

**MINISTRY OF PUBLIC ADMINISTRATION,
DISASTER MANAGEMENT AND RURAL
ECONOMICS AFFAIRS**

**Open Competitive Examination for Recruitment
to Grade III of the Sri Lanka Administrative
Service - 2018 (2019)**

APPLICATIONS are hereby called from the qualified citizens of Sri Lanka for the open competitive examination for recruitment to the posts in Grade III of Sri Lanka Administrative Service.

This examination shall be held by the Commissioner General of Examinations in November 2019 in Colombo District subjected to the orders of Public Service Commission. The Secretary reserves the power to postpone or cancel this examination subjected to the instructions of Public Service Commission.

1. In this Notice "Secretary" shall mean the "Secretary to the Ministry in - charge of the subject of Public Administration". "Service" shall mean the "Sri Lanka Administrative Service" at the instances not specified in other way.

2. The appointments through this examination shall be made to Grade III of Sri Lanka Administrative Service.

(a) The closing date for applications will be 19th August of 2019.

Note: The complains made on the loss or delay of applications and other connected letters in the post will not be considered. The damages caused due to delay in the part of applicant until the closing date shall be borne by the applicant.

Written Examination.— The Examination shall consist of the following five (05) question papers.

- I. General Intelligence
- II. Social, Economic, Political background and trends in Sri Lanka
- III. Global Trends
- IV. Aptitude for Management
- V. Creative, analytical and communication skills

Interview.— A general and structured interview shall be held for the candidates who sat for all the papers in the

written examination and obtained a higher aggregate of marks as determined by the Public Service Commission as sufficient. The date of the interview shall be determined by the Secretary as per the instructions of the Public Service Commission.

3. Number of persons to be appointed is **203**. At the instances where there are candidates, who have secured equal marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Public Service Commission as per Section 80 of Procedural Rules. The effective date of the appointment shall be determined on the order of the Public Services Commission.

4. Conditions of Service :-

4.1 A selected candidate shall be appointed to Grade III of the Service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the Minute of Sri Lanka Administrative Service, published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1842/2 of 23.12.2013, and subject to any amendments made or to be made hereafter to the Minute, provisions of the Establishments Code and Financial Regulations and Procedural Rules of Public Service Commission published in the *Gazette* Extraordinary No. 1589/30 of 20.02.2009.

4.2 This post is permanent and pensionable. You shall be subjected to a policy decision which should be taken by the government in future on the pension scheme to which you are entitled. Further, you shall make contributions to the Widows and Orphans'/Widowers and Orphans Pension Scheme. You shall make your contributions in such manner determined from time to time by the government. You shall be subjected to the policy decision that will be made by the government in future with regard to the pension scheme entitled to the post.

4.3 Appointment is subject to 3 years probation period. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Sri Lanka Administrative Service as mentioned in the service minute.

4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.5 Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

5. *Monthly Salary Scale.*— Monthly salary scale relevant to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47,615-10x1,335 - 8 x1,630-17x2,170- Rs. 110,895/-(SL-1-2016). Your salaries are paid in accordance with the provisions of the said circular as mentioned in Schedule II of the same. In addition, you are also entitled to the other allowances paid to the public officers by the government from time to time.

6. *Qualifications for recruitment :-*

- (a) (i) Shall be a citizen of Sri Lanka,
- (ii) Shall have an excellent moral character,
- (iii) Shall be physically and mentally fit to serve in any part of the Island.
- (b) *Educational qualifications.*— Shall have possessed a degree from a university recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as an institution for awarding degrees.

Note: Applicants with a basic degree or post graduate degree may apply. The effective date of the degree should fall on or before the closing date on which the qualifications are satisfied. Postgraduate degree which is considered as the basic qualification for qualification is not allowed to substitute for the promotion in the service.

- (c) *Age.*— Shall not be less than twenty two (22) years and not more than thirty (30) years of age as at the closing date of applications. Persons, whose birthday falls on or before 1997.08.19 and on or after 1989.08.19 shall strictly be eligible to apply for this.

(d) *Restrictions regarding qualifications :*

- (i) No person is allowed to sit for the open competitive examination for more than two (2) sittings. (Number of sittings of the applicants at the examinations for recruitment to Grade III of Sri Lanka Administrative Service under previous service minutes will not be considered).
- (ii) Requisite qualifications for this examination shall have been completed in every aspect on or before the closing date of applications.
- (iii) No person ordained in any religious sect shall be permitted to apply or sit for this competitive examination.

7. *Examination Fee.*— The examination fee is Rs. 1,200. It should be paid before the closing date of applications at any Post Office/Sub Post office or District/ Divisional secretariat to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations. The receipt obtained should be pasted in the relevant cage of the application form. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee, under any circumstances. It would be advisable to keep a photocopy of the receipt. Money Orders or Stamps are not accepted for examination fees.

