

**OPEN COMPETITIVE EXAMINATION
FOR RECRUITMENT TO THE POST OF
STENOGRAPHER/TYPIST (DEPARTMENTAL)
OF THE COMMISSION TO INVESTIGATE
ALLEGATIONS OF BRIBERY OR
CORRUPTION - 2018**

HEREBY notified that the Open Competitive Examination to recruit suitable candidates for 32 (thirty two) vacancies in the posts of Stenographer/Typist (departmental) of the Commission to Investigate Allegations of Bribery or Corruption will be held during the month of August 2018 by the Commissioner General of Examinations. Duly filled applications prepared as per the specimen at the end of this notification should be sent under registered cover to reach "Commissioner General of Examinations, organization and Foreign Examinations Branch, Department of Examinations, Sri Lanka, P. O. Box 1503, Colombo" on or before 11.06.2018. The left hand corner of the envelope containing the application should indicate "Post of Typist Sinhala/Tamil/English medium or Post of Stenographer Sinhala/Tamil/English medium".

(a) *Closing date of application.*- 11.06.2018.

Note : Complaints with regard to losses or delays of any application or any related document in the post will not be considered. Losses incurred by failure to submit application on the due date must be borne by the applicant.

01. *Mode of recruitment.*- Suitable applicants will be recruited upon a written and professional examination according to the order of marks on merit achieved by each candidate and the vacancies available. The vacancies are as follows :

| | |
|------------------------|------|
| Stenographer (Sinhala) | - 04 |
| Stenographer (Tamil) | - 02 |
| Stenographer (English) | - 04 |
| Typist (Sinhala) | - 14 |
| Typist (Tamil) | - 04 |
| Typist (English) | - 04 |

1.1 This examination will be conducted in Sinhala, Tamil and English medium. The applicant will select the medium for the examination and all examination papers should be answered in the same medium selected. The medium preferred in the application will not be allowed to change later.

02. *Terms of employment :*

- * This post is permanent and pensionable. Contributions should be made to the Widows' and

Orphans'/Widowers' and Orphans' Contributory Pension Scheme. (Should be subjected to the future policy decisions of the government on pensions scheme.)

- * Officers appointed to this post should be subjected to a probation period of three (03) years and the first efficiency bar examination should be passed during three (03) years probation period.
- * The Second Efficiency Bar should be passed before lapse of three (03) years after promoting to Grade II, the third efficiency bar examination should be passed before lapse of five (05) years after promoting to Grade I.
- * In terms of Public Administration Circular No. 07/2007 and 01/2014 and incidental circulars thereto the relevant proficiency in other official languages should be acquired within five (05) years.
- * This appointment is subject to the Procedural Rules of Public Service Commission, Administrative Regulations of the Democratic Socialist Republic of Sri Lanka, Public Financial Regulations, other regulations of the Commission to investigate Allegations of bribery or Corruption, circulars, regulations issued time to time by the government.

03. *Salary Scale.*- Monthly salary scale of the post : Rs. 27,140 -10x300 - 11x350 - 10x495 - 10x660 -Rs. 45,540 (Salary Code - MN1-2016).

This salary scale is effective from 01.01.2020. The basic salary from 01.01.2018 is Rs. 21,532 and an adjustment allowance of Rs. 4,306 is payable.

04. *Qualifications.*- Educational/Professional qualification and experience :

- * Should possess six (06) passes with credit passes for two subjects including Sinhala/Tamil/English Languages and Mathematics in one sitting at the General Certificate of Education (Ordinary Level) Examination.

and

At least a pass mark for one (01) subject (excluding the general subject) at the General Certificate of Education (Advanced Level) Examination,

- * Should have successfully passed and possessed with a certificate of a course for Stenography/ Typing/computer with the duration of not less than six (06) months approved by Tertiary and Vocational Education Commission or have a credit pass for Typing and Stenography as a subject in the General Certificate of Education (Ordinary Level).

- * Should have working experience of six (06) months in a field relevant to the post.

Age limit.– The applicant should not be less than 18 years and not more than 30 years of age as at 11.06.2018. (Accordingly, the persons born on or before 11.06.2000 and on or after 11.06.1988 are eligible to apply to this post).

Physical Qualifications.– Should be physically and mentally fit to serve in any part of the island and to execute the duties of the post.

Other Qualifications :

- * Should be a Sri Lankan citizen,
- * Have an excellent character,
- * The applicants should have achieved all qualifications required to recruit to the post as at the due date mentioned in the *Gazette* notification,
- * A police clearance report will be called on all selected applicants to examine the suitability of each person to serve in the Commission.

