



**OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF INSTRUCTOR
- GRADE 111 IN SUPERVISORY MANAGEMENT ASSISTANT IN NON TECHNOLOGICAL
SERVICE CATEGORY IN SRI LANKA RAILWAY DEPARTMENT - 2019**

APPLICATIONS are invited from the qualified citizens in Sri Lanka for the Open Competitive Examination for the recruitment to the post of Instructor -Grade 111 in Supervisory Management Assistant in Non Technological Service Category in Sri Lanka Railway Department.

01. By this Examination recruitment will be made to the post of Instructor - Grade III.

refuse or evade to take up duties in a post or in an area they are appointed to .

Written Examination:- The examination will consist of two (2) papers.

1. General Knowledge
2. Intelligence Test

02. It will be made 10 appointments. If there are candidates with equal marks exceeding the number of vacancies for the last vacancy or the last vacancies, the filling of vacancies will be decided by the order of the Public Service Commission as per the clause 80 in the Minutes of Procedural Rules

03. Conditions of Service :-

3.1 A selected candidate will be appointed to the Grade III in the service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the recruitment procedure in Supervisory Management Assistant in Non Technological Service Category in Sri Lanka Railway Department approved on 12.09.2017 by the Public Service Commission No. PSC/EST/04-01-43/02/2016 and subject to any amendments made or to be made hereafter to that procedure, provisions in the establishment code and Financial Regulations and of the Minutes of procedural rules of the Public Service Commission published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1589/30 of 20 th February 2009.

3.2 This post is permanent & pensionable. (It should be liable to the ensuing policy decisions, taken by the Government.)

3.3 The First Efficiency bar Examination should be passed within 03 years from the date of appointment to the post of Instructor -Grade III in Sri Lanka Railway Department.

3.4 It is required to achieve the proficiency of due official language within five years from the date of appointment in terms of the provisions of the public Administration Circular No.01/2014 and the consequent circulars.

3.5 The General Manager in Railways is vested power to be cancelled the appointments of Candidates who fail to report for duty on the due date & or

04. *Salary scale per month.*— In terms of the schedule 1 of the public Administration circular 03/2016 dated 25.02.2016 the Salary scale relevant to this post is Rs. 31,040 - 10 x 445 -11 x 660 -10 x730 - 10x750- Rs. 57,550 (MN -3 -2016). Your payments will be made with compliance to the Provisions of that circular as per the schedule II. In addition to this, you are entitled to the allowances paid to the government officers from time to time by the Government.

05. Eligibility:-

- (a) I. Be a citizen in Sri Lanka.
- II. Have a sound moral character .
- III. Be physically & mentally fit to serve in any part in the island & to perform duties in the post.

(b) Educational Qualifications :-

Have been passed G.C.E.(Ordinary Level) Examination with six subjects including credit passes for Sinhala/Tamil / English Language, Mathematics & for other two subjects in one sitting.

&

Have been passed all the subjects (Except General Test) in G.C.E.(Advanced Level) Examination in one sitting.(It is sufficient of passing 03 subjects in one sitting under the old syllabus.)

(c) Professional Qualifications :

Have been followed National Technological Diploma or Higher National Engineering Diploma or a recognized Technological Level Diploma with National Vocational Qualification (N.V.Q.) Level 5 or Level 6 in Mechanical , Electric or Mechatronic Field as determined by the Tertiary & Vocational Educational Commission.

(d) Experience :

Teaching experience of two years in a recognized Technical Institute & / or Practical experience will be considered as a special qualification.

All the qualifications mentioned above as the requirements to recruit to the post should be completed in every aspect on the date ,notified by the Notice/ *Gazette* Notification.

- (e) *Age : Minimum Limit:* Not less than 18 years of age
Maximum Limit : Not more than 45 years of age

06. *Recruitment Procedure :*

- 6.1 *Written Examination.*– A written Examination will be held for the following subjects with two papers. It is as follows the subjects & the minimum marks required to pass each subject

No.	Subject	Marks	Minimum marks required to pass	Time
01	General Knowledge	100	40	01 Hour
02	Intelligence Test	100	40	01 Hour

6.1.1 *Syllabus of the written Examination :*

01. General Knowledge .
This paper is designed to test the candidate's awareness & understanding of the Social, Political Geographical, Economic & Scientific knowledge in local & international level.
02. Intelligence Test:-
To assess analytical skill, capability of taking decisions, Mathematical skill :-

- 6.2 *Interview of evaluating eligibility.*– A number equivalent to twice the number of vacancies shall be called for the interview for the evaluation of eligibility in order of merits from among those who have passed the written examination. It will not be recruited by waiting in a waiting list.

