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## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,447 – 2025 ජූලි මස 25 වැනි සිකුරාදා – 2025.07.25  
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(Published by Authority)

### PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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#### IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 15th August, 2025, should reach Government Press on or before 12.00 noon on 01st August, 2025.

#### Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette."

S. D. PANDIKORALA (Acting),  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
09th June, 2025.

This Gazette can be downloaded from [www.documents.gov.lk](http://www.documents.gov.lk)



## 1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

## 2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

## 3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

## 4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

## 5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

## 6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

## 7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

## Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations.

Department of Examinations,  
Pelawatta, Battaramulla.

## Post - Vacant

### PUBLIC SERVICE COMMISSION

#### Filling vacancies in the post of Director in Grade I of the Sri Lanka Architects' Service under Section 11.2 of the Minute of the Sri Lanka Architects' Service No. 1877/28 dated 28.08.2014

APPLICATIONS are hereby called from the officers who have satisfied the required qualifications and have been promoted to Grade I of the Sri Lanka Architects' Service and in active service at present to be appointed to the post of Director in Grade I of Sri Lanka Architects' Service created at the Ministry of Urban Development, Construction and Housing by the Department of Management Services in terms of the provisions of the Minute of the Sri Lanka Architects' Service, published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1877/28 dated 28.08.2014, revised by the *Gazette Extraordinary* No.1994/68 dated 24.11.2016 and the revised provisions made to Section 11.2 of the said service minute by the *Gazette Extraordinary* No.2085/46 dated 24.08.2018 which is in effect from 01.01.2006.

#### 01. Number of vacancies:

Serial No.	Department	Post	Number of vacancies
01	Ministry of Urban Development, Constructions and Housing	Director (Grade I of Sri Lanka Architects' Service)	01 post

#### 02. Qualifications to be satisfied:

I. Shall be an officer in Grade I of the Sri Lanka Architects' Service

#### 03. Method of selecting to the posts:

The appointments will be made to the relevant post conforming to the number of vacancies mentioned above, depending on the order of the aggregate marks allocated for their seniority and merit, by way of directing them to a structured interview, conducted by an interview board approved by the Public Service Commission, which allocates marks as per the below-mentioned marking scheme approved by the said Commission. The effective date of the appointment will be determined by the Public Service Commission.

#### 04. Marking Scheme:

Appointment to the posts in Grade I of Sri Lanka Architects' Service on seniority and merit for - Approved marking scheme	Maximum marks	Total Marks
<b>01. Work experience</b> Marks will be allocated for active and satisfactory period of service in Grade I of the Sri Lanka Architects' Service  <b>1.1.</b> The maximum marks will be given to the officer with the longest period of service in Grade I of the Sri Lanka architects and the other officers will be given marks proportionately as per Public Service Commission Circular No. 01/2019.	65	<b>65</b>
<b>02. Merit</b> <b>2.1. Additional educational qualifications</b> <b>02.1.1</b> Postgraduate degree	05	<b>30</b>

Appointment to the posts in Grade I of Sri Lanka Architects' Service on seniority and merit for - Approved marking scheme	Maximum marks	Total Marks
<p><b>02.2 Contribution made as an Architect with regard to the upliftment of education in Architecture and the profession</b></p> <p><b>02.2.1</b> Publications related to the field Research publications (Published papers in journals or conferences) 03 marks for each publication (a maximum of 2 publications) Articles for newspapers and magazines</p> <p>- 02 marks for each publication (a maximum of 3 publications)</p> <p><b>02.3</b> For posts held by the officer at a recognized local/ foreign institution in relation to Architecture</p> <p>02 marks for each post held by the officer (Written confirmations should be submitted and marks will be allocated for a maximum of three posts.)</p> <p><b>02.2.3</b> For commendations</p> <p>01 mark for each letter of commendation issued by the Head of the Institution</p> <p>through Form General 230b (for a maximum of 03 letters of commendation)</p> <p><b>02.3</b> A PowerPoint Presentation of 10-minutes on how to contribute to the role of the selected post.</p> <p>i. Relevancy - 02 Marks ii. Creativity - 02 Marks iii. Innovations &amp; Suggestions - 02 Marks iv. Time Management - 02 Marks v. Proficiency in English - 02 Marks</p> <p><i>Note-</i></p> <p>(a) Marks can be obtained under criterion (v) above only if the applicant does this presentation in English language. (b) The hard copy of the presentation must be submitted to the board of interview at the time of the presentation. In addition, it is compulsory to submit a hard copy of the presentation prepared in English medium.</p>	<p>06</p> <p>06</p> <p>03</p> <p>10</p>	
<p><b>3. Merit proved at the interview</b></p> <p>a) Leadership - 02 marks b) Communication skills - 02 marks c) Personality - 01 mark</p>		<b>05</b>
<b>Total Marks</b>		<b>100</b>
<p><b>N.B. -</b></p> <p>I. Written confirmations should be submitted for all the publications presented for obtaining marks under 2.1.1 and 2.2.1</p>		

05. The officers who are selected will be appointed to the above posts in Grade I of the Sri Lanka Architects' Service, which have fallen vacant, by the Public Service Commission with effect from the date of assumption of duties in the respective post, subject to the general conditions that govern the appointments in the public service, the terms and conditions imposed in the Minute of the Sri Lanka Architects' Service (published in the *Gazette* of the Democratic Socialist Republic of Sri Lanka No. 1877/28 dated 28.08.2014) and the revisions that have been made or shall be made in the future to the said service minute.
06. Officers who have satisfied the minimum qualifications indicated in this notification and are in active service shall strictly be called for the interview.
07. Application perfected in accordance with the following format should be sent along with the recommendation of the Head of the Department by registered post to reach "Secretary, Ministry of Public Administration, Provincial Councils and Local Government" on or before 22 August 2025. The words "Filling vacancies in the posts in Grade I of the Sri Lanka Architects' Service" should be clearly written on the top left-hand corner of the envelope in which the application is enclosed. No application received after the said date shall be accepted and complaints on applications getting lost or delayed in the post shall not be considered.
08. In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.
09. The application can also be downloaded through [www.pubad.gov.lk](http://www.pubad.gov.lk).

