

**OPEN COMPETITIVE EXAMINATION  
FOR RECRUITMENT TO THE POST OF  
THAKSHANA SAHAYAKE (GRADE III) TO  
BE EMPLOYED AT DISTRICT SECRETARY/  
GOVERNMENT AGENT OFFICES AND  
DIVISIONAL SECRETARIATS UNDER THE  
MINISTRY OF INTERNAL AND HOME  
AFFAIRS AND PROVINCIAL COUNCILS AND  
LOCAL GOVERNMENT-2019**

1. APPLICATIONS are hereby invited from the qualified citizens of Sri Lanka for the open competitive examination to be held for recruitment to the above posts.

2. On the results of a written examination to be conducted by the Commissioner General of Examination, the candidates who satisfy the qualifications will be selected on merit for appointment to 47 vacancies in the post of Thakshana Sahayake Grade III in District Secretary/ Government Agent offices and Divisional Secretariats under the Ministry of Internal and Home Affairs and Provincial Councils and Local Government.

3. *Age Limit.*— Candidates should be not less than 18 years and not more than 35 years of age on the closing date of applications. (Accordingly, the applicants whose birthday falls on or before 26.06.2001 and on or after 26.06.1984 shall only be qualified to apply in terms of age.)

4. *Educational Qualifications.*— Shall have passed GCE (O/L) in not more than two sittings, in six (06) subjects including Language or Literature, Mathematics and Science.

05. *Professional Qualifications.*— Shall have possessed National Certificate in Technology (Civil Engineering) at level 5 of NVQ awarded by a Technical/ Technological College recognized by the Government along with the above educational qualifications.

6. *Other qualifications :*

- (a) Shall be a citizen of Sri Lanka
- (b) Shall have an excellent moral character

7. *Salary Scale.*— As per (MT 1-2016 A) under Public Administration Circular 03/2016, the salary scale is Rs. 29,840-10x300-11x350-10x560 -10x660- Rs. 48,890 and it will come into effect from 01.01.2020. In accordance with the provisions of Schedule II of these circular, salaries will be paid from the effective date of the appointment. In addition, candidates shall be entitled to other allowances paid by the Government from time to time. The candidates should pass the first efficiency bar examination

of Grade II, within 3 years of the appointment to Grade II. Candidates should pass the first efficiency bar examination before reaching 4th salary increment and proficiency in second official language of the required level should be obtained before elapsing of 05 years from the appointment as per Public Administration Circular No. 01/2014 and the related circulars.

08. *Service Conditions :*

1. This post is permanent. Candidates should be bound by the policy decision to be taken by the Government on the pension scheme in future.
2. Selected candidates will be attached to District Secretary/Government Agent Offices and Divisional Secretariats at the discretion of Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government.
3. Selected candidates are liable to serve in any part of the island.
4. Selected candidates will be subjected to a probation period of three years.
5. Selected candidates are bound by provisions indicated in the Establishments Code and Financial Regulations and the provisions of Public Administration Circulars, orders issued from time to time by the Government and the departmental instructions.

09. *Method of recruitment :*

- I. This examination will be held only in Colombo by Commissioner General of Examinations in September, 2019.

II. *Scheme of examination :*

- (a) Examination will be held only in Sinhala & Tamil mediums. It is not allowed to change the medium of language applied by the candidate consequently.
- (b) Candidates should answer all question papers at the examination in one and the same language.
- (c) Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination for the purpose of conducting the examination and issuing

the results. Candidates shall be liable to be subjected to any punishment imposed by Commissioner General of Examination for violation of these rules and regulations.

III. *Subjects of the examination.* – Examination will consist of two question papers.

- (1) Intelligence Test,
- (2) Question Paper on Technology.

10. *Syllabus :*

10.1

1. Intelligence test

Time - 1 hour

Total Marks - 100

This paper consists of 50 questions designed to assess and decide the candidate's capacity for critical reasoning and analytical power of thinking. The question paper consists of multiple choice questions and short answer type questions and the candidates should answer all questions.

2. Question Paper on Technology

Time - 3 hours

Total Marks - 100

This paper consists of questions designed to assess the candidate's knowledge on principles of building construction, designing and understanding plans, water supply, drainage systems, and disposal of garbage. Candidates should answer all questions.

10.2 By selecting the candidates who have secured 40% or more marks for each paper, a priority list for recruitment will be prepared in order of aggregate of marks for each paper.

- Candidates are required to bring geometrical sets and other necessary accessories to the examination center for answering the paper.

