



Assistants' Service/ Local Government Public Management Assistants' Service (Hereafter referred to as the "Service") should meet the following eligibility criteria:

- (a) Should be an officer in the Class I or Class II belonging to the service,

Or

- (b) Should be an officer in the Class III belonging to the service with a minimum of 5 years' experience on the date of application.

Note: Officers in other Management Assistant Services, not belonging to the above mentioned services, are not eligible to apply.

- (c) The post and the workplace of the applicant at the time of applying for the examination will be applicable with regard to all aspects of the examination. After submitting the application, any changes thereto shall not be considered.

- (d) Age should be less than 57 years of age on the closing date of applications. (Accordingly only those who were born after 07.06. 1962 are eligible to apply)

- (e) Should have earned on the due date, all the annual increments, falling within the five years immediately preceding the date of application.

- (f) Should not have been subjected to any form of disciplinary punishment, excluding a warning.

- (g) Should not be an officer presently attached to a Sri Lanka Mission abroad.

Note:

- (i) An applicant who is eligible at the time of submitting his/her application, is subsequently promoted to a Class/Grade higher than Class I of the Services or appointed to a post in any other service, will not be eligible to fill a vacancy in the Home-Based Public Management Assistants' cadre at Sri Lanka Missions abroad. It is the responsibility of applicants to promptly inform the Secretary, Ministry of Foreign Affairs in the event of any change in his/her official status that might have an impact on his/her eligibility under the above (a) and (b).

MINISTRY OF FOREIGN AFFAIRS

Competitive Examination for Filling Vacancies in the Public Management Assistants' Service Cadre in Sri Lanka Missions Abroad – 2018(2019)

APPLICATIONS are hereby invited for the competitive examination conducted by the Commissioner-General of Examinations, to be held in Colombo in *July 2019* on behalf of the Ministry of Foreign Affairs to fill vacancies in the home-based Public Management Assistants' Cadre in Sri Lanka Missions abroad, from eligible officers of the Public Management Assistants' Service, Provincial Public Management Assistants' Service and Local Government Public Management Assistants' Service.

02. *Eligibility:* Applicants from the Public Management Assistants' Service/ Provincial Public Management

- (ii) Preference will be given to officers with experience in accounts and administrative work and have a good working knowledge of English. Working knowledge in other foreign languages will be considered as an added qualification.

3. *Method of Selection*: Selection will be made on the basis of the written examination conducted by the Commissioner-General of Examinations, and the practical assessment and *viva voce* conducted by Secretary, Ministry of Foreign Affairs. All examinations will be held in Colombo.

3.1. *Written Examination*: - The written examination will consist of the following papers :

<i>Paper</i>	<i>Duration</i>	<i>Marks</i>
Financial Systems	2 hours	100
Establishments Code & Office Procedures	2 hours	100
English Language	2 hours	100
Practical Assessment	80 Min.	60

Note: 1. *Financial Systems* – This question paper which will consist of objective and subject type questions, is set to test the candidate's practical knowledge of financial operations and accounting procedures of a Government institution. All questions should be answered.

2. *Establishments Code and Office Procedures* – Objective and structured type questions will be included in this paper, to test the candidate's practical knowledge of establishments and office procedures of a Government institution. All questions should be answered.

3. *English Language* – This question paper is designed to test the candidate's knowledge in comprehension and written communication. All questions should be answered.

3. *Practical Assessment*– Computer based practical assessment on financial accounts, proficiency in English language, administrative procedures and IT skills.

Eg: Testing on accounting procedures and CIGAS

Tender procedures and procurement

MS Office application

Business Communication: Letter/ Memo writing, Report Writing

(Each of the 4 questions will carry 15 Marks. Total marks will be 60 (15 x 4))

3.2 *Viva Voce*:

3.2.1 The *Viva Voce* will carry 40 marks and will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs.

3.2.2 The elaborated marking scheme for the *Viva- voce* which will be conducted by the Ministry is appended below :

<i>No.</i>	<i>Marking criteria</i>	<i>Marks breakdown</i>	<i>Maximum marks</i>
1	Additional Education Qualifications : I. Degree with 1 st Class II. Degree with 2 nd Class Upper Division III. Degree with 2 nd Class Lower Division IV. Degree with an ordinary pass	15 12 10 08	15

