First	
Second	
Third	

01. Name in full of the Applicant (In English Block Letters)

.....

02. The address to which the admission of the examination should be sent :

I. In English Block Letters :

.....

II. In Sinhala/Tamil:

.....

03. Gender :- Male-0 Female-1

(Write the relevant number in the cage)

04. National Identity Card Number:

05. Mobile Phone Number:.....

06. Address :-

I. Personal Address :

.....

II. District :

.....

07. Date of Birth :

Year :, Month :, Date :

08. Civil Status :

09. Educational qualifications:

I. G.C.E. (Ordinary Level) Examination

Index No. :, Year:

Medium :

Subjects Passed	Grade	Subjects Passed	Grade
(1)		(6)	
(2)		(7)	
(3)		(8)	
(4)		(9)	
(5)		(10)	

II. G.C.E. (Advanced Level) Examination

Index No. :, Year:

Medium :

Subjects Passed	Grade
(1)	
(2)	
(3)	
(4)	

10. Details of vocational qualifications :

Serial No.	Name of the course	Institution	Duration	Results
01				
02				
03				

11. Other Qualifications :

.....

.....

12. If any post is held currently, details thereof:

I. Post and Grade :

II. Date appointed :

III. Institution :

IV. Whether the post is pensionable:

Declaration of the Applicant :

I declare that the information given herein are true and correct to the best of my knowledge. I am also aware that if any particulars contained herein are found to be false or incorrect I will be disqualified and if found to be false or incorrect after the appointment could be cancelled. I further declare that I am subject to the rules and regulations imposed by the Director General of Examinations in regard to the conduct of the examination and the release of results.

.....
Signature of the applicant.

Date :

13. Details of the payment of examination fee:

13.1 Examination fees paid Rs. (In letters).....

13.2 Receipt No. :

13.3 Office issued:

13.4 Date:.....

**Paste one edge of the receipt securely in this cage.
(Keep a photocopy with you.)**

14. **Certification of the Head of the Department :**

I do hereby certify that Mr./Mrs./ Miss who submits this application is serving in this department from and that he/she has completed

a satisfactory period of service of five years as at and that the information furnished in this application is accurate according to the reports available in this Department and that he/she has/ has not fulfilled the qualifications in the relevant notice and that the specified examination fee has been paid and the receipt is affixed herein.

_____,
Signature of the Head of the Department.
(Official Stamp).

Date :.....
Name of the Certifying Officer :.....
Post :.....
Address :.....
Official Stamp :.....