On the order of the Public Service Commission,

S. ALOKABANDARA,  
Secretary,

Ministry of Public Administration, Provincial Councils and Local Government.

22<sup>nd</sup> July, 2025,  
Ministry of Public Administration, Provincial,  
Councils and Local Government,  
Independence Square,  
Colombo 07.

## PUBLIC SERVICE COMMISSION

### **Application for filling vacancies in the post of Director in Grade I of Sri Lanka Architects' Service at the Ministry of Urban Development, Construction and Housing based on the seniority and merit of the officers in Grade I of the Sri Lanka Architects' Service**

#### 01. Particulars of the officer

i. Name in full (In Sinhala):-

.....

ii. Name in full (In English block letters):-.....  
(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

iii. Name with initials (In English block letters):-.....  
(Eg: GUNAWARDHANA, H. M. S. K.)

iv. Sex :- Female ☐ Male ☐

- v. Date of Birth :- Year  Month  Date
- vi. National Identity Card No. :-
- vii. Permanent address:-.....  
.....
- viii. Permanent address (In English block letters) :-.....  
.....
- ix. Age as at the closing date of application :-  
Years ..... Months.....Days.....
- x. Telephone No. :-  
Mobile:   
Office:   
E- mail: .....

**02. Particulars of the post**

- i. Date of appointment to Grade I of the Sri Lanka Architects' Service:- .....
- ii. Period of service from the date of appointment to Grade I of the Sri Lanka Architects' Service to the closing date of submitting applications :-  
Years  Months  Days
- iii. Current workplace and the address :-
- iv. Post held at present:-
- v. Date of appointment to that post :-
- vi. Educational and Professional Qualifications:-

Serial number	Educational Qualifications	Year in which the qualification was satisfied	Institution
1.			
2.			

- vii. Qualifications related to the field:-  
Special contribution made in the relevant field

Researches and publications	Details	Relevant year

The abstract should be presented during the interview.

03. Have you obtained no-pay or half-pay leave since the date of appointment to Grade I of the Sri Lanka Architects' Service?

Serial number	Matter	No-pay/ Half-pay leave	Duration	
			From	To

(ii) Have you obtained all salary increments in the five years immediately preceding the closing date of application?

Yes

☐

No

☐

04. (i) Have you been subject to any disciplinary punishment during the last five years? .....

(ii) Are there any ongoing disciplinary inquiries? .....

05. Declaration of the applicant

I hereby certify that the particulars mentioned above are true and correct to the best of my knowledge.

.....

Date

.....,

Signature of the Officer.

06. Recommendation and certification of the Head of the Department

Delete the inapplicable words.

- I. No disciplinary action has been taken or is intended to be taken against the applicant. (If disciplinary action has been taken, the date on which the officer committed the offense: State the particulars of the disciplinary action such as punishments.)
- II. The applicant has taken/ has not taken no-pay leave or half-pay leave after the promotion to Grade I. (If any, indicate the relevant durations in the table below.)



## **Examinations, Results of Examinations &c.**

### **DEPARTMENT OF POSTS**

#### **Open competitive examination for recruitment to the post of Grade III Postal Service Officer of Non-Technical/ Technical Officer Category - Supervisory Management Assistant of the Department of Posts, Sri Lanka-2025**

IT is hereby announced that the open competitive examination for recruitment to the post of Grade III Postal Service Officer of Non-Technical/ Technical Officer Category - Supervisory Management Assistant of the Department of Posts, Sri Lanka will be conducted on **October 2025**.

Applications are invited from eligible applicants, on a district basis, to fill 600 vacancies in Grade III of the Postal Service Officer position under the Non-Technical/Technical Officer Category – Supervisory Management Assistant of the Department of Posts, Sri Lanka. The application form has been published on the website of the Department of Examinations, Sri Lanka, [www.doenets.lk](http://www.doenets.lk) in “Online Applications – Recruitment Exams/E.B. Exams,” under “Our Services” and applications can only be submitted *via* Online. Online applications will be accepted from **9:00 a.m. on 28th July 2025** and will close at **9:00 p.m. on 15th August 2025**.

Applicants currently employed in the public/provincial public service must submit a copy of their application to the head of the institution to be filed in their personal file and at the time of the interview, they are required to present a copy of the application certified by the institutional head along with a service confirmation letter.

#### **2. Language Medium:**

This examination will be held in Sinhala, Tamil and English mediums. The selected medium of application shall not be permitted to change later.

#### **3. Qualifications for Recruitment:**

##### **(a) Educational qualifications :**

Having passed six subjects with six credit passes including Sinhala/Tamil/English and Mathematics at the G.C.E. (O/L) examinations in one sitting.

And

Having passed three subjects (excluding General Knowledge) at the G.C.E. (A/L) examination in one sitting.

##### **(b) Professional qualifications :**

Having obtained a certificate for completing a computer literacy course of not less than 360 hours at an institution registered with the Tertiary and Vocational Education Commission.

**Note :-** You can confirm whether the course you followed is offered by an institution and program registered with the Tertiary and Vocational Education Commission by accessing the website [www.tvcc.gov.lk](http://www.tvcc.gov.lk).

