

MINISTRY OF FOREIGN AFFAIRS

Limited Competitive Examination for filling vacancies in the Home Based Personal Assistants' Posts in Sri Lanka Missions Abroad – 2018(2019)

APPLICATIONS are hereby invited for selection of Home Based Personal Assistants who are competent in English Stenography and computer applications, for filling 63 vacancies in Sri Lanka Missions Abroad, from Public Management Assistants' Service, Provincial Public Service and Local Government Service, State Corporations/State Banks and Semi Government Services such as other Statutory Boards. This examination will be held in October 2019 in Colombo.

02. *Eligibility:* -

- (a) Should be a citizen of Sri Lanka and if the applicant is married, the spouse should also be a citizen of Sri Lanka.
- (b) Should be permanent officers from the Public Management Assistants' Service, Provincial Public Service and the Local Government Service, State Corporations/State Banks and Semi Government Services such as other Statutory Boards, who are not more than 57 years of age on the closing date of applications, having completed minimum of 05 years permanent and continuous service and possessing competence in English Stenography and computer applications.

- Note:**
- (I) Those who are currently serving in Sri Lanka Missions abroad are not eligible to apply.
 - (II) Those who have served in Sri Lanka Missions earlier and returned to Sri Lanka may sit for the exam. However, appointment will be given on priority basis to those who have spent at least 12 months after returning to Sri Lanka on completion of their last posting.
 - (III) Those who are serving on contract basis, casual basis or temporary basis in the Services mentioned under 02 (b) are **not eligible** to apply.

03. **Method of Selection.**– Selection will be made on the basis of a written examination, conducted by the Commissioner-General of Examinations and a practical test and interview conducted by the parties appointed by the Secretary, Ministry of Foreign Affairs, which will be held in Colombo.

3.1 **Written Examination:** -

<i>Test</i>	<i>Duration</i>	<i>Marks</i>	<i>Minimum Marks</i>
English Stenography	1 hour	100	40
English and Business Communication	1 hour	100	40

3.2 Practical Assessment	80 Minutes	60	24
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Note: The practical assessment will be designed to test the proficiency in English, in writing letters/memos, reports, invitations, e-mail communication and the skills of using the MS Office application. (Each question will carry 15 marks. Total marks will be 60). (15x4)

3.3 **Interview :**

3.3.1. The interview will carry 40 marks and will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs.

<i>No.</i>	<i>Marking Scheme</i>	<i>Marks</i>	<i>Maximum marks</i>
1	Additional Education Qualifications		15
	I. Degree with 1 st Class	15	
	II. Degree with 2 nd Class Upper Division	12	
	III. Degree with 2 rd Class Lower Division	10	
	IV. Degree	08	

No.	Marking Scheme	Marks	Maximum marks
2	Other/ Professional Qualifications directly relevant to the functions 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 Course 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 recognized institution or government registered institution or similar qualifications	10 08 06 04	10
3	Behavioral competencies and the Fluency in English Language I. Communication Skills and the English Language Proficiency II. Knowledge in International Affairs III. Cultural Sensitivity IV. Positive Attitude V. Personality & Grooming	05 03 03 03 01	15
	Total		40

3.4 Applicants will be required to sit for a test in English Stenography. The test will be conducted in Colombo in the English medium only. The speed in Stenography required for the test will be 60 w.p.m. 100 marks will be allocated for the English Stenography Test. Those who have secured 40% or more for both written papers will be called for a practical assessment and interview. However, if there is an insufficient number of qualified applicants with the above mark level at the written examination, the Secretary/Foreign Affairs reserves the right to take the final decision on the level of the cut-off mark at which the candidates are called for the practical assessment and interview. Candidates must obtain a minimum of 40% marks for practical assessment ($60 \times 40\% = 24$). There is no minimum mark level for the interview.

3.5 The selected applicants as per the merit order of the total marked obtained in the written examination will be called for the practical assessment and the interview. Eligibility of the applicants and the authenticity of the required documents will be checked during the interview. The practical test will be conducted by the parties appointed by the Secretary, Ministry of Foreign Affairs. The decision of the Secretary, Ministry of Foreign Affairs will be final with regard to the mission to which the selected applicants will be posted.