11. *Penalty for Furnishing False Information.* – Care should be taken to furnish correct information in filling the application form. If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination, as per the rules and regulations of this examination. If, during any stage, it is found that a candidate has furnished false information he/she will be liable for dismissal from the Public Service. The issue of an admission card to a candidate does not

necessarily mean that he/she has fulfilled the required qualifications to sit the examination.

12. I. *Examination Fee :-*

Examination fee is Rs.600. It should be paid at any Post Office/Sub Post Office or District/Divisional Secretariat in the island to be credited to the Revenue Head 20-03-02-13 of the Commissioner General of Examinations. The receipt issued for that should be affixed securely to the relevant cage in the application form so as not to be detached. (A photocopy of the receipt should be kept in possession for future reference) Under no circumstance will the fee be refunded. Money order or stamps will not be accepted as examination fees.

II. *Examination Results :*

Results of the candidates who sat the examination, a list of candidates who have fulfilled the qualifications as per the Para 10.2 of this notification, will be provided to the Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government. The results of the examination will be either sent personally to each applicant who sat the examination or will be posted on the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

13. *Method of Application :*

(a) Applications should be prepared using papers of A4 size (21x29 cm) (normal half sheets) in such a way that,

(i) Para 01- 03 appear on the first page and

(ii) Para No: 04 onwards on the rest of the pages.

(iii) Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. Further it would be advisable to keep a photocopy of the completed application form. Care should be taken by the candidate so as to make sure that the application form perfected by him/her complies with the specimen given in the examination notice. Otherwise, the applications shall be rejected. It is essential to mention the name of examination in the heading in English language as well, in applications prepared in both Sinhala and Tamil mediums.

- (b) The completed application form for the examination should be sent by Registered Post to reach below mentioned address on or before 26.06.2019.

**Commissioner General of Examination  
Organization (Establishment and Foreign  
Examination) Branch,  
Department of Examinations,  
P.O. Box 1503, Colombo.**

The top left-hand corner of the envelope enclosing the application should be clearly marked "Recruitment to the Post of Thakshana Sahayake -Grade III in the Ministry of Internal and Home Affairs and Provincial Councils and Local Government-2019". Any application received after the closing date will not be accepted.

- (c) It is compulsory for the officers who are already in Public Service to submit the application certified by the Head of the Department under the Section 12.0 of the application. The candidate's signature in both the application and the admission card should have been certified. An applicant who applies for this post from any institution should get his/her signature certified by the Head of the Department or a delegated officer by the said Department Head, while other applicants from a Head of a Government school, a Grama Niladhari of the division, Justice of the Peace, a Commissioner for Oaths, a Lawyer, Notary Public, a commissioned officer in the three armed forces, or an permanent staff grade officer from Government or Provincial Public Service.

- (d) The Commissioner General of Examinations will issue the admission card for those applicants within the prescribed age limit, and have paid the relevant examination fee and submitted the correctly filled applications along with the relevant receipt, on or before the closing date of applications. Soon after the issuing of admission cards, a paper advertisement will be published by the Department of Examination notifying the same. If the admission card is not received at least 5

days before the scheduled date of examination in the notification, steps should be taken to inquire from the Organization (Establishments and Foreign Examination) Branch of the Department of Examinations in the manner specified in the notification. In making such inquiry the candidate should clearly mention the name of the examination applied, full name of the applicant, National Identity Card number and the address. If the applicant is resident outside Colombo, It would be advisable to send a letter of request *via* fax to the number indicated in the notice, along with the above details and also indicating a fax number of applicant to which the admission card may be sent. In order to substantiate certain information that the Department of Examinations may request, it is also useful to keep photocopies of the application form, the receipt kept at your possession for paying the examination fee and the receipt of the postal registration ready in hand.

- (e) Candidates should get their signature on the admission card certified in advance and surrender to the supervisor of the examination hall on the date of examination. Candidates shall not be allowed to sit for the examination without such admission card.
- (f) Issuance of an admission card to a candidate does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination.

14. Candidates will be required to surrender any of the following documents to the supervisor of the examination hall to prove their identity :

- (i) National Identity Card issued by the Department of Registration of Persons,  
(ii) Valid Passport,  
(iii) Valid Driving License.

15. Any matter not provided for in these regulations will be dealt with as determined by the Secretary to Ministry of Internal and Home Affairs and Provincial Councils and Local Government. All candidates shall be bound by the general rules & regulations pertaining to this examination mentioned in the *Gazette*.

16. "If it appears that there is any inconsistency or discrepancy between language texts in this notification,

which is published in Sinhala, Tamil and English mediums, on such occasion action will be taken in accordance with the notification in Sinhala medium".

H. M. GAMINI SENEVIRATHNA,  
Secretary,  
Ministry of Internal and Home Affairs and  
Provincial Councils and Local Government.