##### **(c) Physical fitness:**

Every applicant should be physically and mentally fit enough to serve in any part of Sri Lanka and to perform duties of the post.

##### **(d) Other qualifications :**

- i. Should be a citizen of Sri Lanka.
- ii. The Grama Niladhari Officer must certify that the applicant is of good character.
- iii. Both female/male can apply.
- iv. Should have fulfilled all the qualifications mentioned in 3(a) and (b) as at 15.08.2025 in every aspect.

- (e) If any applicants with special needs are appearing for this examination, it is compulsory to mention it in the application, and copies of the relevant medical certificates must be submitted along with the printed copy of the application.
- (f) The following outlines the district-based recruitment for 600 vacancies.

<i>District</i>	<i>Number of vacancies</i>
Colombo	204
Gampaha	42
Kalutara	27
Kandy	60
Matale	11
Nuwara Eliya	15
Galle	21
Hambantota	10
Matara	11
Jaffna	8
Kilinochchi	1
Mannar	3
Mullaitivu	1
Vavuniya	2
Ampara	11
Batticaloa	12
Trincomalee	5
Kurunegala	30
Puttalam	18
Anuradhapura	17
Polonnaruwa	09
Badulla	28
Monaragala	11
Kegalle	18
Ratnapura	25
Total	600

(g) Qualifications to belong to a district

To be eligible to compete for a vacancy in a specific district, the applicant must meet at least one of the following.

- The applicant was born in that district or has been a permanent resident of that district for at least three consecutive years within the five years immediately prior to the closing date for fulfilling the qualifications required for the examination, *or*
- He/She has received secondary education in that district for a continuous period of five years

**Note –**

- If an applicant's father or mother is serving in a transferable position in the government, provincial public service, or a public corporation, the applicant is permitted to select the birthplace of either parent as the district they belong to.

- ii. An applicant is not permitted to compete for vacancies in more than one district. Once a district is selected, it cannot be changed later.

#### 4. Examination centers

- The examination will be conducted only at examination centers established in the following cities. The city and city number for which the applicant wishes to sit the examination must be correctly indicated in the application as specified below and the changes to the selected city will not be permitted later.
- Two preferred cities may be indicated in the application and if an adequate number of candidates has not applied for a particular city, applicants will be assigned to an examination center established in another nearby city.
- Further, if adequate number of candidates have not applied for the establishment of examination centers in all or more of the proposed cities, the Department of Examinations will conduct the examination only in Colombo.

##### Examination centers

<i>District/City</i>	<i>District/City Number</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mullaitivu	13

<i>District/City</i>	<i>District/City Number</i>
Kilinochchi	14
Batticaloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25

#### 5. Method of Recruitment:

- Applicants who pass both papers of the written examination conducted on a district basis will be selected to fill the existing vacancies in each district, based on their district ranking according to the total marks obtained at the examination. (Subject to the condition that they may be transferred to any area of the island depending on service requirements.)
- In the event that all vacancies in a particular district cannot be filled, the remaining vacancies will be filled based on the ranking of applicants from other districts within the same province.
- If there are still vacancies remaining after applying criteria (i) and (ii) above, such vacancies may be filled according to the overall ranking of all applicants, without considering the district basis.
  - ❖ An Officer recruited under the district basis is not eligible to transfer outside the appointed district until the completion of at least 10 years of service within that district.
  - ❖ However, the appointing authority reserves the right to transfer an Officer outside the district at any time, based on service requirements or under exceptional circumstances.

#### 6. Age :

Applicants must be not less than 18 years and not more than 30 years of age as at the closing date for applications. (Accordingly, only those born on or before 15.08.2007 and on or after 15.08.1995 are eligible to apply)

### 7. Salary Scale:

The monthly salary scale as per the Public Administration Circular No. 10/2025 (PSO 2 – 2025) is Rs. 54,650 – 10 x 800 – 10 x 1,119. (No maximum)

### 8. Method of Application

- a) Online application forms for examination should be completed only in English language. It will be informed by SMS to the mobile phone number used to access the system or to the E-mail address, that the application submitted *via* online by the applicant was accepted/not accepted by the Department. Before completing the online application, it is required to download the instructions prepared for applying for the examination. The instructions given therein shall strictly be followed when filling the application form. Incomplete applications will be rejected without any notice.
- b) The applicant shall bear any consequences arising from the late submission of the application by the closing date.
- c) Applicants should prove their identity to the satisfaction of the supervisor for each subject they sit in the examination hall. Only the following documents will be accepted for that purpose.

- I. National Identity Card
- II. Valid Passport
- III. Valid Sri Lankan Driving License

Further, candidates must enter the examination hall without covering their faces, so that their identity can be confirmed, and without covering their ears, to ensure that no communication devices are being worn. Those who refuse to prove their identity will not be allowed to enter the examination hall. Moreover, the candidates should remain without covering the face and the ears from the moment they enter the examination hall until they leave the hall after examination.

### 9. Paying Examination Fee:

Examination fee is Rs.600/-. When paying the examination fees, the payment shall be made only under the following payment methods provided through the online system.

- i. Through any Bank Credit Card
- ii. Any Bank Debit Card with the facility of Internet Transactions
- iii. Online Banking Method of Bank of Ceylon
- iv. Any Branch of the Bank of Ceylon

#### Note :

- a) Instructions on how to make payments through the above methods are published on the website under the technical instructions related to the examination.
- b) Receipt of payment will be notified *via* SMS or e-mail. The full amount of examination fee shall be paid and applications with under or over payment of examination fee will be rejected. The Department of Examinations – Sri Lanka will not be held responsible for any errors occurring in the payment of examination fees through the abovementioned payment methods.
- c) The amount paid for the examination will not be refunded or transferred for any other examination by no means.

