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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,133 – 2019 ජූලි මස 19 වැනි සිකුරාදා – 2019.07.19
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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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- Note.**— (i) Abolition of Death Penalty Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of July 12, 2019.
- (ii) Prescription (Amendment) Bill was published as a supplement to the Part II of the *Gazette of the Democratic Socialist Republic of Sri Lanka* of July 12, 2019.

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 09th August, 2019 should reach Government Press on or before 12.00 noon on 26th July, 2019.

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.”

GANGANI LIYANAGE,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2019.

This Gazette can be downloaded from www.documents.gov.lk



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.

Examinations, Results of Examinations & c.

MINISTRY OF PUBLIC ADMINISTRATION, DISASTER MANAGEMENT AND RURAL ECONOMICS AFFAIRS

Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Administrative Service - 2018 (2019)

APPLICATIONS are hereby called from the qualified citizens of Sri Lanka for the open competitive examination for recruitment to the posts in Grade III of Sri Lanka Administrative Service.

This examination shall be held by the Commissioner General of Examinations in November 2019 in Colombo District subjected to the orders of Public Service Commission. The Secretary reserves the power to postpone or cancel this examination subjected to the instructions of Public Service Commission.

1. In this Notice "Secretary" shall mean the "Secretary to the Ministry in - charge of the subject of Public Administration". "Service" shall mean the "Sri Lanka Administrative Service" at the instances not specified in other way.

2. The appointments through this examination shall be made to Grade III of Sri Lanka Administrative Service.

(a) The closing date for applications will be 19th August of 2019.

Note: The complains made on the loss or delay of applications and other connected letters in the post will not be considered. The damages caused due to delay in the part of applicant until the closing date shall be borne by the applicant.

Written Examination.— The Examination shall consist of the following five (05) question papers.

- I. General Intelligence
- II. Social, Economic, Political background and trends in Sri Lanka
- III. Global Trends
- IV. Aptitude for Management
- V. Creative, analytical and communication skills

Interview.— A general and structured interview shall be held for the candidates who sat for all the papers in the

written examination and obtained a higher aggregate of marks as determined by the Public Service Commission as sufficient. The date of the interview shall be determined by the Secretary as per the instructions of the Public Service Commission.

3. Number of persons to be appointed is **203**. At the instances where there are candidates, who have secured equal marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Public Service Commission as per Section 80 of Procedural Rules. The effective date of the appointment shall be determined on the order of the Public Services Commission.

4. Conditions of Service :-

4.1 A selected candidate shall be appointed to Grade III of the Service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the Minute of Sri Lanka Administrative Service, published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1842/2 of 23.12.2013, and subject to any amendments made or to be made hereafter to the Minute, provisions of the Establishments Code and Financial Regulations and Procedural Rules of Public Service Commission published in the *Gazette* Extraordinary No. 1589/30 of 20.02.2009.

4.2 This post is permanent and pensionable. You shall be subjected to a policy decision which should be taken by the government in future on the pension scheme to which you are entitled. Further, you shall make contributions to the Widows and Orphans'/Widowers and Orphans Pension Scheme. You shall make your contributions in such manner determined from time to time by the government. You shall be subjected to the policy decision that will be made by the government in future with regard to the pension scheme entitled to the post.

4.3 Appointment is subject to 3 years probation period. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Sri Lanka Administrative Service as mentioned in the service minute.

4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.5 Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

5. *Monthly Salary Scale.*— Monthly salary scale relevant to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47,615-10x1,335 - 8 x1,630-17x2,170- Rs. 110,895/-(SL-1-2016). Your salaries are paid in accordance with the provisions of the said circular as mentioned in Schedule II of the same. In addition, you are also entitled to the other allowances paid to the public officers by the government from time to time.

6. *Qualifications for recruitment :-*

- (a) (i) Shall be a citizen of Sri Lanka,
(ii) Shall have an excellent moral character,
(iii) Shall be physically and mentally fit to serve in any part of the Island.
- (b) *Educational qualifications.*— Shall have possessed a degree from a university recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as an institution for awarding degrees.

Note: Applicants with a basic degree or post graduate degree may apply. The effective date of the degree should fall on or before the closing date on which the qualifications are satisfied. Postgraduate degree which is considered as the basic qualification for qualification is not allowed to substitute for the promotion in the service.

- (c) *Age.*— Shall not be less than twenty two (22) years and not more than thirty (30) years of age as at the closing date of applications. Persons, whose birthday falls on or before 1997.08.19 and on or after 1989.08.19 shall strictly be eligible to apply for this.

(d) *Restrictions regarding qualifications :*

- (i) No person is allowed to sit for the open competitive examination for more than two (2) sittings. (Number of sittings of the applicants at the examinations for recruitment to Grade III of Sri Lanka Administrative Service under previous service minutes will not be considered).
- (ii) Requisite qualifications for this examination shall have been completed in every aspect on or before the closing date of applications.
- (iii) No person ordained in any religious sect shall be permitted to apply or sit for this competitive examination.

7. *Examination Fee.*— The examination fee is Rs. 1,200. It should be paid before the closing date of applications at any Post Office/Sub Post office or District/ Divisional secretariat to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations. The receipt obtained should be pasted in the relevant cage of the application form. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee, under any circumstances. It would be advisable to keep a photocopy of the receipt. Money Orders or Stamps are not accepted for examination fees.

8. *Method of Application :*

- (a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 8 1/2" x 12" (A-4) using both sides. It should be specially noted that the application forms should be prepared that cages 1.0 to 2.12 appear on the first side of the paper and cages 3.0 to 7.0 appear on the other side of the paper. Applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice. (It is advisable to keep a photocopy of the application with candidate.) It is the responsibility of the candidate to make sure that the application form perfected by him/ her complies with the specimen given in the examination notice as otherwise the application may be rejected.
- (b) The application should be in the language medium in which the candidate intends to sit the examination.