05. *Method of Recruitment :*

5.1 *Written examination :* Will be conducted by the Commissioner General of Examination :

| <i>Subjects</i> | <i>Syllabus</i> | <i>Time</i> | <i>Maximum Marks</i> | <i>Minimum Marks to pass</i> |
|-------------------------------------|--|-------------|----------------------|------------------------------|
| General Knowledge and Essay Writing | * This paper consist of questions to evaluate general knowledge on contemporary local and global incidents (60 multiple choice question) | 01 hour | 100 | 40% |
| | * Essay writing on a selected topic out of several topics given of temporarily importance. (ability to present special thoughts, language skill, accuracy of grammar, spellings will be evaluated) | 01 hour | | |

5.2 *Professional test :* Will be conducted by the Commissioner General of Examination :

| <i>Subjects</i> | <i>Syllabus</i> | <i>Maximum Marks</i> | <i>Minimum Marks to Pass</i> |
|---|--|----------------------|------------------------------|
| Stenography and computer typing (Sinhala/Tamil/English) (For the applicants of the post of Stenographer only) | A paragraph read continuously in a period of 05 minutes should be taken into short-hand writing by 80 words per minute and computer type-written by 07 words per minute. | 100 | 40% |
| Computer type writing (Sinhala/Tamil/English) (For the applicants of the post of Typist only) | A paragraph read continuously in a period of 05 minutes should be computer type-written by 80 words per minute | 100 | 40% |

5.3 Candidates who have achieved not less than 40% marks for written examination will be called for the professional examination.

5.4 *General Interview :* This interview will be held by an interview board appointed by the Director General of the Commission to Investigate Allegations of Bribery or Corruption, to examine the qualifications of each candidate according to the recruitment procedure and the *Gazette* notification and to examine physical competency as well.

- * The appointing authority according to the order of marks on merit achieved at the professional examination and the available vacancies shall decide the number of candidates to call for the interview as the case may be.

06. The application should be prepared using 22-29cm. size. A4 sheets denoting 01-07 headings on first page. The details of the application should be dully filled by own hand writing of the applicant. Incomplete applications and the applications not in accordance with the specimen will be rejected without any notification. It is advisable to keep a photocopy of the application with the candidate. It is the responsibility of the candidate to verify that the perfected application complies with the specimen given in the notification, as otherwise the application may be rejected.

- 6.1 *Identity of the candidate.* - Candidates must provide one of the following documents to the supervisor of the examination hall to prove the identity.
- National Identity Card issued by the Department of Registration of Persons,
 - A valid passport.

The candidates who passed written examination are bound to produce any of the following documents at the interview or any other requested time.

- Educational Certificates,
- Birth Certificate,
- National Identity Card,
- Certificates of experience,
- Two character certificates (one should be issued by the Grama Niladhari countersigned by the Divisional Secretary).

N.B.

- Post/Posts applied should be clearly indicated on application.
- Copies of the educational and professional certificates should be attached with the application.
- Applications of the candidates who fail to produce documents when requested to do so will be not considered.

07. *Examination fee.* - The fee for the examination will be Rs. 750. This should be paid before closing date of applications only at any Post Office, Sub Post Office, to be credited to the Revenue Head 2003-02-13 of the Commissioner General of Examination. The receipt obtained

to the name of the applicant upon payment of examination fee should be firmly pasted on due place of the application. (It is advisable to keep a photocopy of the receipt for future requirements). The examination fee once paid will not be refunded under any circumstances. Money orders and stamps will not be accepted.

08. *Scheme of examination :*

- 8.1 On the assumption that only the applicants who have achieved the qualifications prescribed in the *Gazette* Notification have applied for the examination, the Commissioner General of Examination will issue admission cards to the applicants within the age limits specified in the notification and who have forwarded duly completed applications with the receipt having paid prescribed examination fee on or before final date. The Department of Examinations will publish a notice in newspapers immediately after issuing admission cards to the applicants. Any applicant who has not received admission card within 02 or 03 days after publishing the notice in the newspaper should inquire from the Organization of Foreign Examinations Branch of the Department of Examinations stated in the notification. It is advisable to inquire with the name of the examination applied, full name of the applicant, National Identity Card number and the address correctly. Applicants residing outside Colombo should inquire by fax through the number in the notice with particular details and a fax number to deliver the admission card promptly. Copy of the application, copy of the receipt relevant to payment of examination fee/ receipt of postal registration should be kept secured with the applicant to prove details when asked by the Department of Examinations at such inquiry.

The signature of the applicant in the application for the examination and admission card should be attested. An applicant applying for the examination through an institution should get the signature attested by the Head of the Institution or an officer authorized by him and other applicants should get their signatures attested by a Principal/retired officer of a Government School, Grama Niladhari of respective division, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officers in Three Forces, a permanent officer in public service who draws an annual salary above Rs. 334,452 or the Chief Incumbent of a Buddhist Vihara or a Nayaka Buddhist Monk, the incumbent of a place of workshop of any other religion or a religious dignitary of standing of any other

religion. Candidates must sit for the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrendered it to the supervisor of the hall on the first day he presents himself for the examination. Candidates who fail to submit admission card are not permitted to sit for the examination.