10. The Commissioner General of examinations will issue the admission cards only through Online to the applicants who have paid the prescribed examination fee, submitted the duly completed online applications on or before the closing date of applications, on the presumption that only the applicants who have fulfilled the qualifications referred to in the *Gazette* notification have forwarded the applications. The Department of Examinations will notify the applicants *via* a web notice / SMS immediately after the issuance of admissions. If an admission card is not received, the applicant should inquire with the Institutional Examination Organization Branch of the Department of Examinations as indicated in the notice. It is recommended to send an email to the email address provided in the notification, including a request

letter with the examination name, the applicant's full name, National Identity Card number, and address. Keeping a copy of the completed application and a copy of the receipt obtained on payment of the examination fee will be useful to verify any information requested by the Department of Examinations. The issuance of an admission to an applicant for the examination is not considered as an acceptance that he or she has fulfilled the qualifications to sit the examination. The admission should be carefully checked, and if there are any corrections to be made, they must be done in advance by contacting the Department of Examinations in accordance with the application. Requests for amendments made at the examination hall or during the interview will not be considered.

## 11. Conditions of Engagement and Service Conditions

- This post is permanent. Pensionable. Officers are subjected to any policy decision taken in future by the Government in connection to the pension scheme entitled to the position.
- If the selected applicants are not confirmed in another Government service position at that time, they will be appointed to the relevant post on a three-year probationary period. If he is already holding a permanent and pensionable post in Government service, the appointment will be subjected to a one-year acting period.

## 12. Examination Method:

The examination consists of two written papers as mentioned below:

	<i>Paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass marks</i>
01	Language Proficiency	01 ½ hours	100	40%
02	Aptitude Test	01 hour	100	40%

	<i>Name of the paper</i>	<i>Syllabus</i>
01	Language Proficiency	<p>This paper includes writing an essay and a summary. It assesses the candidate's ability to express opinions, organize and present ideas, their understanding of language, spelling and basic grammar.</p> <p>It measures knowledge of synonyms and antonyms, and strategies used in language usage.</p> <p>Candidates will be asked to explain the meaning of words in a single sentence based on a given text, write explanatory notes on that, select the most appropriate statement from a set of alternatives, and choose the correct answer from several options.</p> <p>All questions must be answered.</p>
02	Aptitude Test	<p>This paper is designed to assess the candidate's logical reasoning, analytical skills, ability to draw accurate inferences, general knowledge and intelligence. This paper consists of multiple-choice questions covering numerical ability, mathematical problems, general knowledge, environmental and related topics.</p>

In order to pass 40% or above marks must be obtained in each paper.

## 13. Method of Selection:

- Eligible candidates for these positions will be selected after an interview conducted to verify the qualifications mentioned in paragraph 03 above. (No marks will be awarded for the interview and only qualifications will be checked.)

- b) Candidates will be called for the interview based on their district rankings in the written examination and the applicants who do not possess the required qualifications as specified in the notification by the closing date of applications will not be eligible for an appointment.
  - c) Applicants will be selected to fill the prescribed number of vacancies in each district according to a priority list prepared based on the marks obtained in the written examination and the recommendations of the interview board, beginning with the highest-ranked candidate in each district.
  - d) The result sheet, including the total marks of candidates who have obtained not less than 40% for each subject, prepared according to district rankings, will be submitted to the Postmaster General by the Department of Examinations. Additionally, the results will either be personally notified to each candidate who sat for the examination or published on the website of the Department of Examination [www.results.exams.gov.lk](http://www.results.exams.gov.lk).
14. Applicants will be liable to rules and regulations imposed by the Commissioner General of Examination in relevant to conducting examination and issuance of results. If in case of violation of such rules and regulations, he/she will be liable to any penalty imposed by the Commissioner General of Examinations.

**15. Furnishing False Information:**

If an applicant is found not to have the required qualifications to appear for this examination, their candidature may be cancelled before, during, or after the examination, or at any time. If any information submitted by a candidate is found to be false, he/she may be dismissed from service even after recruitment.

The final decision on the facts not mentioned here, shall be the decision of the Postmaster General.

16. In the event of any inconsistency between the languages of this notification which is published in Sinhala, Tamil and English, the Sinhala text shall prevail.

CHAMISHA DE SILVA,  
Deputy Postmaster General (Administration).

S.R.W.M.R.P. SATHKUMARA,  
Postmaster General.

07-811

**MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCIL AND LOCAL GOVERNMENT**

**Efficiency Bar Examinations for Officers in Grade III of Class 1, Grade II of Class 1 and Grade I of Class 1 of Sri Lanka Information and Communication Technology Service – 2019(II)2025**

- 1.0 It is hereby notified that Efficiency Bar Examinations for the officers in Grade III of Class 1, Grade II of Class 1 and Grade I of Class 1 of Sri Lanka Information and Communication Technology Service - 2019(II)2025 will be held in Colombo on the 13.09.2025 and 14.09.2025, by the Director General of the Sri Lanka Institute of Development Administration, under the supervision of the Ministry of Public Administration, Provincial Councils and Local Government.
- 2.0 These examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette Extraordinary* No. 1894/26 dated 26.12.2014.

3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows:

<i>Serial No.</i>	<i>Name of the Examination</i>	<i>Code</i>
1.	Efficiency Bar Examination for officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT 1(III)
2.	Efficiency Bar Examination for officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT1(II)
3.	Efficiency Bar Examination for officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service	SLICT 1(I)

4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.