- (c) The completed application form for the examination should be sent by registered post to reach the **“Commissioner General of Examinations, Organization (Establishment & Foreign Examinations) Branch, Department of Examinations - Sri Lanka, Po.Box. 1503, Colombo”**

on or before 19th of August 2019. The words "Open Competitive Examination for Recruitment to Grade III the Sri Lanka Administrative Service - 2018(2019)" should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date shall not be accepted. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala and Tamil mediums.

- (d) Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a gazetted post in the Police Service or an Staff Officer holding a permanent post in public service whose annual initial salary is more than Rs. 240,360.
- (e) Any application, which is not complete in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in post shall be considered.
- (f) Receipt of applications shall not be acknowledged. A notice shall be published in the newspapers and the official website by the Department of Examinations as soon as admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps shall be taken to notify the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the Department of Examinations through the fax number mentioned in the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of

the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

9. *Admission to the Examination :-*

- (a) The Commissioner General of Examinations will issue Admission Cards to all persons who have correctly perfected their applications. Any candidate who fails to produce his admission card will not be permitted to sit the examination.

- (b) Candidates must sit the examination according to the index number at the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrender it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning in this *Gazette*. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.

Note:- The issuance of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

10. *Identity of Candidates.* – A candidate shall be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted:-

- (a) National identity card issued by the Department for Registration of Persons
(b) A valid passport
(c) A valid driving license

11. *Penalty for Furnishing False Information.* – If a candidate is found to be ineligible, his / her candidature is liable to be canceled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he / she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.

12. Any matter not provided for in these regulations shall be dealt with as determined by the Secretary subject to the instructions given by the Public Service Commission.

13. *Scheme of Examination and Medium of Examination :*

- (a) The Examination shall be held in Sinhala, Tamil and English.
(b) The language medium of examination shall be considered as the language medium in which the appointment is made.

Note:

- (i) A candidate must sit all the papers of the examination in one and the same language.
(ii) A candidate shall not be permitted to change the language medium of the examination, indicated in the application.

14. *Method of recruitment :-*

14.1 *Written examination :*

A written examination of five (05) question papers including the following subjects shall be held. Subjects and the minimum marks that shall be obtained for each subject are as follows.

	<i>Subject</i>	<i>Marks</i>	<i>Minimum marks that shall be obtained for a pass</i>
1	General Intelligence	100	50
2	Social, Economic, Political background and trends in Sri Lanka	100	50
3	Global Trends	100	50
4	Aptitude for Management	100	50
5	Creative, analytical and communication skills	100	50

Candidates should sit all the question papers.

14.2 *General and structured interview :*

- (i) Interview shall consist of two parts namely; general interviews and structured interviews.

(a) *General interview :*

- (i) The general interview shall held to verify whether the candidate has satisfied qualifications for recruitment mentioned in No. 06 above and whether such qualifications fall within the prescriptions made in the same.
(ii) The general interview board is appointed by the Public Service Commission.

(b) *Structured Interview :*

- (i) A structured interview shall be conducted by an interview board appointed by the Public Service Commission to measure the management skills, leadership qualities, communication skills and personality of the candidates. The methodology used in this regard shall be prepared by the Secretary of Public Administration on the concurrence of the Commission. The maximum marks that can be obtained at the interview is twenty five (25).

	<i>Subject Area</i>	<i>Maximum Marks</i>
01	Management Skills	10
02	Leadership Qualities	05
03	Communications Skills	05
04	Personality	05
	Total	25

(ii) Out of the candidates who have scored a minimum of fifty (50%) marks or above in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview. Out of the candidates qualified, only a number equivalent to the total number of those expected to be recruited according to the vacancies expected to be filled and a 25% of the number of vacancies expected will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates who are so qualified will be called for the general interview.

(iii) General interview shall be conducted before the structured interview for verification of qualification and marks shall not be allocated at the general interview. Candidates who are proved to have possessed all the qualifications for recruitment at the general interview shall become eligible for calling for structured interview. If a certain number of candidates called for general interview are not qualified for calling for structured interview, no other candidates shall be called for the general interview in place of disqualified candidates.

(iv) Appointments shall be made to Grade three (III) according to merits beginning from candidates who have scored highest marks as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.

N. B.- Opportunity given to a candidate for appearing for the interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment

14.3 The results shall be communicated to the applicants personally by the Commissioner General of Examinations by post or by the web site www.results.exams.gov.lk

15. Syllabus of the written examination :-

(01) General Intelligence :

It is expected to assess the capacity of the candidate in analytical skills, logical

comprehension, interpretative ability, ability in application to other situations and arriving and conclusions in response to problems presented to the candidate in relation to numerical, lingual, and figurative structures and inter-relations (Duration 1 hours - 100 marks. This paper consists of multiple choice questions with 4 choices)

(02) Social, Economic, Political background and trends in Sri Lanka :

It is expected to test the candidate's knowledge of the social, economic, political, cultural, scientific and technological conditions in Sri Lanka or his ability to think creatively analytically and critically and the ability to decide priority and strategic projection in response to situation presented to him.

(Duration 2 hours - 100 marks. This paper consists of multiple choice questions with 4 choices and structured questions of essays)

(03) Global trends :

It is expected to test the candidate's knowledge of the global economy, political, cultural, scientific and technological technological conditions or his ability to think creatively analytically and critically and the ability to decide priority and strategic projection in response to situation presented to him.

(Duration 2 hours - 100 marks. This paper consists of multiple choice questions with 4 choices and structured questions of essays)

(04) Managerial aptitude :

It is expected to test the candidate's skills in identifying problems and their reasons, decisions making, maintaining interpersonal relationships and communicative ability, formulation of self disciplinary policies and strategies, and innate wisdom etc. in response to situation presented to him.

(Duration 2 hours - 100 marks. This paper consists of multiple choice questions with 4 choices, short questions and structured questions of essays)

(05) Creative, Analytical and Communicative Skills:

It is expected to test the candidate's ability of reasoning and imagination in relation to the analyzing, collating and presenting of information on a topics/themes, and the

ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours - 100 marks. This paper consists of essay/ semi structured essay type questions)

16. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

On the order of the Public Service Commission.