8.2 The result list of qualified candidates as per the merit order of total marks achieved through written examination and professional examination will be handed over to the "Director General, Commission to Investigate Allegations of Bribery or Corruption". All candidates sat for the written examination will be notified respective marks by post or by the website of the Department of Examinations, www.results.exams.gov.lk

8.3 Issuance of an admission card to a candidate should not be considered as the candidate has fulfilled the qualifications required for the post.

8.4 Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting examination.

Breach of these rules by any candidate shall be liable to a punishment imposed by the Commissioner General of Examinations.

09. This appointment is subject to the Procedural Rules of Public Service Commission, circular regulations issued from time to time on public service, service minute and the amendments imposed.

10. The final decision of filling or non-filling all vacancies or part thereof shall be reserved by the appointing authority.

11. In the event of any inconsistency between Sinhala, Tamil and English texts of this notice, the Sinhala text will prevail.

SARATH JAYAMANNE, PC
Director General.

Commission to Investigate Allegations of Bribery or Corruption,
No. 36, Malalasekera Mawatha,
Colombo 07,
On this 26th day April, 2018.

Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF STENOGRAPHER/TYPIST (DEPARTMENTAL) OF THE COMMISSION TO INVESTIGATE ALLEGATIONS OF BRIBERY OR CORRUPTION - 2018

Post/Posts applied

| | |
|---------------------------|--------------------------|
| 1. Stenographer (Sinhala) | <input type="checkbox"/> |
| 2. Stenographer (Tamil) | <input type="checkbox"/> |
| 3. Stenographer (English) | <input type="checkbox"/> |
| 4. Typist (Sinhala) | <input type="checkbox"/> |
| 5. Typist (Tamil) | <input type="checkbox"/> |
| 6. Typist (English) | <input type="checkbox"/> |

Language medium preferred for written test :

2. Sinhala
3. Tamil
4. English

01. Name indicating last name first and initials of other names at the end : _____.
(In English block capital letters)
Eg. : Nimal A. B. C. D.
02. Names denoted by initials (In English block capital) : _____.
03. Full name (Sinhala/Tamil) : _____.
04. (i) Permanent address in English capital letters (Admission card will be sent to this address) : _____.
(ii) Official Address (If in public service) : _____.

05. National Identity Card No. :

06. Sex : Male - 0
 Female - 1

07. Ethnicity : (Sinhalese - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, Other –5)

08. Date of birth : Year Month Date

Age as at 11.06.2018 : Years Months Days

09. Contact No. : Mobile :

Fixed :

10. Educational Qualifications :
 G. C. E. (Ordinary Level) :

| Subject | Grade |
|---------|-------|
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| | |

| Subject | Grade |
|---------|-------|
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G. C. E. (Advanced Level) :

| Subject | Grade |
|---------|-------|
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| | |

11. Courses relevant to the post :

Institution : _____.
 Details of practical certificate/Diploma Certificate : _____.

Professional Qualifications :
 Professional experience as at 11.06.2018 : _____.
 Years : _____. Months : _____. Days : _____.

Other Qualifications :
 1. _____
 2. _____
 3. _____

12. Have you ever been subjected to dismissal from Public Service or vacation of post : Yes/No : _____.

13. Have you ever been punished by a Court of Law for any offence ? Yes/No : _____.
 If yes, furnish relevant information : _____.

14. Details of the receipt received upon payment of examination fee :
 (i) Name of the office to which the examination fee was paid : _____.
 (ii) Receipt No. and date : _____.

(iii) Amount paid : _____.

Please affix firmly the receipt obtained on payment of examination fee so as to be unglued (Keeping a photocopy of the receipt with you would be vital)

I do hereby state that the particulars given by me in the application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect before selection, I am subject to be disqualified or dismissed from the service without any compensation if it is revealed after selection. Furthermore, I agree to abide by rules and regulations of the Commissioner General of Examinations regarding the conducting of the examination.

_____,
Signature of Applicant.

Attestation of Applicant's Signature

I certify that Mr./Mrs./Miss who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on this day of 2018. I also certify that he/she has paid the due examination fee and has attached the paid receipt.

_____,
Signature.

Name and Designation : _____.
Address : _____.
Official Frank : _____.
Date : _____.

Note : The signature of the applicants in Public Service should be attested by the Head of the Department or by an authorized officer.

If the applicant already in Public Service :

I hereby certify that the Mr./Mrs./Miss serves in this Department and he/she can't be released from his/her present post if he/she is selected.

_____,
Signature of Head of the Department.

Date : _____.
Name : _____.
Designation : _____.
Department : _____.