5.0 Applications for the examination can strictly be made online through [www.slida.lk](http://www.slida.lk), the official web site of the Sri Lanka Institute of Development Administration. A User Account should be created through “Apply for Examination” that appears at the top of the home page of the website or by logging in directly to <https://examinationportal.slida.lk> and then the relevant application can be filled out.

Filling of applications is strictly allowed during the period from **8.00 a.m. on 25.07.2025 up to 4.00 p.m. on 08.08.2025.**

6.0 **Examination Fees** - The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings, officers should pay Rs. 500/- if they sit for more than one subject and they are required to pay Rs. 300/- if they sit for only one subject.

II. Examination fees should be credited to the following bank account:

Name of the account – Secretary, Ministry of Public Administration, Provincial Councils and Local Government

Account number – 310100119027430

Bank – Peoples’ Bank, Bambalapitiya Branch

The receipt number relevant to the payment should be mentioned in the application and a photocopy of that receipt should be uploaded in the relevant place of the application.

III. Further, when crediting money to the account, the money deposit slip should be filled by entering the applicant’s name along with the applicant’s national identity card number as the payer and the code of the examination relevant to you as the reason for depositing the money (the codes should be as mentioned in Section 03). The officers who make the payment online should also mention the above particulars in the relevant places.

#### **Note**

This examination is conducted for the officers in Executive Category of the Government. Therefore, it is expected from the candidates that they will include accurate details when submitting their applications and pay the examination fees properly as required. Therefore, necessary action shall be taken against the applicants if instances such as inaccurately including important details such as the name and National Identity Card number of the applicant, submitting several applications by the same applicant, selecting an irrelevant service for the examination, including false information concerning the sitting of the examination and non-payment of the examination fees, are revealed. It is emphasized that the said action may be suspension of examination results, cancellation of candidature or other disciplinary punishments imposed after calling for explanation.

- 7.0 When filling out the application online, **it is compulsory for the applicant to have an active email address and mobile number**. Once the application is submitted online, a message acknowledging receipt of the same will be sent to that email address and mobile number.

After the screening of applications is completed, you can download the admission card by logging into the User Account created by you. You will be informed the same *via* SMS.

**It should be noted that admission cards will be sent to the applicants only *via* email.**

- 8.0 The contact numbers 011-5980264, 011-5980225, 011-5980236 of the Sri Lanka Institute of Development Administration are available for any clarification regarding the process for submitting applications from 8.30 a.m up to 4.30 p.m during working days of the week from 25.07.2025 up to 08.08.2025.
- 9.0 Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the **Telephone Number 011-5980264**. Candidates shall not be paid travelling expenses for appearing for the examination.
- 10.0 *Identity of Candidates* - 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 documents should be submitted to the supervisor:
- (i) The National Identity Card issued by the Department for Registration of Persons,
  - (ii) A valid Passport.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute of Development Administration.

- 11.0 The examination will be held in Sinhala, Tamil and English medium. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.
- 12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.
- 13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government once the results are issued by the Director General of Sri Lanka Institute of Development Administration to the Secretary. The relevant Heads of Departments shall make recommendations for confirmation of service and promotions of the officers according to the results.
- 14.0 *Scheme of Examination*: Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows:-

- 14.1 Efficiency Bar Examinations for Officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 13 of the service minute). The officers shall be in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks Prescribed for a pass</i>
Establishments Code and administration	01	100	03 hours	40
Financial Regulations and Public Sector Financial Management	02	100	03 hours	40
Management and organization	03	100	03 hours	40



14.1.1 Establishments Code and administration (Subject No.- 01)

A question paper based on the following.

- (i) Organizing office and field activities and methods of organization.
- (ii) The following chapters of the Establishments Code  
I, II, III, V, VI, VII, IX, XI, XXIII, XXV, XXVI, XXVII, XXVIII, XXIX, XXX, XXXI, XXXII, XXXIII, XLVII and XLVIII
- (iii) Procedural Rules of Public Service Commission.  
This question paper consists of essay type questions.

14.1.2 Financial Regulations and Public Sector Financial Management (Subject No.- 02)

One question paper based on the following.

- (a) Fiscal Governance in Sri Lanka, Constitutional Provisions Relating to Public Financial Management, Parliamentary Control Over Public Finance, Meaning of Fund, Consolidated Fund and its operation, Meaning and Methods of Appropriation, Contingencies Fund, Other Funds and their Operation, Government Revenue, Powers and Functions of the Minister of Finance, Warrants and Impress Authority, Auditor General, his Powers and Functions, Committee on Public Expenditure, Committee on Public Enterprises.
- (b) Appointment of Accounting Officer, Chief Accounting Officers and Revenue Accounting Officers and their powers and functions.
- (c) Internal Audit
- (d) Public Expenditure Planning and Management, Identification of Organizational Objectives and Functions, Identification of Government Policies, Goals, Targets and the Programmes, Planning and Appraisal of Development Projects and Programmes and Prioritization of them, Formulation and Finalization of Annual Estimates of Revenue and Expenditure.
- (e) Variations of Approval Estimates of Expenditure, Application of Virement Procedure, Management of Public Sector Cadres and Salaries, Total Cost Estimates and Revisions, Supplementary Estimates.
- (f) Losses and Waivers of Government Properties
- (g) Miscellaneous Accounting Matters
- (h) Delegation of Functions for Financial Control.
- (i) Custody of Public Money and Bank Accounts Procedure
- (j) Government procurement Procedure, procurement of Goods, Services and Works; Composition, Appointment, Powers and Functions of Procurement Boards and Technical Evaluation Committees, Procurement Evaluation Procedure, Management of Donor Funded Projects. This question paper shall consist of essay type questions.