At the Ministry of Internal & Home Affairs and  
Provincial Councils and Local Government  
16th of May, 2019.

### Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF THAKSHANA SAHAYAKE (GRADE III) TO BE APPOINTED FOR THE SERVICE AT DISTRICT SECRETARIATS/GOVERNMENT AGENT OFFICES AND DIVISIONAL SECRETARIATS OF GOVERNMENT UNDER THE MINISTRY OF INTERNAL AND HOME AFFAIRS AND PROVINCIAL COUNCILS AND LOCAL GOVERNMENT-2019

(for office use only)

Language Medium :

Sinhala - 2   
Tamil - 3

(Indicate the relevant number in the cage)

1.0 1.1 Name in full (in English block capitals) : \_\_\_\_\_.  
(Eg. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name, with initials at the end (in English block capitals) : \_\_\_\_\_.  
(Eg. GUNAWARDHANA, H. M. S. K.)

1.3 Name in full : \_\_\_\_\_.  
(In Sinhala/Tamil)

2.0 2.1 Permanent address : \_\_\_\_\_.  
(In English block capitals)

2.2 Permanent address : \_\_\_\_\_.  
(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent : \_\_\_\_\_.  
(In English block capitals)

2.4 Postal City (In English Block capitals) : \_\_\_\_\_.

2.5 N. I. C. Number :

3.0 3.1 Sex :  Female 1  
Male 0

(Indicate relevant number in the cage)

3.2 Mobile T. P. No. :

3.3 Fixed T. P. No. :

3.4 Date of Birth : Year :     Month :   Date :

3.5 Age as at 26.06.2019 : Years :   Months :   Days :

## 4.0 Educational qualifications :

## 4.1 Particulars of G.C.E (O/L) Examination :

I. Year and Month of the Examination :\_\_\_\_\_.

II. Index Number :\_\_\_\_\_.

III. Results :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		2.	
3.		4.	
5.		6.	
7.		8.	
9.		10.	

## 4.2 Particulars of G.C.E (A/L) Examination :

I. Year and Month of the Examination :\_\_\_\_\_.

II. Index Number :\_\_\_\_\_.

III. Results :

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

## 5.0 Technical Qualifications :

<i>Institution</i>	<i>Course followed</i>	<i>Duration</i>	<i>Pass</i>	<i>Certificate No. and Date</i>

6.0 Other qualifications :\_\_\_\_\_.

## 7.0 If already in public service :

7.1 Address of Department/Institution :\_\_\_\_\_.

7.2 Present Post :\_\_\_\_\_.

7.3 Period of Service :\_\_\_\_\_.

7.4 Whether the post is permanent &amp; pensionable or temporary :\_\_\_\_\_.

8.0 Have you ever been convicted of any offence in a court of Law? (Indicate '✓' in the relevant cage) (Indicate particulars, if the answer is yes) :

Yes  No 

## 9.0 Particulars of the receipt obtained for the examination fee :

(i) Office to which the payment was made :\_\_\_\_\_.

(ii) Number and the date of the receipt :\_\_\_\_\_.

(iii) Amount :\_\_\_\_\_.

Receipt is to be affixed here so as not to be detached.
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10.0 *Candidate's Certificate :*

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to suffer any loss that may cause as a result of any information not being completed and/or any information erroneously being included here. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) I hereby agree to abide by all the conditions imposed by the Commissioner General of Examination for the purpose of holding this examination and the issuing of results.
- (d) I shall not change any information mentioned herein later.

\_\_\_\_\_,  
Signature of Applicant.

Date : \_\_\_\_\_.

11.0 *Attestation of Applicant 's Signature :*

I hereby certify that Mr./Mrs./Miss. \_\_\_\_\_, who submits this application, is known to me personally and that he/she placed his/her signature in my presence on \_\_\_\_\_ and further the officer has paid the prescribed examination fee and pasted the receipt on the applications.

\_\_\_\_\_,  
Signature of the officer attesting the signature.

Date : \_\_\_\_\_.

Name in full of the officer attesting the signature : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Address : \_\_\_\_\_.

(To be confirmed by official stamp)

12.0 *Attestation of the Head of the Department, if the candidate is a public officer :-*

I hereby submit the application of Mr/ Mrs/ Miss \_\_\_\_\_ Further, it is hereby informed that he/ she is serving in a permanent/ temporary/ casual post of this Ministry/ Department and he/ she can/ cannot be released from service, if selected for this post.

\_\_\_\_\_,  
Head of the Department or authorized officer.

Date : \_\_\_\_\_.

Name in full of the officer attesting : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Ministry/ Department : \_\_\_\_\_.

(To be confirmed by official stamp)