8. *Method of Application :*

- (a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 8 1/2" x 12" (A-4) 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 side of the paper and cages 3.0 to 7.0 appear on the other side of the paper. Applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice. (It is advisable to keep a photocopy of the application with candidate.) It is the responsibility of the candidate to make sure that the application form perfected by him/ her complies with the specimen given in the examination notice as otherwise the application may be rejected.
- (b) The application should be in the language medium in which the candidate intends to sit the examination.

- (c) The completed application form for the examination should be sent by registered post to reach the **“Commissioner General of Examinations, Organization (Establishment & Foreign Examinations) Branch, Department of Examinations - Sri Lanka, Po.Box. 1503, Colombo”**

on or before 19th of August 2019. The words "Open Competitive Examination for Recruitment to Grade III the Sri Lanka Administrative Service - 2018(2019)" should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date shall not be accepted. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala and Tamil mediums.

- (d) Candidate's signature in the application form 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 gazetted post in the Police Service or an Staff Officer holding a permanent post in public service whose annual initial salary is more than Rs. 240,360.
- (e) Any application, which is not complete in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in post shall be considered.
- (f) Receipt of applications shall not be acknowledged. A notice shall be published in the newspapers and the official website by the Department of Examinations 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 shall be taken to notify the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the Department of Examinations through the fax number mentioned in the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of

the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

9. *Admission to the Examination :-*

- (a) The Commissioner General of Examinations will issue Admission Cards to all persons who have correctly perfected their applications. Any candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) Candidates must sit the examination according to the index number at the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrender it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning 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.

Note:- The issuance of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

10. *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 of the following documents shall be accepted:-

- (a) National identity card issued by the Department for Registration of Persons
- (b) A valid passport
- (c) A valid driving license

11. *Penalty for Furnishing False Information.*— If a candidate is found to be ineligible, his / her candidature is liable to be canceled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false, or if he / she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.

12. Any matter not provided for in these regulations shall be dealt with as determined by the Secretary subject to the instructions given by the Public Service Commission.

13. *Scheme of Examination and Medium of Examination :*

- (a) The Examination shall be held in Sinhala, Tamil and English.
(b) The language medium of examination shall be considered as the language medium in which the appointment is made.

Note:

- (i) A candidate must sit all the papers of the examination in one and the same language.
(ii) A candidate shall not be permitted to change the language medium of the examination, indicated in the application.

14. *Method of recruitment :-*

14.1 *Written examination :*

A written examination of five (05) question papers including the following subjects shall be held. Subjects and the minimum marks that shall be obtained for each subject are as follows.

	<i>Subject</i>	<i>Marks</i>	<i>Minimum marks that shall be obtained for a pass</i>
1	General Intelligence	100	50
2	Social, Economic, Political background and trends in Sri Lanka	100	50
3	Global Trends	100	50
4	Aptitude for Management	100	50
5	Creative, analytical and communication skills	100	50

Candidates should sit all the question papers.

14.2 *General and structured interview :*

- (i) Interview shall consist of two parts namely; general interviews and structured interviews.

(a) *General interview :*

- (i) The general interview shall held to verify whether the candidate has satisfied qualifications for recruitment mentioned in No. 06 above and whether such qualifications fall within the prescriptions made in the same.
(ii) The general interview board is appointed by the Public Service Commission.

(b) *Structured Interview :*

- (i) A structured interview shall be conducted by an interview board appointed by the Public Service Commission to measure the management skills, leadership qualities, communication skills and personality of the candidates. The methodology used in this regard shall be prepared by the Secretary of Public Administration on the concurrence of the Commission. The maximum marks that can be obtained at the interview is twenty five (25).

	<i>Subject Area</i>	<i>Maximum Marks</i>
01	Management Skills	10
02	Leadership Qualities	05
03	Communications Skills	05
04	Personality	05
	Total	25

(ii) Out of the candidates who have scored a minimum of fifty (50%) marks or above in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview. Out of the candidates qualified, only a number equivalent to the total number of those expected to be recruited according to the vacancies expected to be filled and a 25% of the number of vacancies expected will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates who are so qualified will be called for the general interview.

(iii) General interview shall be conducted before the structured interview for verification of qualification and marks shall not be allocated at the general interview. Candidates who are proved to have possessed all the qualifications for recruitment at the general interview shall become eligible for calling for structured interview. If a certain number of candidates called for general interview are not qualified for calling for structured interview, no other candidates shall be called for the general interview in place of disqualified candidates.