14.1.3 Management and organization (Subject No. 03)

One question paper based on following

- (a) The principles of management and organization
- (b) The Application of these principles to problems and issues in the public sector
- (c) The modern tools and techniques of management

This question paper shall consist of essay type questions.

- 14.2 Efficiency Bar Examinations for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 14 of the service minute). The officers shall be in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

<i>Subject</i>		<i>Subject No.</i>	<i>Mark</i>	<i>Duration</i>	<i>Cut - off marks Prescribed for a pass</i>
Office management		04	100	01 hour	40
E- government concept and Information Technology Management	Question paper I- Multiple Choice Questions	05 - I	40	01 hour	16
	Question paper II – Essay type	05 - II	60	01 hour	24

14.2.1 Office Management (Subject No. 04)

Providing answers based on a given case in relation to management of human and physical resources of an office in public sector.

14.2.2 E- government concept and Information Technology Management (Subject No. 05)

(a) Question paper I- Multiple Choice Questions (Subject No. 05-I)

e-government concepts will consist of evolution of the e-Government system, its' stages, Basic elements of e-Government, e-Services and e-Government projects, state Information and Communication Technology Infrastructure, critical success factors of e-Government, e-Government Management Interoperability and Service Oriented Architecture.

(b) Question paper II – Essay type (Subject No. 05-II)

Information Technology Management will consist of life cycle of Information Technology Projects, Importance of each stage and requirement of specific resources, Basic principles of Information Technology management, Information Technology Resources management, Risks of Information Technology projects and minimizing them.

- 14.3 Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service (Schedule 15 of the service minute). The officers shall be in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service, which belongs to Public Service, to sit for this examination.

<i>Subject</i>		<i>Subject No.</i>	<i>Marks</i>	<i>Duration`</i>	<i>Cut-of marks Prescribed for a pass</i>
Information and Communication Technology Project	Project Report	06-I	60	-	30
	Presentation of the Project Report	06-II	40	30 minutes for the Presentation including Questions and answers session.	20

14.3.1 Project Report (Subject No. 06 - I)

Preparation of a project report of not less than Fifteen thousand (15, 000) words related to the subject filed of information and Communication Technology, Which can be practically applied to enhance the productivity of offices of public sector in Sri Lanka.

14.3.2 Presentation of Project Report (Subject No. 06 - II)

Presentation to the panel of examiners and answering the questions raised by the panel of examiners.

The time table for each subject of each examination is as follows;

Serial No.	Name of the examination	Subject		Subject No.	Date	Time
01	Efficiency Bar Examinations for Officers in Grade III of Class 1 of Sri Lanka Information and Communication Technology Service	Establishments Code and administration		01	13.09.2025	9.30 a.m -12.30 p.m.
		Financial Regulations and financial management in public sector		02	13.09.2025	1.30 p.m – 4.30 p.m.
		Management and organization		03	14.09.2025	1.00 p.m. – 4.00 p.m.
02	Efficiency Bar Examinations for Officers in Grade II of Class 1 of Sri Lanka Information and Communication Technology Service	Office Management		04	14.09.2025	9.30 a.m. – 10.30 a.m.
		e- government concept and information technology management	Question paper I - MCQ	05-I	14.09.2025	11.00 a.m. – 1.00 p.m.
			Question paper II – Essay type	05-II		
03	Efficiency Bar Examinations for Officers in Grade I of Class 1 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology Project	Project Report	06-I	Candidates will be informed the time schedule for the submission of the project report and the presentation of the project report after the closing date of application by the Director General of Sri Lanka Institute of Development Administration.	
			Presentation of the Project Report	06-II		

15.0 Any matter not provided for in this examination notification, the decision of the Secretary to the Ministry of Public Administration, Provincial Councils and Local Government shall be the final.

16.0 In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail.

S. ALOKABANDARA,  
Secretary,  
Ministry of Public Administration, Provincial Councils  
and Local Government.

16<sup>th</sup> of July 2025,  
Ministry of Public Administration, Provincial Councils,  
and Local Government,  
Independence Square,  
Colombo 07.

## MINISTRY OF PUBLIC ADMINISTRATION PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

### Efficiency Bar Examinations for Officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of Sri Lanka Information and Communication Technology Service - 2019(II)2025

- 1.0 IT is hereby notified that Efficiency Bar Examinations for the officers in Grade III of Class 3, Grade II of Class 3, Grade I of Class 3, Grade II of Class 2 and Grade I of Class 2 of the Sri Lanka Information and Communication Technology Service - 2019(II)2025 will be held in Colombo on the 13.09.2025, 14.09.2025 and 20.09.2025 by the Director General of the Sri Lanka Institute of Development Administration, under the supervision of the Ministry of Public Administration, Provincial Councils and Local Government.
- 2.0 (a) These Examinations shall be held as per the provisions of the Minute of Sri Lanka Information and Communication Technology Service published in the *Gazette Extraordinary* No. 1894/26 dated 26.12.2014.
- (b) If there are officers who have not passed the Efficiency Bar Examination, because no prescription has been made either in the procedure of recruitment of the previous post or in the letter of appointment in respect of the Efficiency Bar, they shall pass the Efficiency Bar Examination prescribed for the Grade of the relevant Class within a concessionary period of three years from the date on which above Service Minute has been published in the Gazette notification.
- 3.0 Efficiency Bar Examinations which are due to be held in respect of the above services will be as follows:-

Serial No:	Name of the Examination	Code
1.	Efficiency Bar Examination for officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3(III)
2.	Efficiency Bar Examination for officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3(II)
3.	Efficiency Bar Examination for officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service	SLICT 3(I)
4.	Efficiency Bar Examination for officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	SLICT 2(II)
5.	Efficiency Bar Examination for officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service	SLICT 2(I)

- 4.0 The candidates will be bound by the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration with regard to this examination. Candidates will be subjected to any punishment imposed by Disciplinary Authority for violation of these rules.
- 5.0 Applications for the examination can strictly be made online through [www.slida.lk](http://www.slida.lk), the official web site of the Sri Lanka Institute of Development Administration. A User Account should be created through “Apply for Examination” that appears at the top of the home page of the website or by logging in directly to <https://examinationportal.slida.lk> and then the relevant application can be filled out.