J.J. RATHNASIRI,

Secretary,

Ministry of Public Administration, Disaster Management and
Rural Economic Affairs.

05th July of 2019.

SPECIMEN FORM OF APPLICATION

(for office use only)

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA ADMINISTRATIVE SERVICE - 2018(2019)

<p>1.0 Medium :</p> <p>1.1 Language medium of examination</p> <p>Sinhala - 2 <input type="checkbox"/></p> <p>Tamil - 3 <input type="checkbox"/></p> <p>English - 4 <input type="checkbox"/></p> <p>(Indicate the relevant number in the cage)</p>	<p>1.2 Town and Town No. in which you intend to sit the examination</p> <table border="1"> <tr> <td>Colombo Town</td> <td>01</td> <td>Dehiwala</td> <td>08</td> <td rowspan="2">Town</td> <td rowspan="2">Town No.</td> </tr> <tr> <td>Kotte</td> <td>02</td> <td>Moratuwa</td> <td>09</td> </tr> <tr> <td>Rajagiriya</td> <td>03</td> <td>Piliyandala</td> <td>10</td> <td rowspan="2"></td> <td rowspan="2"></td> </tr> <tr> <td>Nugegoda</td> <td>04</td> <td>Kaduwela</td> <td>11</td> </tr> <tr> <td>Maharagama</td> <td>05</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Homagama</td> <td>06</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Avissawella</td> <td>07</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>(Indicate the relevant Town and Town No. in cage. It will not be allowed to change this subsequently)</p>	Colombo Town	01	Dehiwala	08	Town	Town No.	Kotte	02	Moratuwa	09	Rajagiriya	03	Piliyandala	10			Nugegoda	04	Kaduwela	11	Maharagama	05					Homagama	06					Avissawella	07				
Colombo Town	01	Dehiwala	08	Town	Town No.																																		
Kotte	02	Moratuwa	09																																				
Rajagiriya	03	Piliyandala	10																																				
Nugegoda	04	Kaduwela	11																																				
Maharagama	05																																						
Homagama	06																																						
Avissawella	07																																						

2.0 Personal Information :

2.1 Name in full (In English block capitals) :_____.

E.g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

2.2 Name with initials at the end (In English block capitals) :_____.

E.g. GUNAWARDHANA H.M.S.K

2.3 Name in full (In Sinhala/Tamil) :_____.

2.4 Permanent address :_____.

(In English block capitals) (admission card will be posted to this address)

2.5 Permanent address (In Sinhala/Tamil) :-

2.6 Sex : Male - 0

Female - 1

(Indicate the relevant number in the cage)

2.7 Civil status : Unmarried - 1

Married - 2

(Indicate the relevant number in the cage)

2.8 Ethnic group :

(Sinhala - 1, Tamil - 2, Indian Tamil - 3,

Muslim - 4, Other - 5)

(Indicate the relevant number in the cage)

2.9 National Identity Card No. :

2.10 Date of birth : Year :

Month :

Date :

2.11 Age as at 19.08.2019 which is the date of fulfilling qualification : Years : Months : Days :

2.12 Telephone No. :

Mobile :

Fixed :

- 3.0 (i) Date of graduation : _____.
(ii) University/ Institute : _____.
(iii) Registration number : _____.
(iv) Internal/External : _____.
(v) Degree : _____.
(vi) Subjects : _____.
(vii) Class : _____.
Upper/Lower : _____.
(viii) Effective date : _____.
(ix) Language medium of Examination : _____.

4.0 Mention the years if you have sat for the examinations held before for recruitment to Sri Lanka Administrative Service :

Number of sittings at the examinations after 01.07.2012 under the Minute of Sri Lanka Administrative Service published in the <i>Gazette</i> Extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1842/2 dated 23.12.2013 (Currently Effective)	Name of The Exam	Appeared/ Did not appear
	2013(2015) Open	
	2014(2016) Open	
	2015(2016) Stage II Open	

5.0 Paste the Cash receipt properly here.

(Paste one edge of the receipt here securely)
(It would be advisable to keep a photocopy of the receipt with the candidate)

6.0 Certification of the candidate :

I declare that information given in this form is true to the best of my knowledge and belief and that I have affixed the receipt No. dated being the payment of the examination fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination. Further, I agree to be bound by the rules and regulations imposed by Commissioner - General of Examinations on conducting the examination and issuing results.

_____,
Signature of Applicant.

Date : _____.

7.0 Attestation of the applicant's signature : (Para 8 (d) of the *Gazette* Notification):

I hereby certify that (Full name) who submits this application is known to me personally, that he/she has paid the prescribed examination fee and affixed the relevant receipt herein. He/She placed his/her signature in my presence on

_____,
Signature of the Officer attesting the Signature.

Date : _____.

Name in full of the officer attesting the signature : _____.

Designation : _____.

Address : _____.

(To be certified by placing the Official Stamp)

8.0 Certificate of the head of the department (only for the applicants in public service /provincial public service / statutory institution) :

I hereby certify that Mr./Mrs./Miss..... who is submitting this application is serving in this department as and his / her application is forwarded with my recommendation as per regulations stipulated in the this *Gazette* notification. He/she could be released from his/her present post, if selected for the position.

Signature of head of Department/
Authorized Officers.

Name :_____.

Designation :_____.

Date :_____.

(To be certified by placing the Official Stamp)

07-716

**MINISTRY OF PUBLIC ADMINISTRATION,
DISASTER MANAGEMENT AND RURAL
ECONOMICS DEVELOPMENT**

**Limited Competitive Examination for Recruitment
to Grade III of Sri Lanka Administrative
Service-2018 (2019)**

APPLICATIONS are hereby called from qualified Sri Lankan citizens for Limited competitive Examination for recruitment to the Posts of Grade III of Sri Lanka Administrative Service.