An Interview of evaluating eligibility of candidates will be held by an interview board , appointed by the General Manager in Railways. The highest marks ,scored in the interview is 100.

Main Heads of offering Marks	The maximum Marks
Additional Educational Qualifications	10
Experience	40
English Language Proficiency & Computer Skill	10
The Performance in the Interview	05
Additional Professional Qualifications	10
Trade Test	25
Total	100

6.3 *Its' detailed scheme of offering marks is as below :*

Major areas of offering marks	Sub areas taken for consideration	The Maximum of Marks
Additional Educational Qualifications	G.C.E.A/L/Diploma/Degree/Post Graduate/Others	10 Marks
Experience	05 marks & maximum 40 for per annum , exceeding a period of five years in the post of Railway Technological Management Assistant (Instructor) .(It will be applicable the service period in the post of Instructor in Basic Technological Service.)	40 Marks

<i>Major areas of offering marks</i>	<i>Sub areas taken for consideration</i>	<i>The Maximum of Marks</i>
English Language Proficiency & Computer Skill	Ability to handle English Language & /or English Language Diplomas-05 Marks Up to maximum of 05 marks as per the followed Computer Diplomas.	10 Marks
The Performance in the Interview	Personality & Facing to Interview	05 Marks
Additional Professional Qualification	Additional Professional Diplomas & Trainings, relevant to the profession	10 Marks

The Trade Test ,held for testing lecturing skill.

<i>Major Areas of offering Marks</i>	<i>Marks, offered</i>	<i>Minimum Marks, considered for selection</i>
1 .Preparation of lecture notes	07 Marks	10
2. Presentation	18 Marks	
1 .Approach	03 Marks	
11. .Presentation of points in the lecture layout precisely	03 Marks	
111 .Style of presentation	05 Marks	
iv. Content of the subject	04 Marks	
v. Time Management	03 Marks	

Note : Facing the interview should not necessarily mean that it has been fulfilled requisite qualifications to offer the appointment.

6.4 The list of the candidates who pass the examination will be published in the web site of the Department of Railways.

07. *Examination Fee.*– The examination fee is Rs. 1,000.00 .It should be paid before the closing date of receipt of applications at any branch of Peoples’ Bank to be credited to Account Number 176 - 100129027-313 of the General Manager in Railways in Mid City Branch of Peoples’ Bank The receipt, obtained should be pasted in the relevant cage of the application form using one of its edges. It will not be entertained Money orders or stamps for the Examination Fee . This fee is non - refundable or replaced for other examination. It is advisable to keep a photocopy of the receipt with the Candidate.

08. *Method of Application :-*

- The application should be in the form of the specimen appended to this notification & should be prepared on A4 size paper 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 page of the paper, 3.0 to 5.0 appear on the second page & 6.0 to 7.0 appear on the third page. For this purpose it can be used computerized/typed applications.
- The application should be completed in the language medium in which the candidate intends to sit the examination using own handwriting.. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala & Tamil medium. As applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice , it is the responsibility of the candidate to make sure that the application form complies with the specimen given in the examination notice or completed in every aspect & pasted the receipt obtained by making payments while completing relevant details in the application.

- (c) The completed application form for the examination should be sent by registered post to reach the address below before 30.06.2019. The words “Open competitive Examination for Recruitment to the Instructor -Grade 111 in Sri Lanka Railway Department -2019” should be clearly indicated on the top left hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted.

General Manager in Railways,
General Manager’s Office,
Sri Lanka Railway Department,
P. B. 355,
Olcott Mawatha,
Colombo 10.

- (d) Candidate’s signature in the application form & the admission card 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 gazette post in the police service or a staff officer holding permanent post whose annual initial salary is more than Rs.240,360.
- (e) Any application, which is not completed in every aspect, is rejected. No complaint that an application has been lost or delayed in post will be considered.
- (f) Receipt of application forms will not be acknowledged. A notice will be published in the newspapers by the Department of Examination 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 should be taken to notify the Department of Examinations in the manner specified in the advertisement. In such notification, it should be mentioned the title of the Examination, full name of the candidate, address & national identity card number. In case of applicants outside Colombo, a letter of request furnishing a fax number to which the admission card should be sent is important to be forwarded to the Department of Examination with the object of sending a photocopy of the admission card by fax. In the instance of such an inquiry it would be advisable to keep

photocopies of the application form and receipt kept at your possession, receipt of registration.