Filling of applications is strictly allowed during the period from **8.00 a.m on 25.07.2025 up to 4.00 p.m. on 08.08.2025.**

- 6.0 I. **Examination Fees** :- The officers appearing for the examination for the first time need not pay the examination fees. However, for subsequent sittings, officers should pay Rs. 500/- if they sit for more than one subject and they are required to pay Rs. 300/- if they sit for only one subject.

II. Examination fees should be credited to the following bank account.

Name of the account – Secretary, Ministry of Public Administration, Provincial Councils and Local Government  
Account number – 310100119027430  
Bank – Peoples' Bank, Bambalapitiya branch

The receipt number relevant to the payment should be mentioned in the application and a photocopy of that receipt should be uploaded in the relevant place of the application.

- III. Further, when crediting money to the account, the money deposit slip should be filled by entering the applicant's name along with the applicant's national identity card number as the payer and the code of the examination relevant to you as the reason for depositing the money (the codes should be as mentioned in Section 03). The officers who make the payment online should also mention the above particulars in the relevant places.

**Note :**

This examination is conducted for public officers. Therefore, it is expected from the candidates that they will include accurate details when submitting their applications and pay the examination fees properly as required. Therefore, necessary action shall be taken against the applicants if instances such as inaccurately including important details such as the name and National Identity Card number of the applicant, submitting several applications by the same applicant, selecting an irrelevant service for the examination, including false information concerning the sitting of the examination and non-payment of the examination fees, are revealed. It is emphasized that the said action may be suspension of examination results, cancellation of candidature or other disciplinary punishments imposed after calling for explanation.

- 7.0 When filling out the application online, **it is compulsory for the applicant to have an active email address and mobile number**. Once the application is submitted online, a message acknowledging receipt of the same will be sent to that email address and mobile number.

After the screening of applications is completed, you can download the admission card by logging into the User Account created by you. You will be informed the same via SMS.

**It should be noted that admission cards will be sent to the applicants only via email.**

- 8.0 The contact numbers 011-5980264, 011-5980225, 011-5980236 of the Sri Lanka Institute of Development Administration are available for any clarification regarding the process for submitting applications from 8.30 a.m up to 4.30 p.m during working days of the week from 25.07.2025 up to 08.08.2025.

- 9.0 Heads of Departments should grant duty leave for the officers who possess admissions enabling them to sit for the examination. If it is required to get their candidature confirmed, it can be done through the **telephone number 011-5980264**. Candidates shall not be paid traveling expenses for appearing for the examination.

- 10.0 Identity of Candidates - 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 documents should be submitted to the supervisor:-

- (i) The National Identity Card issued by the Department of Registration of Persons;
- (ii) A valid Passport.

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director General of Sri Lanka Institute of Development Administration.

- 11.0 The examination will be held in Sinhala, Tamil and English medium. The officers shall sit for this examination in the language medium in which they have sat for the examination for entering into the relevant service or in an official language. The officers who have joined the service without a competitive examination shall sit for this examination in

the language medium of education or an official language. Candidates shall not be allowed change language medium applied initially.

12.0 The officers may, on their discretion can appear for each subject of the examination at different sittings.

13.0 The results of the examination shall be published in the web site of the Ministry of Public Administration, Provincial Councils and Local Government by the Director General of Combined Services once the results are issued by the Director General of Sri Lanka Institute of Development Administration. The relevant Heads of Departments shall make recommendations for confirmation of service and promotions of the officers according to the results.

14.0 Scheme of Examination: Subjects and the syllabus of each Efficiency Bar Examination for the officers are as follows.

14.1 Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 8 of the service minute). The officers shall be in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks prescribed for a pass</i>
Establishments Code	01	100	01 hour	40
Financial Regulation	02	100	01 hour	40

14.1.1 Establishments Code (Subject No. - 01)

It is expected to measure the basic knowledge of the public officer on the Establishments Code and Procedural Rules of Public Service Commission. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

14.1.2 Financial Regulations (Subject No. - 02)

It is expected to measure the basic knowledge of the officer on Financial Regulations and Store management and the understanding on the activities related to cash control registers. The question paper consists of questions for short answers and structured questions. All the questions shall be answered.

14.2 Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 9 of the service minute). The officers shall be in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut - off marks Prescribed for a pass</i>
Office systems and procedure	03	100	02 hours	40
Information and Communication Technology	04	100	03 hours	40

14.2.1 Office systems and procedure (Subject No. - 03)

It is expected to measure the knowledge of the candidates on the office systems applied in public offices and ability to apply them. The question paper consists of structured questions. All the questions shall be answered.

