

**LIMITED COMPETITIVE EXAMINATION
FOR APPOINTMENT TO SUPRA
GRADE OF PUBLIC MANAGEMENT
ASSISTANTS' SERVICE - 2017**

IT is hereby notified that the Limited Competitive Examination for recruitment to the Supra Class of Public Management Assistant's Service shall be held in all three languages of Sinhala, Tamil and English by the Commissioner General of Examination in January.

02. This examination shall be held in the following towns. The towns in which the examination centers are located and the relevant town numbers are given below.

<i>Town</i>	<i>Town Number</i>
Colombo	01
Kandy	02
Badulla	03
Matara	04
Jaffna	05

At the occasions, where a sufficient number of applications are not received in respect of a certain centre mentioned above, such examination center shall be cancelled and the applicants shall be directed to an adjoining centre. The town applied initially shall not be allowed to change subsequently. Further, the Commissioner General of Examinations shall take action to hold the examination

in Colombo at the occasions where a sufficient number of applications are not received to organize examination centers in all majority of the towns proposed for the purpose.

03. The Secretary, Ministry of Public Administration and Management reserves the right to postpone or cancel the examination subject to the instructions of the Public Service Commission.

04. 50% of vacancies existing in Supra Grade of Public Management Assistants' Service as at 31/12/2017 shall be filled on the results of a limited competitive examination. Candidates shall secure at least 40 marks for each subject relevant to the examination in order to pass the limited competitive examination. The eligible applicants shall be appointed after verification of qualifications by an Interview Board appointment by the Public Service Commission. The interview shall be held only for the purpose of examining the certificates by which the qualifications of the applicants are to be verified and no marks shall be allocated at the interview.

05. The Salary segment MN 7 - 2016 of Public Administration Circular No. 03/2016 dated 25.02.2016 is entitled to this post and accordingly, the monthly salary scale shall be Rs. 41,580 - 11x755 - 10x1080 - 68,425. You are entitled to the said salary from 01.01.2020. Salaries are paid to you from the effective date of the appointment as per the provisions of Schedule II of the said circular.

06. *Qualifications.*— Officers who belong to the Combined Service who have completed a satisfactory service of 05 years immediately preceding the Application Closing Date shall strictly be eligible to sit for this examination.

- (a) Shall have been an officer in Grade I of the Public Management Assistants' Service
- (b) Shall have been an Grade II officer of Public Management Assistants' Service who has completed an active and satisfactory service of at least not less than eight (08) years

Or

- (c) Shall have been an officer of Public Management Assistants' Service who has possessed a degree from a university recognized by the University Grants Commission and completed an active and satisfactory service of 05 years.

07. *Method of application :*

- (a) The application shall be in the form of the specimen appended to this notification. It should be prepared by the candidate himself on paper of size 25.5cm x 21 cm (A4 paper) using both sides in such a way that Nos. 01 to 04 appear on the 1st page, Nos. 05 to 10 on the 2nd page and the remaining numbers on the 3rd page. It is the responsibility of the candidate to make sure that the application complies with the specimen indicated in the Exam Notification. Applications that do not comply with the specimen or that have not been completed properly shall be rejected without notice. It is essential to mention the name of the examination in English language as well, in applications prepared in both Sinhala and Tamil mediums. The application shall be prepared in the same language in which the candidate intends to sit for the examination. (It is advisable to keep a photocopy of the perfected application with the candidate)
- (b) Applications perfected by candidates shall be forwarded to the Head of Department along with a photocopy. Once his/her recommendation is obtained, the photocopy shall be filed in the personal file of the candidate while the original shall be sent through the respective Head of Department to reach

**The Commissioner General of Examinations,
Organization and Foreign Examinations Branch,
Department of Examinations,
P. O. Box 1503,
Colombo.**

Before 30/10/2017 by Registered Post. Copies of applications other than the application sent through the Head of Department should not be sent personally. Applications received after the closing date shall be rejected. The respective Head of Department should certify that the application has been perfected in every respect and shall place his signature on the certificate indicated in No. 14 of the specimen application. **No application shall be sent to the private address of the Commissioner General of Examinations or any other officer of the said Department.** The top left corner of the envelope containing the application should clearly bear the words "**Limited Competitive Examination for recruitment to Supra Grade of Public Management Assistant's Service - 2017**". The post and the service station of the applicant at the time of applying for the examination shall be applicable to all matters related to the examination and any change made in this regard after sending applications shall not be considered.