No.	Marking criteria	Marks breakdown	Maximum marks
2	Other/ Professional Qualification directly relevant to the function of the Ministry of Foreign Affairs (International relations, Law, English or other foreign languages, IT, Human Resources Management, Marketing & Business Studies, CIM, CIMA, AAT, etc.) I. Post Graduate Diploma II. Diploma III. Certificate Level IV. Any qualification over six months with regard to the English language proficiency or any other foreign language from a recognized university, technical college or from a government registered institutions or similar qualifications	10 08 06 04	10
3	Behavioral competencies and Fluency in English Language I. Communication Skills & English Language Fluency II. Knowledge on International Affairs III. Cultural Sensitivity IV. Positive Attitude V. Personality & Grooming	05 03 03 03 01	15
	Total		40

3.2.3 Those candidates who have obtained 40% marks or above in each paper with a total aggregate of 150 or above at the written examination will be eligible to be called for practical assessment and viva voce. However, in the event of the unavailability of a sufficient number of qualified candidates according to the above cut-off mark, the Secretary to the Ministry of Foreign Affairs reserves the right to decide the cut-off mark. The candidates who are eligible to sit for the practical assessment and viva voce must obtain minimum 40% marks for practical assessment ($60 \times 40\% = 24$) and viva voce ($40 \times 40\% = 16$) to be selected for the final list.

3.2.4 The list of applicants who have qualified for the Practical Assessment and the viva voce as per paragraph 3.2.3 prepared in the alphabetical order will be sent to the Secretary, Ministry of Foreign Affairs by the Commissioner General of Examinations.

After receiving the Practical Assessment and viva voce marks, the result sheet prepared on the basis of merit order of total aggregate marks obtained by the applicants, will be sent to the Secretary, Ministry of Foreign Affairs by the Commissioner General of Examinations.

Additionally, examination results will be sent directly to all applicants who appeared for the Examination.

4. Terms of Engagement :

- 4.1 After issuing the letters of appointment to selected officers, in the event of an appointee failing to assume duties at the place of work to which he/she is attached within three months from the due date, the appointment will be deemed as cancelled and any appeals made in that connection will not be entertained.
- 4.2 Candidates after being selected to fill the vacancies will be required to serve initially at the Ministry of Foreign Affairs in Colombo for a specified period of one year, prior to being posted to a Sri Lanka Mission abroad. If the work and conduct of a candidate during this initial period of service at the Ministry are found to be

unsatisfactory, his/her selection is liable to be cancelled.

- 4.3 Posting will be decided on the basis of requirements of the respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding such posting, there is no obligation on the part of the Ministry to consider the officer's personal needs and grievances (children's education etc.) and the officer should report for duty at the Mission assigned by the Ministry, irrespective of their personal preferences.
- 4.4 An officer selected on being posted to a Sri Lanka Mission abroad, is normally required to serve abroad for a period of three years on the terms and conditions stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to that effect. On completion of their tour of duty, the officer should return to Sri Lanka.
- 4.5 The selected officers while serving at a Sri Lanka Mission abroad, will continue to receive their substantive salaries paid in Colombo. In addition, the officer will be paid an overseas allowance during their period of service abroad.
- 4.6 Once an officer is selected, the cost of return air passage from Sri Lanka to the country of posting, accommodation and other facilities during his/her service abroad, in respect of the selected officer, his/her spouse and for a maximum of two children who are below 21 years of age and dependent on the officer only, will be met by the Government as determined by the Secretary/Foreign Affairs.

5. Method of application :

- 5.1 The application forms should be prepared on an A4 size paper as per the specimen appended to this notification, containing items from 1.0 – 5.2 on the first page and the rest on the other pages. Applications which are not in conformity with the specimen and those not providing the required details will be rejected without any notice. Applicants are advised to keep copies of their applications.

5.2 On the applications in Sinhala and Tamil, the name of the examination should be clearly indicated in English, in addition to Sinhala or Tamil.

5.3 Applications should be forwarded through the respective Heads of Department with the recommendation and endorsement from Head of Department on the eligibility of the applicant for service in Missions abroad and the correctness of details given in the application. The Head of Department should also state whether the applicant, if selected, can be released immediately from the present post.

5.4 Applications should be forwarded by registered post to reach the "Commissioner-General of Examinations, Organization (Institutional and Foreign Examinations) branch, Department of Examinations, P. O. Box 1503, Colombo" on or before 07th June 2019 and should be marked "Competitive Examination for Public Management Assistants in Sri Lanka Missions Abroad 2018(2019)" on the top left hand corner of the envelope.