3.6 The decision of the Commissioner General of Examinations will be final with regard to conducting the examination and issuing the results.

3.7 The result sheet prepared on the basis of merit order of total aggregate marks obtained by the applicants prepared by the Department of Examinations, will be sent to the Secretary, Ministry of Foreign Affairs.

Additionally, examination results will be directly conveyed to each applicant who appeared for the examination or the same will be published in the website of the Department of Examinations, Sri Lanka: www.results.exams.gov.lk.

3.8 When a request is made to release successful candidates to be assigned to the Ministry of Foreign Affairs, the candidates should assume duties in the Ministry of Foreign Affairs on the due date. In the event of an officer failing to do so, the Secretary/Foreign Affairs should be informed to that effect in writing and those who fail to report for the duty in the Ministry of Foreign Affairs within four weeks from the due

date will be considered disqualified for the appointment and action will be taken at the discretion of the Secretary. Further, the selected candidates should inform the Secretary to the Ministry of Foreign Affairs within two weeks from the date of receiving letters of appointment whether the appointment is accepted or not. In case of a failure to do so, action will be taken to consider him/her as an applicant who does not accept the appointment.

04. *Terms of Engagement :-*

- 4.1 (a) An officer selected will be required to serve initially in Colombo at the Ministry of Foreign Affairs for a specified period prior to being posted to a Sri Lanka Mission abroad. If his/her work and conduct during this initial period of service at the Ministry of Foreign Affairs are found to be unsatisfactory, his/her appointment is liable to be cancelled. The period of service in the Ministry can be changed according to the requirements of the Ministry.
- (b) Posting will be decided on the basis of the number of vacancies available and the requirements of the respective Missions and the officer's suitability and competence (in foreign languages etc.) and in deciding on such postings, there is no obligation, on the part of the Ministry to consider the officer's personal needs (children's education etc.). Further the Ministry is not bound to fill the vacancies purely in accordance with the order of merit of the selection tests.
- 4.2 An officer selected on being posted to a Sri Lanka Mission abroad is normally required to serve abroad for a period of three years in accordance with the terms and conditions as stipulated by the Secretary, Ministry of Foreign Affairs and to enter into an agreement to the effect. This period may be extended depending on the exigency of the service.
- 4.3 Officers in Government Service (Public Management Assistants' Service/Provincial Public Service /Local Government Service) if selected, will continue to be paid on the present salary scales. Others will be paid a fixed salary of Rs. 28,954/- per month.

In addition, they will be paid an Overseas Allowance that is applicable, in accordance with existing rules and regulations while they are serving in Sri Lanka Missions abroad.

- 4.4 When a selected officer is posted to a Sri Lanka Mission abroad, the Government will meet the cost of air passage to the country of posting and back, accommodation there and other allowances as determined by the Secretary, Ministry of Foreign Affairs during his/her service abroad, only in respect of the officer, his/her spouse and two "eligible children". (For this purpose of the clause "eligible children" means the unmarried and dependent children under 21 years of age).

05. *Method of Application :-*

- 5.1 Printed application forms will not be issued. Application form should be prepared in an A-4 size paper as per the specimen appended to this notification, containing items from 1-9 on the first page, 10-19 on the second page and the rest on the third page and should be filled in applicant's own hand writing.

When the application form is prepared in Sinhala or Tamil languages, the name of the examination should be mentioned in the English language as well, in addition to the names in Sinhala or Tamil.

Applications which are not in conformity with the specimen and those are not providing the required details will be rejected without any notice. Therefore, applicants are advised to keep a photocopy of the application.

Applications should be forwarded through the respective Heads of Department. Every application should carry an endorsement from the Head of Department as to the suitability of the applicant for service overseas, that the applicant, if selected, can be released from his/her present post immediately and that the particulars given in the application are correct.