This examination shall be held by the Commissioner General of Examination in the month of November in Colombo district subjected to the order of Public Service Commission. The Secretary reserves the power to postpone or cancel this examination subjected to the instructions of Public Service Commission.

1. In this notification the terms :

- (a) "Secretary" means the "Secretary to the Ministry in - charge of the subject of Public Administration".
- (b) "Service" shall mean the "Sri Lanka Administrative Service" at the instances not specified in other way.

2. Recruitment to Grade III of Sri Lanka Administrative Service is made by this examination

- (a) The closing date for applications will be 19th August of 2019.

Written Examination.– This examination will consist of following four (04) question papers :

- (1) General Intelligence,
- (2) Social, Economic, Political Background of Sri Lanka and Global Trends,
- (3) Case study relating to Public Administration I (Relevant to Establishments Code, Procedural Rules of Public Services Commission and Financial regulations),
- (4) Case study relating to Public Administration II (Relevant to the evaluation of creative, analytical and communication skills).

Interview: General and structured interview will be held for the candidates who have appeared for all the papers of the written examination and secured a sufficiently high aggregate of marks as determined by the Public Service Commission. The date of the interviews shall be determined by Secretary.

3. Number of persons to be appointed is 54. At the instances where there are candidates, who have secured equal marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Public Service Commission as per Section 80 of Procedural Rules. The effective date of the appointment shall be determined on the order of the Public Services Commission.

4. *Service Conditions* :

- 4.1 A selected candidate will be appointed to Grade III of Sri Lanka Administrative Service subject to general conditions governing the appointments in the Public Service and on the terms and conditions set out in the Minute of Sri Lanka Administrative Service published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1842/2 dated 23.12.2013 and to any amendments made or to be made to the Minute hereinafter, Financial Regulations in the Establishments Code and Procedural Rules of Public Service Commission published in *Gazette* Extraordinary of the Democratic Republic of Sri Lanka No 1589/30 dated 20.02.2009.

4.2 This post is permanent and pensionable. Shall contribute to the widows' and orphans' pension scheme/widowers' and orphans' pension scheme.

4.3 Appointment is subject to an Acting Period of one year. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Sri Lanka Administrative Service as mentioned in the service minute.

4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.5 Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

5. *Monthly Salary Scale.* – Monthly salary scale relevant to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47,615 - 10x1,335 - 8x1,630 - 17x2,170 - 110,895 - (SL-1- 2016). Your salaries are paid in accordance with the provisions of the said circular as mentioned in Schedule II of the same. In addition, you are also entitled to the other allowances paid to the public officers by the Government from time to time.

6. *Eligibility for Recruitment :*

(a) (i) Shall be a citizen of Sri Lanka

(ii) Shall be of excellent character

(ii) Shall be of an excellent moral character and physical fitness to serve at any part of the island

(b) Educational Qualifications and Experience

(i) Shall have obtained a degree from a university or a degree awarding institution recognized by the University Grants Commission

And

Be an officer in the Public service or in a Provincial Public Service in a permanent and pensionable service/post receiving a salary under salary Code No. MN-2-2016 or a higher MN Salary Code number or under an SL-1-2016 salary Code Number in Public Administration Circular No. 03/2016 who has completed a minimum active and satisfactory period of service of five (05) years in any service/post

Or

(ii) Be an officer in the Public service or in a Provincial Public Service in a permanent and pensionable service/post receiving a salary under salary Code No. MN-2-2016 or a higher MN Salary Code number or under an SL-1-2016 salary Code Number in Public Administration Circular No. 03/2016 who has completed a minimum active and satisfactory period of service of Ten (10) years in any service/post.

Note:

1. Applicants with a basic degree or post graduate degree may apply. The post graduate degree qualification which considered as the basic qualification is not allowed to substitute for the promotion in the service.
2. The effective date of the degree shall be a date on or before 01.07.2018
3. The total of continuous periods of service in public service and/or provincial public service is considered when calculating the above mentioned period of service

(c) *Age and other qualifications to be satisfied :*

- (i) Shall be not more than the age limit of fifty three years (53) as at 01.07.2018 Persons, whose have their birthday falls on or after 01.07.1965, shall strictly be eligible to apply for this.
- (ii) Shall have been confirmed in a service/ post mentioned in above 6 (b)

Note: Officers for whom the appointing authority has not issued the letter relevant to confirmation in service, but who have satisfied all the qualifications required to sit for the examination as per para. 06 of the examination notification and satisfied the qualifications relevant to confirmation in service as per the relevant service minute/scheme of recruitment may also apply for this examination.

However, the said officers,

1. Shall have passed the Efficiency Bar examination relevant to the confirmation in service as at the date of verification of qualifications.
2. If the said officers are eligible for the general interview after passing this examination, it is

compulsory to submit the letter of confirmation in service at the time of appearing for the interview. (The date of confirmation should be effective as at the date of verification of qualifications or before the said date.)

(iii) Shall have not been subjected to any disciplinary punishment within the immediately preceding 05 years.

(iv) Shall have earned all the due salary increments within the immediately preceding 05 years.

(d) Restrictions for qualifications :

(i) No candidate shall be permitted to sit for Limited Competitive Examination more than two (02) occasions. (Number of sittings at the examinations to recruit Grade III of Sri Lanka Administrative Service under the previous service minute is not considered)

(ii) The qualifications required to apply for this examination shall have been satisfied by 01/07.2018 in full

(iii) No person who is ordained in any religious order shall be allowed to sit for this examination.

7. Examination Fees.— The fee for the examination will be Rs. 1200.00 This should be paid before the closing date of applications at any Post Office/ Sub Post Office or District/ Divisional secretariat, under the Revenue Head 20-03-02-13 of the Commissioner General of Examination to be credited to the revenue of the government and the receipt obtained thus should be affixed firmly from the edge in the relevant cage of the application form. Money Orders or Stamps are not accepted for examination fees. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee, under any circumstances. It would be advisable to keep a photocopy of the receipt.