6. *Examination Fees:* The examination fee of Rs. 600/- should be paid at any Post Office / Sub Post Offices or District/Divisional Secretariat Offices in Sri Lanka to the credit of Revenue Head 20-03-02-13 of the Commissioner General of Examinations, and the receipt obtained should be pasted in the relevant cage on the application. Details of the receipt such as the number, the office money is paid to, date and the amount paid, should be indicated in the relevant spaces. Receipt obtained by paying examination fees through any other mode of postal/money orders or stamps will not be accepted. It will be appropriate to keep a photocopy of the receipt. Under no circumstances will the examination fees be refunded.

7. Incomplete applications will be rejected by the Department of Examinations. No applications received after the closing date will be accepted.

8. Admission to sit for the Examination:

8.1 Receipt of applications will not be acknowledged.

8.2 The Commissioner General of Examinations will issue Admission Cards to all the applicants who are within the age limit specified in the

notification provided. As soon as the admission cards are issued to the prospective candidates, a notification will be published in the newspapers and the official website of Department of Examination, Sri Lanka to that effect. Candidates who do not receive their admission cards within 02 or 03 days after the publication, should make inquiries from the Organization (Institutional and Foreign Examinations) branch of the Department of Examinations. In making inquiries the candidates should state clearly the name of the examination applied for, full name of the applicant, National Identity card number and the postal address. In the case of outstation candidates, it will be more advantageous to send a letter of request with a fax number which he/ she can receive his/ her admission card, making reference to the fax number given in the notification. In making such inquiries it will be beneficial for the applicant to keep with him/her a copy of the application, a copy of the receipt issued on payment of the examination fee and the receipt issued on sending the application by registered post to enable him/her to substantiate any information required by the Department of Examinations, Sri Lanka.

8.3 Signature of the applicant placed on the admission card as well as on the application should have been attested. Candidate employed in an institution should get his/her signature attested by the Head of institution or any other officer authorized to sign on behalf such Head of institution. A candidate presenting himself/ herself for the examination must produce his/ her attested admission card to the Supervisor of the Examination Centre.

8.4 A candidate must sit for the Examination at the Examination hall assigned to him/her. A set of rules to be observed by all candidates is published in the Gazette. The candidates are subjected to all rules and regulations imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate would have to face a penalty imposed by the Commissioner General of Examinations.

The decision of the Commissioner General of Examinations will be final with regard to the conduct of examination and the issuance of results.

8.5 Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

9. *Medium of Examination :*

9.1 The Examination will be conducted in Sinhala, Tamil and English medium. Candidates will not be allowed to change the medium applied for, subsequently.

9.2 A candidate is required to answer all question papers in one language only, except for the English Language paper.

10. *Penalty for Furnishing False Information :*

10.1 If any of the particulars furnished by a candidate are found to be false within his/her knowledge, or if he/she willfully suppressed any material fact, he/she will be liable for dismissal from the Public Service, and therefore, he/she will be ineligible to sit for the examination.

10.2 If a candidate is found to be ineligible to sit for this examination at any stage prior to, during or after the examination, his/her candidature is liable to be rejected.

11. *Identity of Candidate :* A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/she offers. For this purpose, any of the following documents will be accepted:

- (a) National Identity Card
- (b) Valid Passport
- (c) Valid Driving License

12. Decision of the Secretary, Ministry of Foreign Affairs will be the final with regard to recruitments.

13. In case of any divergence in the text of this notification published in Sinhala, Tamil and English, the Sinhala text will prevail.

RAVINATHA ARYASINHA,
Secretary/ Foreign Affairs.

Ministry of Foreign Affairs,
Republic Building,
Colombo 01.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE COMPETITIVE EXAMINATION FOR FILLING VACANCIES IN THE PUBLIC MANAGEMENT ASSISTANTS' SERVICE
CADRE IN SRI LANKA MISSIONS ABROAD - 2018(2019)

PART A

The service you belong to :
(Give the relevant number in the Box)

Public Management Assistants' Service - 1	<input type="text"/>
Provincial Public Management Assistants' Service - 2	
Local Government Public Management Assistants' Service - 3	

<input type="text"/>
For Office Use

Medium in which the applicant wishes to sit for the examination

Sinhala - 2

Tamil - 3

English - 4

(Give the relevant number in the Box)

1.0 1.1 Name in Full (in block letters) : _____.

(Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with the Last Name First and Initials of Other Names at the End (in block letters) : _____.

(Eg: GUNAWARDHANA H.M.S.K.)

1.3 Name in Full (in Sinhala/Tamil) : _____.

2.0 2.1 To which address Admission cards should be sent: (In English block letters) : _____.

2.2 Permanent Address (In Sinhala/Tamil) : _____.

3.0 3.1 Sex: Male - 0

Female - 1

(Give the relevant number in the Box)

3.2 National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4.0 4.1 Mobile No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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4.2 Telephone No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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5.0 5.1 Date of Birth: Year

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Month

<input type="text"/>	<input type="text"/>
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Date

<input type="text"/>	<input type="text"/>
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5.2 Age as at the closing date of application : Years

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Months

<input type="text"/>	<input type="text"/>
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Days

<input type="text"/>	<input type="text"/>
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6.0 6.1 Official Address (In English block letters) : _____.

6.2 Telephone No. : _____.

7.0 7.1 Service: Public Management Assistants Service/Provincial Public Management Assistants Service /Local Government Public Management Assistants Service (Delete whichever is inapplicable) : _____.

7.2 Date of first appointment to the Public Service/ Provincial Service/Local Government Service and Language medium. (Delete whichever is inapplicable) :_____.

8.0 8.1 Civil Status:

Married – 2

Single – 1

(Give the relevant number in the Box)

8.2 If married, number of children :_____.

Their dates of birth and ages :_____.

9.0 If the spouse is employed, give details :_____.

10.0 Educational Qualifications (with language medium) :_____.

11.0 Date of Promotion to:

11.1 Class II :_____.

11.2 Class I :_____.

11.3 The Class which the applicant is currently attached to and the date of appointment for the same :_____.

12.0 Present Annual Salary:

13.0 Experience (Give the number of years)

13.1 Accounts :_____.

13.2 Establishment Procedures :_____.

14.0 Proficiency:

(a) Sinhala Language

(b) Tamil Language

(c) English Language

(d) Any other Foreign Language

	<i>Reading</i>	<i>Writing</i>	<i>Speaking</i>
(a) Sinhala Language			
(b) Tamil Language			
(c) English Language			
(d) Any other Foreign Language			

15.0 Ability:

15.1 Typing (Sinhala/Tamil/English) :_____.

15.2 Computer Literacy (Give details) :_____.

16.0 If the applicant has previously served at any Sri Lanka Mission abroad, give the names of the Mission with dates :_____.

17.0 Any other qualifications :_____.

18.0 The receipt issued by the Post Office/Sub Post Office on payment of examination fees should be affixed in the cage below. (retain a photocopy of the receipt) :

1. Receipt No. :_____.

2. Post Office/ Sub Post Office :_____.

3. Date :_____.

4. Amount :_____.

19.0 Applicant’s Certificate:

I do hereby declare that I have earned all increments falling due in the five (5) years immediately preceding 07th June 2019 and have not been subjected to any disciplinary punishment. I also declare that to the best of my knowledge the information furnished in this application is true and accurate. I am aware that if any information is found to be incorrect or false, before, during or after the examination, the Secretary, Ministry of Foreign Affairs has the right to cancel my candidature/ or appointment.

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.

I further declare that I will be subjected to the rules and regulations imposed by the Commissioner General of Examinations in relation to examination procedure and issuing results.

Signature of the Applicant.

Date :_____.

PART B
(To be filled by the Head of Department)

I declare that I have verified that Mr./Mrs./Miss.....
....., is in Class I/Class II/Class III (with five (5) years of experience) of the Public Management Assistants Service/ Provincial Government Public Management Assistants Service/Local Government Public Management Assistants Service,

- (a) has earned all increments during the 5 years immediately preceding 07th June 2019
- (b) and has not been subjected to any disciplinary punishment during the five (5) years immediately preceding 07th June 2019 and that the information furnished in the application is true. I hereby

certify that the examination fees have been paid and the receipt is attached herewith.

Recommendation :

- (i) The applicant is eligible/ ineligible for service in Missions abroad
- (ii) The Applicant can/ cannot be released, if selected.

Signature of the Head of Department with the Official Frank.

Designation :_____.

Date :_____.