- 5.2 Applications should be forwarded by registered post to reach the Commissioner General of Examinations, Organization, Establishment and Foreign Examinations Branch, Department of Examinations, Post Box 1503, Colombo, on or before 02nd of August, 2019 and should be

marked “Examination for Selection of Home Based Personal Assistants to fill vacancies in the Sri Lanka Missions Abroad” on the top left-hand corner of the envelope. English letter “P” should be clearly indicated within a cage (2cmx2cm) on the top of the left side of the envelope. No application received after the closing date will be accepted.

This examination will be conducted during the month of October, 2019 in Colombo.

06. **Examination Fees :-** Examination fee is Rs. 600/- . The receipt obtained for payment of the fee in the name of the applicant at Post-Office/Sub-Post Office or District Secretariat/Divisional Secretariat in the Island to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations should be firmly affirmed to the application by its margin at the place provided in the application. Details of the receipt such as number, the Post-Office/Sub-Post-Office where money is paid, date and the amount paid, should be indicated in the relevant space.

Money Orders or stamps will not be accepted for payment of examination fees. Under no circumstances, will the examination fees be refunded. Applicants are advised to keep a photocopy of the payment receipt.

07. Applications which are not completed in all respects are liable to be rejected. No complaints that an application has been lost or delayed in the post will be considered.

08. Under the assumption that only those who are qualified as per the *Gazette* notification have applied for the Examination, the Commissioner General of Examinations will issue the Admission Cards to the candidates who are within the specified age limit given in the notification and have submitted the duly filled application forms together with the receipt for the payment of the specified examination fee on or before the closing date of applications. As soon as the Admission Cards are issued, a notification to that effect will be published in the newspapers by the Department of Examinations. In case the Admission Card of any candidate is not received within 02 or 03 days after the appearance of the newspaper notification, as instructed in the notification, an inquiry should be made from the Organization Branch (Establishment & Foreign Examinations) of the Department of Examinations. During such an inquiry, applicant should precisely mention the Name of the Examination, Name of the Applicant, National Identity Card Number and the Address. In the case of an outstations applicant, it would be more effective to send a letter by fax to the fax number given in the notification mentioning a return fax number on which

a copy of the Admission Card could be received quickly. In making such an inquiry, it would be useful to have the copy of the application form, the copy of the receipt for the payment of the examination fee and the receipt issued when sending the application form by registered post ready as proof for any information required by the Department of Examinations.

09. The signature of the applicant appearing in the application and the admission card should have been attested. An applicant who applies through an institution should get his/her signature attested by the head of the institution or any authorized officer.

10. Either a National Identity Card issued by the Department of Registration of Persons or valid passport or a valid Driving Licence will only be accepted to prove identity of a candidate to a supervisor at examinations conducted by the Sri Lanka Examinations Department.

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

12. The designation and the work place of the applicant at the time of the application is made shall be relevant to all matters with regard to the examination and any request for change thereto after forwarding the application will not be considered.

13. Candidates will be subject to rules and regulations related to examination procedures imposed by the Commissioner General of Examinations. Further, a candidate who violates such rules shall be subjected to any penalty imposed on him/her by the Commissioner General of Examinations.

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

15. The decision of the Secretary/ Foreign Affairs will be the final regarding filling of all the vacancies or a part thereof or not filling any of the existing vacancies out of the qualified candidates of this examination.

RAVINATHA ARYASINHA,
Secretary,
Ministry of Foreign Affairs.

Ministry of Foreign Affairs,
P. O. Box, 583, Republic Building,
Colombo 01.

SPECIMEN APPLICATION FORM

LIMITED COMPETITIVE EXAMINATION FOR FILLING OF VACANCIES
IN THE HOME BASED PERSONAL ASSISTANT'S POSTS IN SRI
LANKA MISSIONS ABROAD - 2018(2019)

(For office use only)

Medium ☐ Sinhala - 2
☐ Tamil - 3
☐ English - 4 (Give the relevant number in the box)

The service to which you belong ☐

Public/Provincial Public/Local Government Services - 1
 Not in Public/Provincial Public/Local Government Services - 2
 (Give the relevant number in the box)

01. (i) Name in Full (in block capitals) : _____.
 (Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
 (iii) Name in Full (in Sinhala/Tamil) : _____.