- (c) (i) Examination fee shall not be charged from the candidates who sit for the examination for the first time; namely candidates who did not sit for the Limited Competitive Examination for promotion to Supra Class of General Clerical Service held in 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1991, 1996, 1999 or 2001, candidates who did not sit for a Limited Competitive Examination of Supra Class of Government Typists' Service held in 1985 and 1996, candidates who did not sit for a Limited Competitive Examination of Supra Class of Government Stenographers' Service held in 1996 and candidates who did not sit for a Limited Competitive Examination of Supra Class of Government Book - keepers' / Shroffs' or Store-keepers' Service held in 1999 and candidates who did not sit for the Limited Competitive Examination for promotion to Supra Class of PMAS held in 2006, 2007, 2011 and 2015.

- (ii) Examination fee is Rs. 600/-. Further, the said fee shall be paid to any Post/ Sub Post Office to be credited to revenue head 2003-02-13 and the receipt obtained in favour of the applicant shall be affixed in the relevant cage of the application so as not to be detached. Money orders and stamps shall not be accepted and the examination shall not be refunded or transferred for another examination under no circumstance. It is advisable to keep a photocopy of the receipt with the candidate.

- (d) Complaints on applications or any relevant document getting lost or delayed in the post shall not be entertained.
- (e) Receipt of application shall not be acknowledged.

08. Admission to the examination:

- (a) Commissioner General of Examinations shall issue admission cards to all the candidates who have paid examination fees, completed the application form properly and sent before due date. A candidate presenting himself for the examination shall get his signature on the admission card attested in advance and produce his admission card to the supervisor of the examination center on the first day of the examination. Any candidate who fails to produce his admission card shall not be permitted to sit for the examination.
- (b) Candidates must sit for the examination at the examination hall assigned to him. A set of rules to be followed by all candidates is published 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 and regulations.
- (c) A notification shall be published in newspapers 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. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating your full name, address, national identity card number and name of the examination: i. e. certified photocopies of the application form and the receipt kept at your possession. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through fax.

Note: Issuance of admission card to the examination does not necessarily mean that the candidate is eligible to sit for the examination.

09. 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 one of the following documents shall be accepted.

- (a) National Identity Card issued by the Department of Registration of Persons.
- (b) A valid passport.

10. Penalty for furnishing false information :

- (a) If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/ her candidature is liable to be cancelled at any state prior to, during or after the examination.
- (b) If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/ she has willfully suppressed any material fact he or she shall no longer be considered for an appointment. Furthermore, he or she shall be liable for dismissal from the Public Service or cancellation of any appointment made on this examination.

11. Language medium of the examination.— The examination shall be held in Sinhala, Tamil and English languages. Candidates should sit the examination in the language medium in which they sat for the examination for recruitment to the service or in one of the official languages. The language medium of examination indicated initially shall not be allowed to change subsequently.

12. Scheme of examination.— The Written Examination shall consist of the following subjects :—

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>
1. Office Management	02 hours	100
2. Office Systems	02 hours	100
3. Establishment procedures and Procedural rules	02 hours	100
4. Public Finance Management	02 hours	100
5. General Paper	1 1/2 hours	100

13. Syllabus.— Knowledge in the following subjects is expected from the candidates.

- (i) **Office Management (Duration - 02 hours, Marks - 100)**
Organization structure, principles of organization, task analysis and task evaluation,

leadership supervision and decision making, communication, public relations, co-ordination and problem solving.

(ii) Office system (Duration - 02 hours, Marks - 100)

Principles of office systems, office procedures, document and filing, planning and handling of forms, office correspondence, control over the utilization of office equipment, office layout and environment, job description, study on work and systems, work measurement, Manual of Office Operations.

(iii) Establishments procedures and procedural rules (Duration - 02 hours, Marks - 100)

Procedures to be followed when making recruitment to public service, establishments activities of public officers, maintaining a personal file, vesting of powers for the tasks such as appointment, transfers, promotion and termination of service of public servants, welfare of public servants, privileges entitles to public officers. General knowledge of the regulations and circulars that have been already issued by the Government shall be tested.