8. Method of applications :

(a) The application should be in the form of the specimen appended to this notification and should be prepared on paper of A4 size using both sides. It is to be specifically noted that the application should be prepared in such a way that headings No. 1.0 to 2.12 appear on the 1st page, 3.0 to 4.(II) on the second page and the rest on the third page. An application prepared with computer/typed applications can also be used for this purpose. The application should be filled legibly by the candidate himself in his own handwriting and

applications that do not comply with the specimen or that have not been completed properly will be rejected without notice. 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.

(b) The application should be prepared in the same language in which the candidate intends to sit the examination. It is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil media.

(c) Applications duly perfected by candidates should be sent through the respective Head of Department to reach the following address before 19/08/2019 by Registered Post. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for recruitment to Grade III of Sri Lanka Administrative Service-2018 (2019)". Application received after this date will be rejected.

The Commissioner General of Examinations,
Organizations (Establishments and Foreign
Examinations) Branch,
Department of Examinations,
P.O. Box-1503 Colombo

(d) The post and the service station where the applicant is serving at the time of applying for the examination is relevant for all the activities with regard to the examination and the changes occur after sending the applications are not considered.

(e) Applications that are not complete in every aspect will be rejected. Complaints on applications getting lost or delayed will not be entertained.

(f) A notification will be published in newspapers and the official website by the Department of Examinations as soon as the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. The name of the examination, full name of the applicant, address and identity card no should be mentioned when informing the Department of Examinations. In case of applicants

outside Colombo, it will be more effective to send a letter of request to the fax number mentioned in the said advertisement furnishing a fax number to which the admission card should be sent. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

9. *Admission to Examination :*

(a) The Commissioner General of Examinations will issue Admission Cards to all persons who have correctly perfected their applications. Any candidate who fails to produce his admission card will not be permitted to sit the examination.

(b) Candidates must sit the examination at the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrender it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning in this *Gazette*. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.

Note: Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications to sit for the examination.

10. *Identity of candidates.*—A candidate will be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, one of the following documents only, will be accepted.

- (a) National Identity Card issued by the Department for Registration of Persons
- (b) A valid passport
- (c) A valid driving license

11. *Penalty for furnishing false information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any state prior to, during or after the examination. If it is found that a candidate has purposely furnished false information or willfully suppressed any material fact, he or she will be liable for dismissal from the public service.

12. Any matter not provided for in this notification shall be dealt with as determined by the Secretary subject to the instructions of the Public Service Commission.

13. *Scheme of examination and Language medium of examination :*

- (a) The examination will be held in the language medium of Sinhala, Tamil and English.
- (b) The language medium of examination shall be considered as the language medium in which the appointment is made.

Note :

- (I) A candidate should sit for all the papers of the examination in one and the same language.
- (II) Candidates will not be permitted to change the language medium indicated in the application form.

14. *Method of Recruitment :*

14.1 *Written Examination.*— A written examination consisting of following four subjects shall be conducted. The subjects and the minimum marks to be obtained from each subject are as follows:-

	<i>Subject</i>	<i>Marks</i>	<i>Minimum pass marks</i>
1	General Intelligence	100	50
2	Social, Economic and Political Background in Sri Lanka and Global Trends	100	50
3	Case study relating to Public Administration I (Relevant to Establishments Code, Procedural Rules of Public Services Commission and Financial regulations)	100	50
4	Case study relating to Public Administration II (Relevant to the evaluation of creative, analytical and communication skills)	100	50

Candidates shall sit for all question papers.

14.2 *General and Structured Interview :*

- (i) The interview consists of two parts i.e. General interview and Structured interview

(a) *General Interview :*

(i) The general interview shall be conducted to ascertain whether the qualifications for recruitment stipulated in para 06 above have been fulfilled and whether the applicants conform to the restrictions on eligibility.

(ii) The panel of the general interview board shall be appointed by the Public Service Commission.

(b) *Structured Interview :*

The structured interview shall be held in line with the following procedure to measure the managerial skills, leadership qualities, communication skills and personality of candidates. The maximum marks that can be obtained at this interview is twenty five (25).

	<i>Subject Area</i>	<i>Maximum Marks</i>
01	Managerial Skills	10
02	Leadership Qualities	05
03	Communication Skills	05
04	Personality	05
	Total	25

(ii) Out of the candidates who have scored a minimum of fifty (50%) marks or above in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview. Out of the candidates qualified, only a number equivalent to the total number of those expected to be recruited according to the vacancies expected to be filled and a 25% of the number of vacancies expected will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates who are so qualified will be called for the general interview.

(iii) The general interview shall be held prior to the structured interview to examine qualifications and no marks shall be allocated there. Applicants confirmed to have fulfilled all qualifications for recruitment at the general interview shall qualify to be called for the structured interview. Even if a certain number of candidates are not qualified to be called for the structured interview, other candidates shall not be called again for the general interview in place of those who are not so qualified.

(iv) Appointments shall be made to Grade three (III) according to merits beginning from candidates who have scored highest marks as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.

Note.– Opportunity given to a candidate for appearing for the interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment.

14.3 The results shall be communicated to the applicants personally by the Commissioner General of Examinations by post or by the web site www.results.exams.gov.lk

15. *Syllabus of the Written Examination :*

(1) General Intelligence:

It is expected to assess the capacity of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions, in response to problems presented to the candidate in relation to numerical, lingual and figurative structure and inter- relations.

(Duration: 1 1/2 hrs. - 100 marks. This paper will consist of Multiple Choice Questions. All questions shall be answered)

(2) Social, Economic, Political background and trends in Sri Lanka

It is expected to test the candidate's knowledge of the social, economic, political, cultural, scientific and technological conditions in Sri Lanka or his ability to think creatively, analytically and critically, and the ability to decide priority and strategic projection in response to a situation presented to the candidate.