02. Address:
 (i) Official (in English) : _____.
 (ii) Private (in block capitals) : _____.
 (Admission card will be posted to this address)
 (iii) Telephone Nos. : _____.

03. (i) Sex: Female - 1 ☐
 Male - 0 ☐
 (Give the relevant No. in the box)

(ii) N.I.C. No.:

(iii) Mobile Telephone Number :

(iv) Date of Birth:
 Year : Month : Date :

(v) Age as at closing date of applications: -
 Years : Months : Days :

04. Civil Status: Unmarried - 1 ☐
 Married - 2 ☐
 (Give the relevant No. in the box)

05. If married, Name of spouse and his/her nationality : _____

06. Number of children, their Names, Dates of Birth and their Ages : _____.

07. If spouse is employed, particulars of employment (If a government Officer, give full particulars) : _____.

08. Educational Qualifications (including medium) : _____.

09. (A) If the applicant is in the Public/Provincial Public/Local Government Service, the date of first appointment under Public/Provincial Public/Local Government Service : _____.
 (B) If the applicant is not in the Public/Provincial Public/Local Government Service : _____.

Name of the Institutions and the periods of service where the applicant has served during the five years prior to the closing date of application :

Name of the Institution	Designation	Duration	
		From	To
1.			
2.			
3.			

10. Date of Confirmation : _____.

11. Present Grade and Date of Entry to it : _____.

12. Present Annual Salary : _____.

13. Nature of Present Duties : _____.

14. Speed in :
 (a) English Stenography : _____.
 (b) English Typing : _____.

15. Proficiency in :
 (a) English Language : _____.
 (b) Sinhala/Tamil Language : _____.
 (c) Computer Literacy : _____.
 (d) Other Foreign Languages : _____.

16. Sri Lanka Missions (if Any) in which the applicant has served earlier and the period : _____.

17. Other qualifications : _____.

18. Remarks : _____.

The receipt obtained for the payment of the correct amount of examination fees should be pasted in the cage below :



(I) Receipt No. : _____.

(II) Post-Office/Sub Post-Office or District/Divisional Secretariat : _____.

(III) Date : _____.

(IV) Amount Paid : _____.

19. Certificate by the Applicant:-

I declare that during the five years preceding, 2019 have earned all increments and that I have not been subjected to any form of disciplinary punishment (excluding warning), and that to the best of my knowledge and belief the information given in this form is correct and accurate. I further declare that I will be subject to rules and regulations imposed by the Commissioner General of Examinations in relation to examination procedures.

_____,
Signature of Applicant.

20. (i) Only for the applicants in the Public/Provincial Public/Local Government Service :

Certificate of the Head of Department (To be filled in by the Head of the Department)

I have ascertained that during the five years preceding, 2019, Mr./Mrs./Miss..... has

(a) Earned all his/her increments

(b) Not been subjected to any form of disciplinary punishment excluding warning.

I certify that the particulars given in the application are correct. I hereby certify that the examination fees have

been paid and the receipt is attached herewith. The officer placed his/ her signature in my presence and I certify his/ her signature.

This officer, if selected, could be released from his/her present post immediately.

_____,
Signature of the Head of the Department.
(With the official Frank)

Name : _____.

Designation : _____.

Date : _____.

(ii) For the applicants other than those from the Public/ Provincial Public/Local Government Service.

Certificate of the Head of the Institution (To be filled in by the Head of the Institution)

I certify that the applicant Mr./Mrs./Miss..... is serving in this Institution from, his/her work and conduct are satisfactory, and placed his/her signature before me on I further certify that the prescribed examination fee has been paid and the receipt obtained by paying the above fee has been affixed.

This officer if selected could be released from his/her present post immediately.

_____,
Signature of the Head of the Institution.
(With the official Frank)

Name : _____.

Designation : _____.

Date : _____.