(iv) Public Financial Management (Duration - 02 hours, Marks - 100)

Responsibilities of an Accounting Officer and Annual Estimates, financial control, delegation of responsibilities on financial matters, receipt of money, accounting, acceptance of money, payments, custody of public money, imprest and bank accounts, supplies and services, tender procedures, board of surveys, audit queries, ledgers and summaries of income and expenditure of government offices, bank reconciliation, books on financial management, regulations and Circulars issued on utilization of Public Finance so far by the government.

(v) General paper (Duration - 1 1/2 hours, Marks - 100)

The nature of Public Administration, structure of Public Administration, Public policies and new public reforms, fundamental rights, human rights, Human Rights Commission, Ombudsman, Public Petitions Committee of the

Parliament, office culture, ethics and morals, making office environment properly, welfare activities of the staff, recognition of civil and official status in the aspect of social science and the duties of public officers towards recipients.

14. Selection for appointment :

- (i) A candidate shall secure at least 40 marks for each subject in order to pass the above examination and to be called for the interview. On the order of total marks secured at the examinations, candidates shall be called for an interview which shall be conducted by an interview board appointed by the Public Services Commission for verification of qualifications. No marks shall be allocated at such interview. Selected candidates are liable to serve in offices situated in any part of the Island where vacancies exist. Appointment of any candidate shall be cancelled, if he/ she refuses to assume duties at the respective office. At such occasions, vacancies shall be filled by calling other candidates in the order of marks.
- (ii) It is compulsory to serve at least 03 years at the service station to which the candidate gets the first appointment. However, the Appointment Authority reserves the right to transfer an officer before the completion of the said period on special grounds determined by the Appointing Authority.
- (iii) The result sheet including the names of the candidates who become qualified from the written test shall be submitted to the Secretary, Public Service Commission on the notice of the Public Service Commission. The results of the remaining candidates shall be published in the website www.results.exams.gov.lk or they shall be informed personally.

15. Conducting of this examination and promotion to Supra Grade shall be made subject to the general conditions governing the appointments of public service, rules and regulations stipulated in the Public Management Assistants' Service Minute published in the *Gazette* extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11th of December 2013 and any amendment already made and shall be made thereto in due course.

16. The Public Services Commission reserves the right to refrain from filling some or all of the vacancies and also to decide on the matters not provided for in respect of these regulations.

17. In the event of any inconsistency between the Sinhala, Tamil and English texts of this *Gazette* notification, the Sinhala text shall prevail.

On the order of the Public Services Commission.

J. J. RATHNASIRI,
Secretary,
Ministry of Public Administration and Management.

Ministry of Public Administration and Management,
Independence Square,
Colombo 07,
15th September 2017.

For office use only

**Limited Competitive Examination for Appointment to Supra Grade of Public
Management Assistants' Service - 2017**

Language Medium of Examination

Sinhala - 2

Tamil - 3 ☐

English - 4

(Indicate the relevant number in the cage)

Indicate the town and the town number in which the
candidate intends to sit the examination as per the
notification of calling for application

Name of town

Town Number

01. Indicate whether you belong to the Combined Service or to which provincial public service you belong:
(Indicate the number relevant to the public service to which you belong)

(Western Provincial Public service-01, Central Provincial Public Service-02, Southern Provincial Public Service-03,
Northern Provincial Public Service-04, Eastern Provincial Public Service-05, North Western Provincial Public
Service-06, North Central Provincial Public Service-07, Uva Provincial Public Service-08, Sabaragamuwa
Provincial Public Service-09, Combined Service-10)

02. 2.1 Name, with initials at the end: Mr./Mrs./Miss. : _____.

(In English block capitals) Eg.: SILVA, A.B.C.D

2.2 Name in full (In English) : _____.

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

2.4 N.I.C. Number :

03. 3.1 Official address (In English block capital) : _____.