#### 14.2.2 Information and Communication Technology (Subject No. - 04)

It is expected to test the knowledge of the candidates on the wider application of ICT and the common concepts ICT in public offices. (The method of application of ICT in government organizations. The papers will be consisted following ICT areas such as adequate knowledge on Computer Networks and Data Communication, knowledge on General Purpose Software and Specific Application Software, Knowledge on Data Security and Backing up SW, Basic measure to enhance availability of computer systems and Data security)

This paper consist of two parts.

Part I – A multiple choice question paper. Duration is 01 hour. (40 marks)

Part II – Essay type question paper. Duration 02 hours. (60 Marks)

14.3 Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service (Schedule 10 of the service minute). The officers shall be in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut-off marks prescribed for a pass</i>
Information and Communication Technology (Written Test)	05	50	01 hour	20
Information and Communication Technology (Practical Test)	06	50	01 hour	20

#### 14.3.1 Information and Communication Technology – Written Test (Subject No. 05)

- I. Application of software for office activities and knowledge in this regard
- II. Knowledge in computer networking
- III. Knowledge in identification and rectification of errors in computer Software/ Hardware

This question paper consists of questions for short answers and essay type questions. All the questions shall be answered.

#### 14.3.2 Information and Communication Technology – Practical Test (Subject No. 06)

- I. Practical knowledge in using software for office activities
- II. Practical Knowledge in computer networking
- III. Practical knowledge in identification and rectification of errors in computer Software/ Hardware

14.4 Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 11 of the service minute). The officers shall be in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut – off marks prescribed for a pass</i>
Establishments Code	07	100	02 hours	40
Financial Regulations	08	100	02 hours	40

#### 14.4.1 Establishments Code (Subject No. 07)

It is expected to test the general knowledge of the officer on provisions in Establishments Code/ Procedural rules of the Public Service Commission and his/her ability to apply his/ her knowledge practically. This paper shall be prepared based on Chapters of Volume I and Volume II of the Establishments Code and Procedural rules of the Public Service Commission. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

#### 14.4.2 Financial Regulations (Subject No. 08)

It is expected to test basic knowledge and understanding of the candidate on Government Financial Regulations and the purposes of various registers and log books maintained in public office and basis knowledge of store keeping. This question paper consists of questions for short answers and structured type questions. All the questions shall be answered.

- 14.5 Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service (Schedule 12 of the service minute). The officers shall be in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service, which belongs to Combined Service, to sit for this examination.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut – off marks prescribed for a pass</i>
Office Systems and procedure	09	100	02 hours	40
Information and Communication Technology and e-government	10	100	03 hours	40

#### 14.5.1 Office Systems and procedure (Subject No. 09)

It is expected to test the knowledge of the candidate on office systems applied in government offices and also to test the ability to apply the same. This question paper consist of multiple choice questions, questions for short answers and structured type questions. All the questions shall be answered.

#### 14.5.2 Information and Communication Technology and e-government (Subject No. 10)

This question consists of two parts.

Part I - A multiple choice question paper. Duration is 01 hour. (40 marks)

Part II - A question paper consisting of structured essay type questions. Duration is 02 hours. (60 marks)  
(All questions shall be answered)

This question paper shall be designed to cover the following subject fields.

- Information and Communication part of the paper consists of basic elements of IT project life cycle such as systems analysis, systems design, software development, testing user acceptance testing and related areas of Algorithms, HTML, XHTML, php, Data and Information Security, Disaster Recovery, systems, Intellectual Property Rights and Software licensing, Free and Open Source Software, and web 2.0.
- e-Government part of the paper consist of system of application of ICT in government organizations, application of ICT to enhance the efficiency in delivery of public services, Technology requirements for e-Government systems, basic elements of ICT and Interoperability.



The time table for each subject of each examination is as follows:

Serial No.	Name of the examination	Subject	Subject No.	Date	Time
01	Efficiency Bar Examinations for Officers in Grade III of Class 3 of Sri Lanka Information and Communication Technology Service	Establishments Code	01	2025.09.14	9.30 a.m. - 10.30 a.m.
		Financial Regulations	02	2025.09.14	11.00 a.m.- 12.00 noon
02	Efficiency Bar Examinations for Officers in Grade II of Class 3 of Sri Lanka Information and Communication Technology Service	Office Systems and procedure	03	2025.09.13	9.30 a.m.- 12.30 p.m.
		Information and Communication Technology	04	2025.09.13	1.00 p.m. - 4.00 p.m.
03	Efficiency Bar Examinations for Officers in Grade I of Class 3 of Sri Lanka Information and Communication Technology Service	Information and Communication Technology (Written Test)	05	2025.09.20	9.30 a.m. - 10.30 a.m.
		Information and Communication Technology (Practical Test)	06	2025.09.20	11.00 a.m. - 12.00 noon
04	Efficiency Bar Examinations for Officers in Grade II of Class 2 of Sri Lanka Information and Communication Technology Service	Establishments Code	07	2025.09.14	9.30 a.m. - 11.30 a.m.
		Financial Regulations	08	2025.09.14	12.00 noon - 2.00 p.m.
05	Efficiency Bar Examinations for Officers in Grade I of Class 2 of Sri Lanka Information and Communication Technology Service	Office systems and procedure	09	2025.09.14	9.30 a.m. - 11.30 a.m.
		Information and Communication Technology and e-government	10	2025.09.14	12.00 noon - 3.00 p.m.

15.0 Any matter not referred to herein will be decided by Director General of Combined Services.

16.0 In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail.

N.U. NISHAN MENDIS,  
Director General of Combined Services,  
Ministry of Public Administration, Provincial Councils and Local Government.

Ministry of Public Administration, Provincial Councils,  
and Local Government,  
Independence Square,  
Colombo 07,  
16<sup>th</sup> of July 2025.

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