(Duration: 3 hrs.- 100 marks. This paper will consist of Multiple Choice Questions, short Questions, questions on Structured Essays and Essays. All questions shall be answered)

(3) Case study relevant to Public Administration I (Relating to the Establishments Code Public Services Commission Procedural rules and Financial Regulations)

It is expected to test the candidate's creative thinking power and problem solving ability in terms of the practice of government service as per the Establishments Code and the Financial Regulations by presenting to him a case/cases built up connecting one or several problems that may arise in different environments in the public service.

(Duration 3 hours- 100 marks. This paper will consist of Multiple Choice Questions, short Questions, questions of Structural Essays and Essays. All questions shall be answered)

- (4) Case study relevant to Public Administration II (Relevant to the evaluation of Creative, Analytical and Communicative skills)

It is expected to test the candidate's ability for reasoning and imagination in relation to the analyzing, collating and presenting of information on a topic/theme selected by the candidate from a given set of topics/themes; and the ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours- 100 marks. All questions shall be answered)

16. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

On the order of Public Service Commission,

J. J. RATHNASIRI,
Secretary,

Ministry of Public Administration,
Disaster Management and Rural Economic affairs.

05th July of 2019.

SPECIMEN APPLICATION FORM

(For office use only)

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF SRI LANKA ADMINISTRATIVE SERVICE -2018(2019)

1.0 Medium :

Medium of Examination

Sinhala - 2
Tamil - 3
English - 4

(Indicate the relevant number in the cage)

The application should be filled in the medium of language in which the candidate intends to sit the examination.

2.0 Personal Information :

2.1 Name in full (In English block capitals) :_____.

E.g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

2.2 Name with initials at the end (In English block capitals) :_____.

E.g. GUNAWARDHANA H.M.S.K.

2.3 Name in full (In Sinhala/Tamil) :_____.

2.4 Official address in English block capitals (Admission card will be sent to this address) :_____.

2.5 Official Address (In Sinhala/Tamil) :_____.

2.6 Private address (In Sinhala/Tamil) :_____.

2.7 Gender : Male - 0

Female - 1

(Indicate the relevant number in the cage)

2.8 National Identity Card No. :

2.9 Telephone No. :

Mobile :

Fixed :

2.10 Marital status : Unmarried - 1 ☐
Married - 2 ☐ (Indicate the relevant number in the cage)

2.11 Race : (Sinhala - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, Other - 5) ☐
(Indicate the relevant number in the cage)

2.12 Date of Birth : Year : Month : Date :

3.0 Indicate the language medium in which you passed the qualifying examination/Interview for entry to the service/grade as at 01.07.2018 :_____.

4.0 (i) Whether all the qualification mentioned in Para 6 of the *Gazette* Notification has been fulfilled ? :_____.

(a) Age as at 01.07.2018 :_____.

(b) Educational qualification and experience :_____.

State whether the candidate become qualified under Para 06(b) I or (b) II as per the Para 06(b) of the *Gazette* Notification :_____.

Date of graduation :_____.

University/ Institute :_____.

Registration number :_____.

Internal/External :_____.

Degree :_____.

Subjects :_____.

Class :_____.

Upper/Lower :_____.

Effective date of the degree :_____.

Language medium in which the candidate sit for the Examination :_____.

(c) Services/grades that gives qualifications to the candidature [Class, Grade or Segment (if any) should be indicated]

Present Post :_____.

Whether the said post belongs to Public Service or Provincial Public Service? :_____.

Grade :_____.

Class/Segment :_____.

Date of appointment to the post :_____.

Date of confirmation in the said post :_____.

Salary Code and Salary Scale :_____.

If several services are applicable for you to be qualified for applying for this post, particulars of said periods of (active and satisfactory) service shall be mentioned in the following table -

Name of Service/Grade	Salary Code as per the P. A. Circular applicable Ex. : MN2-2016(A)	Date of Appointment
(1)		
(2)		
(3)		
(4)		
(5)		

(ii) Total period of active and satisfactory service as at 01.07.2018, on which the qualifications in the services/grades of a approved post mentioned in Para (6) of the *Gazette* Notification shall be fulfilled :_____.

5.0 Mention the years if you have sat for the examinations held before for recruitment to Sri Lanka Administrative Service.

Number of sittings at the examinations after 01.07.2012 under the Minute of Sri Lanka Administrative Service published in the <i>Gazette</i> Extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1842/2 dated 23.12.2013 (Currently Effective)	<i>Name of the Exam</i>	<i>Appeared/did not Appear</i>
	2013(2015) Limited	
	2014(2016) Limited	
	2015(2016) Stage II Limited	

6.0. Paste the cash receipt properly:

Paste the cash receipt (original) firmly, from the edge
(Keep a photocopy of the receipt)

7.0 Certificate of the candidate:

I declare that during the five years immediate preceding 01.07.2018, I have earned all the salary increments (except the salary increment for which passing of service or department examination has been prescribed as a condition) possessed active and satisfactory service period as at 01.07.2018, as per Para 06 (b) of the *Gazette* notification and that I have not been subject to any form of disciplinary punishment (Excluding warning).

I declare that I am eligible to sit this Limited Competitive Examination as per all rules and regulations mentioned in the *Gazette*, and that to the best of my knowledge, the information given in this is true, and that I have affixed the receipt No. dated being payment of the examination fees. I also agree to be bound by the rules and regulations of this examination and any decision that may be taken to cancel my candidature prior or during or after the examination, if it is found that I am ineligible according to the Service Minute where the provisions on this examination are included. Further, I declare that I shall be bound by the rules and regulations and the decisions of the Commissioner General of Examinations on conducting of this examination and issuing the results.

_____,
Signature of the Candidate.

Date :_____.

8.0 Certificate of the Head of the Department (Referring to the personal file) :

I hereby certify that Mr./Mrs./Misswho is submitting this application is serving in a post of in Ministry/ Department of under the Government/Provincial Council of....., and has earned all salary increments during the period of 5 years prior to 01.07.2018 (Excluding those conditional to passing service or departmental examinations), has not been subjected to any disciplinary punishment (Except warnings) during the said period, possessed active and satisfactory service period of...(five/ten) years, as per Para 06 (b) of the *Gazette* notification, he/she is eligible to sit for this examination as per regulations stipulated in the relevant *Gazette* Notification, he/ she has paid the prescribed examination fees and affixed the receipt herein, and signed this application in my presence.