(Admission card will be sent to this address)

3.2 Permanent address (In English block capital) : _____.

3.3 Permanent address (In Sinhala/Tamil): _____.

3.4 Telephone number :

04. Date of Birth : Year Month Date

05. Sex (Indicate relevant number in the cage) :
Femal-1 Male-0

06. Marital status: Single-1 Married-2 (Indicate relevant Number in the cage)

07. Age as at the Application Closing Date :

Years Months Days

08. Have you sat for any of the following examinations? Examinations for recruitment to G.C.S. held in **1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1991, 1996, 1999, 2001**/ Examination for recruitment to Government Typists' Service held in **1985, 1999**/ Examination for recruitment to Government Stenographers' Service held in **1996**/ Examination for recruitment to Government Book-keepers Service held in **1999**/ Examination for recruitment to Government Shroffs' Service held in **1999**/ Limited Competitive Examination for Promotion to Supra Class of the Public Management Assistants' Service held in **2006, 2007, 2011, 2015** :_____.

09. (i) Date of appointment to Public Management Assistants' Service/General Clerical Service / Government Typists' Service / Government Stenographers' Service / Government Book keepers' Service / Government Shroffs' Service /Government Store-keepers' Service :_____.

(ii) Total period of service as at the Application Closing Date : Years Months Day

(iii) No pay leave obtained during the 05 years immediately preceding :_____.

(iv) Period of active service as at the Application Closing Date : Years Months Days

(v) Date of confirmations in the post of Public Management Assistants' Service/General Clerical Service/Government Typists' Service/ Government Stenographers' Service / Government Book keepers' Service / Government Shroffs' Service/Government Store-keepers' Service :_____.

(vi) Present Class and the date of appointment to the same Class :_____.

(vii) If possessing a degree, the year and the name of the University :_____.

(viii) Effective date of the degree :_____.

10. (i) Language medium in which the candidate sat the competitive examination to enter Public Management Assistants' Service/General Clerical Service / Government Typists' Service / Government Stenographers' Service/ Government Book keepers' Service / Government Shroffs' Service/Government Store-keepers' Service :_____.

(ii) If the candidate was recruited to General Clerical Service / Government Typists' Service/ Government Stenographers' Service / Government Book keepers' Service / Government Shroffs' Service/Government Store-keepers' Service without holding a competitive examination, language medium in which the candidate obtained qualifications to enter the service :_____.

11. Clearly indicate the address of the office and the Head of the Institution where your personal file is maintained :_____.

12. Affix the cash receipt firmly :

Affix the cash receipt obtained after payment of examination fee so as not to be detached.
It is advisable to keep a photocopy of the receipt.

13. Certificate of the Candidate :

I certify that to the best of my knowledge and belief that all the increments falling due within the 05 years immediately preceding the Application Closing Date have been earned by me (except increments for which the passing of Departmental Service Examinations has been prescribed) and that I have not suffered any disciplinary punishment whatsoever during the same period.

I declare that I am eligible to sit for this examination and the information given in this form is true and that since, I am sitting for this examination for the first time, the fee should not be paid/the cash receipt of No. Dated obtained on payment of examination fee is affixed hereto*. If it is found that, I am ineligible according to the service minute relating to this examination, I agree to be bound by any decision that may be taken to cancel my candidature, at any state prior to, during or after the examination, Further, I also agree to be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and the decisions taken on issuance of the results.

_____,
Signature of the Applicant.

Date : _____.

14. Certificate of the Head of the Department :

I certify that the candidates Mr./Mrs./Miss*has been serving in this office since.....he/she* has completed a satisfactory service of five years as at..... that the particulars furnished in the application have been checked personally by me with the documents available in the office and were found to be correct, he/she* is eligible for exemption from examination fees since she/he* is appearing for the examination for the first time / he/ she* has paid the prescribed examination fee and pasted the receipt on the application, he/she* has satisfied requisite qualifications to sit for the examination as per the relevant *Gazette* notification, an endorsement to that effect has been entered in the history sheet of the officer as per circular letter of Commissioner General of Examinations No. 13 dated 02.10.1972 and he/she* has signed before me on Reference No. of the Director General of Combined Services and the date of the letter of absorption of this officer to Public Management Assistants' Service are and respectively.

_____,
Signature of Head of Institution.

Date : _____.

Name : _____.

Designation : _____.

Address : _____.

(Place the official stamp)

* Delete the inappropriate words.