(9) *Admission to the Examination :*

- (a) On the prior assumption that only the qualifiers have applied as per the Gazette Notification, The Commissioner General of Examinations will issue admission cards to the candidates who have sent duly completed application forms with the receipt of payment the due examination fee on or before the closing date of receipt of application forms. A candidate who fails to produce his admission card will not be permitted to sit for the examination.

- (b) A Candidate must sit for the Examination at the examination hall assigned to him. Every candidate presenting himself for the examination firstly must produce his admission card on which his signature has been attested, to the supervisor of the Examination center on the first day. A set of rules to be observed by all candidates is published at the beginning of *Gazette*. Candidates are subjected to rules & regulations imposed by the General Manager in Railways on conducting the Examination. He is liable to a Punishment imposed by the General Manager in Railways for breach of these rules.

- (c) *Attestation of Signature.*— Signature of the candidate in the application form & the admission card should have been attested.

Note:— The issue of an admission card to a candidate does not mean that he/she has fulfilled the requisite qualifications to sit the examination or for an appointment.

(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, any of the following documents will be accepted.

- (a) National Identity card issued by the Department of Registration of persons,
(b) Valid passport.

(11) *Penalty for furnishing false information.*— It is advisable to furnish accurate particulars according to the rules and regulations of this examination. If it is found to be disqualified, his candidature will be cancelled at any instant prior or during or after the examination.

(a) The examination will be held in Sinhala Tamil Medium.

2.7 National Identity Card Number :

2.8 Civil status:- [Please write the relevant number in the cage]

Unmarried - 1
Married - 2

2.9 Ethnicity (Sinhala - 1, Tamil - 2, Indian Tamil - 3, Muslims - 4, Others - 5)
[Please write the relevant Number in the cage]

2.10 Date of Birth : Year : Month : Date :

2.11 Age as at the date, the requisite qualifications should be filled-30.06.2019 :

Years : ____ Months : ____ Days : ____.

2.12 Mobile Number :

3.0 Qualifications :-

3.1 Educational Qualifications- G.C.E (O/L):-Year : ____ Index No. : ____.

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

G.C.E(A/L) : Year : ____ Index No. : ____.

1
2
3
4

3.2 Professional Qualifications : ____.

3.3 Experience : ____.

4.0 Payment of Examination Fee:

Examination Fee

1. Post Office at which the fee was paid : ____.
2. Amount paid : ____.
3. Date of payment : ____.

Paste only one edge of the receipt here, (keep a photocopy of the receipt with you)

5.0 Declaration of the Candidate :

I hereby declare that all the particulars furnished by me in this application are true & accurate to best of my knowledge & I have pasted the receipt, received by payment of the examination fee bearing the number & dated

I agree to follow the rules & regulations in this Examination & if it is found to be disqualified as per the Service Minute recruitment inclusive of the Provisions on the Examination, I am liable to be cancelled my candidature prior or during or after the examination. Further, I am liable to follow the rules & regulations, imposed by the commissioner General of Examinations.

_____,
Signature of the applicant.

Date :_____.

6.0 Attestation of the candidate's Signature (Be in terms of the 8(d) in the *Gazette* Notification.) :

I do hereby certify that the applicant Mr./Mrs./Miss (Full Name) is personally known by me & the relevant examination fee has been paid & pasted the receipt & put his signature before me on

_____,
Signature of the Attester.

Date :_____.

Full Name of the Attester :_____.

Designation :_____.

Address :_____.

(Must attest by an official seal)

7.0 Recommendation of the Head of the Department (Only for the candidates who are in Government /Local Governments /Government Co- Operations.) :

I do hereby certify that the applicant Mr./Mrs./Miss is serving as a in this Ministry /Department /Institute & forward his /her application with my recommendation .He / she can / can not /be released from the service, if he/she has been selected.

_____,
Signature of the Head of the Department.

Name :_____.

Designation :_____.

Date :_____.

(Must attest by an official seal)