_____,
Signature of Head of Department/Authorized Officer.

Name :_____.

Designation :_____.

Date :_____.

(Place official frank)

**MINISTRY OF AGRICULTURE, RURAL
ECONOMIC AFFAIRS, LIVESTOCK,
IRRIGATION, FISHERIES AND AQUATIC
RESOURCES DEVELOPMENT**

Department of Agrarian Development

**OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE POST OF TECHNICAL
OFFICER (MECHANICAL) OF GRADE III OF
TECHNOLOGICAL SERVICE CATEGORY -
SUPERVISORY MANAGEMENT ASSISTANT OF
THE DEPARTMENT OF AGRARIAN
DEVELOPMENT - 2019**

APPLICATIONS are hereby invited from the Sri Lankan citizens who are in possession of the qualifications spelled out below to fill 05 vacancies of Technical Officer (Mechanical) of Technological Service Category (MN 3 - 2016) - Management Assistant of the Department of Agrarian Development under the Ministry of Agriculture, Rural Economic Affairs, Livestock, Irrigation, Fisheries and Aquatic Resources Development.

Applications perfected using both sides of an A4 paper (21cm x 29cm) according to the specimen application appended to this notification and should be filled by the candidate him/herself. The application which is not conform with the given specimen application will be rejected. Application should be sent only by the registered post addressed to "Commissioner General, Department of Agrarian Development, No.42, Sir Marcus Fernando Mawatha, P.O. Box. 537, Colombo 07" on or before 02.08.2019. The top left hand corner of the envelope enclosing the application should be marked as "Recruitment to the post of Technical Officer (Mechanical) of the Department of Agrarian Development - 2019". The candidates who are already in State Service should forward the application form through the Head of the Department and the applications which are late and incomplete will be rejected without any notice. Applications should be filled by the candidate in the medium of language that the candidate is willing to sit for the Exam.

(1) Job Description :

- 1.1 To be the in charge of machineries / vehicles belonging to the Mechanical Unit and test the operation of the same.
- 1.2 Matters related to repair and proper maintenance of machineries / vehicles and maintain documents related to same.
- 1.3 Select machineries and vehicles suitable for each project and site.

- 1.4 To be act as the Officer In Charge of the mechanical staff of the mechanical unit, train the staff and instruct them.

(2) Terms of Engagement :

- 2.1 This post is permanent. It is subject to the policy decision to be taken by the Government in the future relating to the pension scheme. Officers must contribute to the "Widows and Orphans" Pension Fund / "Widowers & Orphans" Pension Fund from their salary.
- 2.2 The selected candidates should subject to the rules and regulations of the Establishment Code, Financial Regulations, Procedural Rules of Public Service Commission published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1589/30 dated 20.02.2009 relating to the appointments of the Government Service, the directions of the department and other regulations and orders that may be issued by the government from time to time.

(3) General Qualifications :

- 3.1 Applicant must be a citizen of Sri Lanka.
- 3.2 Should bear a good character and should be in good physical and mental fitness.
- 3.3 Selected candidates must agree to serve in any part of the island.
- 3.4 The age must be not less than 18 years and not more than 30 years on the closing date of calling of applications. The age limit would not be applicable to the candidates who are already in State Service or Provincial State Service.
- 3.5 No person who is ordained in any religious order shall be allowed to apply or sit the same examination.

(4) Educational Qualifications. – Should have passed the G. C. E. (O/L) Examination in Six (06) subjects with credits for Sinhala/Tamil /English, Mathematics, Science and any other subject at one sitting;

And

Should have passed the G. C. E. (A/L) Examination in three subjects of Science subject streams, including two subjects from Chemistry, Physics, Combined Maths or in three subjects of Technology subject streams, including

two subjects from Engineering Technology, Science for Technology, Information and Communication Technology.

(5) *Professional Qualifications.*– In addition to the educational qualifications mentioned in 4 above, candidate should have completed and obtained certificate for one of the following professional qualification related to the subject area, on the last date of calling application.

I. National Technical Diploma (Mechanical) offered by University of Moratuwa or HARDY Industrial Institute, Ampara.

or

II. Diploma in Engineering (Mechanical) offered by the National Apprentice and Industrial Training Authority.

or

III. National Higher Diploma in Engineering (Mechanical) offered by the Ministry of Education and Higher Education.

or

IV. Technical Diploma (Mechanical) offered by the Open University of Sri Lanka.

or

V. Successful completion of the first part of the Engineering Examination conducted by Sri Lanka Institute of Engineering.

or

VI. Completion of National Vocational Qualification (NVQ) level 6 relevant to the field of employment concerned.

or

VII. Any other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent to the above mentioned technical qualifications, following the opinions obtained by consulting the Ministry of Higher Education and the institutes issuing above mentioned technical certificates.

(6) *Method of Selection for Job Filled :*

6.1 *Terms on Written Competitive Examination.*– Applicants are referred to the written examination and out of the candidates who have scored a minimum of 40% marks or above in each subject. In the order of merit based on the total marks scored for two subjects will qualify to appear for the general interview and selection will be made

accordingly. Marks shall not be allocated at the general interview and the eligibility will only be examined.

6.2 *Syllabus of the Written Examination.*– The examination will mainly consist of two (02) papers.

- | | | |
|----------------------|--------|-----------------|
| 1. Intelligence Test | 1 hour | 100 Total marks |
| 2. Common Test | 1 hour | 100 Total marks |
- (Technical and Subject affiliated Test)

Syllabus :

01. *Intelligence Test :*

Paper consists with 50 multiple choice, short answer type questions which is expected to assess the level of intelligence of the candidate in language ability and comprehension, logical comprehension and general intelligence.

