Office Staff Circular letter No: 01/2020

My No. SG/Examinations/Ins.Tec./2020
Examination Branch
Surveyor General’s Office
Colombo 05.

..t..01.2020

To all officers in the post of Instrument Technician.

**Efficiency Bar Examination for the post of Instrument Technician - 2020**

Arrangements have been made by the Examination Branch of the Survey Department to conduct the efficiency bar examination relevant to the post of Instrument Technician on March and August 2020, in terms of the scheme of recruitment for the Management Assistant Technical Group Service Category 3 of the Survey Department approved under No: PSC/EST/06-01-39/01/2015 of Public Service Commission on 13.11.2014.

2. Closing date of applications by the examination branch for each examination is as follows.

<table>
<thead>
<tr>
<th>Examination</th>
<th>March Examination</th>
<th>August Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Efficiency Bar Exam.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Second Efficiency Bar</td>
<td>2020.02.20</td>
<td>2020.06.29</td>
</tr>
<tr>
<td>Third Efficiency Bar Exam.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. All these examinations are conducted according to the syllabuses mentioned in Annexure 02, 03 and 04 of the above mentioned scheme of recruitment.

4. All the applicants those who are intended to appear for this examinations should send their duly completed applications as per the specimen attached herewith to reach the Senior Superintendent of Surveys (Examinations) **on or before the respective closing date** to the following address.

   Senior Superintendent of Surveys (Examinations)
   Examination Branch
   Surveyor General’s Office
   P.O. Box 506
   Colombo

5. The Examination Centers and the dates of examinations will be informed later.

   S.M.P.P. Sangakkara
   Surveyor General

   S. M. P. P. Sangakkara
   Surveyor General
   Surveyor General’s Office
   Colombo 05.
Application for Efficiency Bar examinations in the posts of instrument technician belong to the Management Assistant Technical Seg 3

Year & Month: ..............................

Language Medium of Examination
Sinhala  - 1
Tamil   - 2

(Index No. for use of Examination Branch)

01. (i) Name with Initials (Mr./Mrs./Miss.)(In block capitals): .................................................................

(ii) Names denoted by Initials (In block capitals): .....................................................................................

(iii) Full Name of the Candidate (In block capitals): ..................................................................................

02. Employee No.: ...........................................

03. Present working Office/Branch: .........................................................

04. Date of Birth: ......................................................

05. Gender: (Male/Female) ..................................................

06. Date of First Appointment: ......................................................

07. Date of Confirmation in the Service: ................................................

08. Efficiency Bar: First / Second / Third

09. If appear for second/third Efficiency Bar;
   i) Year which passed the First Efficiency Bar Examination: .............. Index No.: ..............
   ii) Year which passed the Second Efficiency Bar Examination: .............. Index No.: ..............
   iii) Date which appointed to Grade II/ I: ........................................

10. Present Annual Salary: ......................................................

I do hereby certify that the above information's are true and correct.

Date: ..........................................................

Signature of Applicant
(a) Recommendation of Supervising Officer:

Previous year progress of Mr./Mrs. ....................................................... is satisfactory / not satisfactory. It is recommended / not recommended giving permission to sit for the examination.

Date: ........................................
Name: .................................................................
Rubber Stamp: .................................................................  Supervising Officer's Signature

(b) Recommendation of Snr. Supdt. of Surveys:

There are /no disciplinary inquiries against the applicant. If so references and states about disciplinary actions:

..................................................................................................................

Application is recommended/not recommended.

Date: ........................................
Name: .................................................................  Snr. Supdt. of Survey's Signature
Rubber Stamp: .................................................................

(c) Recommendation of the staff officer of the Establishment Branch:

Snr. Supdt. of Surveys (Examinations),

Applicant is eligible/not eligible to appear for the examination according to the scheme of recruitment.
Applicant is /is not an employee in Grade III / II / I.
Applicant has been/has not been confirmed in the service.
Applicant has passed/has not passed the First / Second / Third Efficiency Bar examination in the year ........................
Information that have been produced are correct/should be corrected as follows.

..................................................................................................................

The applicant is eligible/not eligible for appear for the Examination.

Date: ........................................
Name: .................................................................  Staff Officer's Signature
Rubber Stamp: .................................................................

For use of Examination Branch

1. Application is forwarded for Examination.
2. Since delay it is rejected.
3. Rejected due to ineligibility.

Date: ........................................  Subject Officer

..................................................................................................................

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Date: ........................................
Name: .................................................................  Snr. Supdt. of Surveys (Examinations)
Rubber Stamp: .................................................................