02. *Common Test :*

1. Motor Mechanics

I. Determine the importance of lubrication, methods of lubrication and its errors.

II. Identifying the types of lubricant and the equipment tire tubes used in its applications.

III. Servicing tire tubes.

IV. Determine the operation and troubleshooting of the motor vehicle engine parts, clutch system, power transmission system & various parts of vehicle and repairs.

V. Plate work and painting of vehicle body parts.

2. In Construction Machinery,

I. Maintain hydraulic systems and maintenance and repairs of the same.

II. Maintain electrical / electronic / computer systems and maintenance and repairs of the same.

III. Maintain undercarriage and operating parts of machineries and maintenance and repairs of the same.

3. Machinery Pool :

I. Identification of different types of machines in mechanical units.

II. Proper operation and maintenance of different types of machines in mechanical units.

4. Characteristics of Materials and Simple Calculations

- I. Identification of various materials.
- II. Simple calculations such as behaviour, volume, force, moment, function, efficiency etc while performing force on materials.

5. Safeguard Methods :

- I. Safeguard methods to be on mechanical units / machineries.

6. *Teaching Methods.*— Preparation of teaching methods and teaching materials that follows while conducting theoretical and practical classes related to accurate application, determination of errors and maintenance of machines in the above mentioned mechanical unit, understanding on modern teaching materials.

6.3 *Medium of Examination.*— The examination will be held in Sinhala, Tamil and English mediums. The candidate must sit all the papers of the examination in one and the same language.

(7) *Recruitment.*— Candidates who are qualified educationally and professionally which are mentioned under the paragraph 4 and 5 above, will be recruited under the post of Technical Officer (Machinery) of Class III of Sri Lanka Technological Service.

(8) *Salary Scale (Monthly Basis).*— Rs. 31,040 - 10x445 - 11x660 - 10x730 - 10x750 - Rs. 57,550 as per the salary code MN-3-2016 under the schedule I of the Public Administration Circular No. 03/2016. (The new salary scales in Schedule I will be entitled from 01.01.2020 and until then, the salaries will be paid as specified in Schedule II)

(9) *Grade Promotions.*— According to the scheme of recruitment for Supervisory Management Assistant - Technical Service category.

(10) *Examination Fees.*— The Examination fee of Rs. 1000/= could only be paid to any Agrarian Service Center and said Agrarian Service Center will produce A.S.C./2(a) receipt to the candidate. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. It is advisable to keep a photocopy of this receipt with the candidate. The fee is non refundable and it shall not be paid back, under any circumstances.

(11) *Implementation of the Official Languages Policy .*— Prescribed official language policy should be obtained

within 05 years of joining the service as per Public Administration Circular No. 01/2014 and consequent circulars.

(12) *Attestation of the Signature.*— Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Commissioned Officer in the Armed Forces, an Officer holding a *Gazetted* post in the Police Service or an Officer holding a permanent, staff grade post in Public Service.

W.M.M.B. WEERASEKARA,
Commissioner General of
Agrarian Development.

Department of Agrarian Development,
P.O. Box 537,
Colombo 07,
20th of June, 2019.



For office use only

SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT
TO THE POST OF TECHNICAL OFFICER (MECHANICAL) OF GRADE
III OF TECHNOLOGICAL SERVICE CATEGORY - SUPERVISORY
MANAGEMENT ASSISTANT OF THE DEPARTMENT OF AGRARIAN
DEVELOPMENT - 2019

Language medium of the written examination:

Sinhala - S
Tamil - T
English - E



(Write the relevant letter in the cage)

01. (i) Name with initials :_____.
(In Capital English Letters)
(ii) Full Name (Sinhala / Tamil) :_____.
02. (i) Permanent Address :_____.
(ii) Postal Address (Admission card will be sent to this address) :_____.
(iii) The Permanent Resident District of the Applicant :_____.
(iv) Divisional Secretariat Division :_____.

03. Gender:

Male - 0

Female - 1

(Write the relevant number in the cage)

04. National Identity Card Number:

05. (i) Date of Birth :

Year

Month

Date

(ii) Age as at the closing date of applications :

Years

Months

Days

06. Contact number :

07. Marital Status :

Unmarried - 1

Married - 2

(Write the relevant number in the cage)

08. Details of G. C. E. (O/L) Examination (Please attach the copies of the certificates)

(i) Year and month the examination was passed :_____.

(ii) Index Number of the candidate :_____.

Subject	Grade	Subject	Grade
.....
.....
.....
.....
.....

09. Details of G. C. E. (A/L) Examination (Please attach the copies of the certificates)

(i) Year and month the examination was passed :_____.

(ii) Index Number of the candidate :_____.

Subject	Grade
.....
.....
.....
.....
.....

10. Other Qualifications : Technical / Professional (Please attach the copies of the certificates) :

Institute	Name of the Course	Time Period	Grade
.....

11. Experience under the related field :_____.

12. (i) Number and Date of the Receipt :_____.

(ii) Agrarian Service Center :_____ District :_____.

Paste the Original receipt here firmly
(Keeping a Photocopy of the Receipt will be Useful in Future Inquiries)

13. Statement of the applicant :

I, do hereby certify that the information furnished by me in this application are true and accurate. I am aware that if any information furnished by me in this application is found to be false or inaccurate before I am selected, I am liable to disqualify for selection and I will be subject to relevant disciplinary course of action if such revelation is made after the recruitment.

_____,
Signature of the applicant.

Date :_____.

14. Attestation of the applicant's signature :

I, hereby inform that I personally know the applicant who named as permanently resident at and I hereby certify that he/ she placed his/ her signature in my presence on

_____,
Signature of the Officer attesting the Signature.

Name of the Officer attesting the signature :_____.

Designation :_____.

Address :_____.

Date :_____.

15. Only for applicants in Public Service :

I, hereby inform that Mr./ Mrs./ Miss (Name).....is currently appointed in this Ministry/ Department permanently/ temporarily/ casually as (Post)..... and he/ she could/ could not be released from duty, if he/ she is selected to the above post.

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