(iv) Appointments shall be made to Grade three (III) according to merits beginning from candidates who have scored highest marks as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.

N. B.- Opportunity given to a candidate for appearing for the interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment

14.3 The results shall be communicated to the applicants personally by the Commissioner General of Examinations by post or by the web site www.results.exams.gov.lk

15. Syllabus of the written examination :-

(01) General Intelligence :

It is expected to assess the capacity of the candidate in analytical skills, logical

comprehension, interpretative ability, ability in application to other situations and arriving and conclusions in response to problems presented to the candidate in relation to numerical, lingual, and figurative structures and inter-relations (Duration 1 hours - 100 marks. This paper consists of multiple choice questions with 4 choices)

(02) Social, Economic, Political background and trends in Sri Lanka :

It is expected to test the candidate's knowledge of the social, economic, political, cultural, scientific and technological conditions in Sri Lanka or his ability to think creatively analytically and critically and the ability to decide priority and strategic projection in response to situation presented to him.

(Duration 2 hours - 100 marks. This paper consists of multiple choice questions with 4 choices and structured questions of essays)

(03) Global trends :

It is expected to test the candidate's knowledge of the global economy, political, cultural, scientific and technological technological conditions or his ability to think creatively analytically and critically and the ability to decide priority and strategic projection in response to situation presented to him.

(Duration 2 hours - 100 marks. This paper consists of multiple choice questions with 4 choices and structured questions of essays)

(04) Managerial aptitude :

It is expected to test the candidate's skills in identifying problems and their reasons, decisions making, maintaining interpersonal relationships and communicative ability, formulation of self disciplinary policies and strategies, and innate wisdom etc. in response to situation presented to him.

(Duration 2 hours - 100 marks. This paper consists of multiple choice questions with 4 choices, short questions and structured questions of essays)

(05) Creative, Analytical and Communicative Skills:

It is expected to test the candidate's ability of reasoning and imagination in relation to the analyzing, collating and presenting of information on a topics/themes, and the

ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours - 100 marks. This paper consists of essay/ semi structured essay type questions)

16. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

On the order of the Public Service Commission.

J.J. RATHNASIRI,

Secretary,

Ministry of Public Administration, Disaster Management and
Rural Economic Affairs.

05th July of 2019.

SPECIMEN FORM OF APPLICATION

(for office use only)

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA ADMINISTRATIVE SERVICE - 2018(2019)

1.0 Medium :	1.2 Town and Town No. in which you intend to sit the examination			
1.1 Language medium of examination	Colombo Town	01	Dehiwala	08
Sinhala - 2	Kotte	02	Moratuwa	09
Tamil - 3	Rajagiriya	03	Piliyandala	10
English - 4	Nugegoda	04	Kaduwela	11
	Maharagama	05		
	Homagama	06		
	Avissawella	07		
(Indicate the relevant number in the cage)	(Indicate the relevant Town and Town No. in cage. It will not be allowed to change this subsequently)			

2.0 Personal Information :

2.1 Name in full (In English block capitals) :_____.

E.g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

2.2 Name with initials at the end (In English block capitals) :_____.

E.g. GUNAWARDHANA H.M.S.K

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

2.4 Permanent address :_____.

(In English block capitals) (admission card will be posted to this address)

2.5 Permanent address (In Sinhala/Tamil) :-

2.6 Sex : Male - 0

Female - 1

(Indicate the relevant number in the cage)

2.7 Civil status : Unmarried - 1

Married - 2

(Indicate the relevant number in the cage)

2.8 Ethnic group :

(Sinhala - 1, Tamil - 2, Indian Tamil - 3,

Muslim - 4, Other - 5)

(Indicate the relevant number in the cage)

2.9 National Identity Card No. :

2.10 Date of birth : Year :

Month :

Date :

2.11 Age as at 19.08.2019 which is the date of fulfilling qualification : Years : Months : Days :

2.12 Telephone No. :

Mobile :

Fixed :

- 3.0 (i) Date of graduation : _____.
(ii) University/ Institute : _____.
(iii) Registration number : _____.
(iv) Internal/External : _____.
(v) Degree : _____.
(vi) Subjects : _____.
(vii) Class : _____.
Upper/Lower : _____.
(viii) Effective date : _____.
(ix) Language medium of Examination : _____.

4.0 Mention the years if you have sat for the examinations held before for recruitment to Sri Lanka Administrative Service :

Number of sittings at the examinations after 01.07.2012 under the Minute of Sri Lanka Administrative Service published in the <i>Gazette</i> Extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1842/2 dated 23.12.2013 (Currently Effective)	Name of The Exam	Appeared/ Did not appear
	2013(2015) Open	
	2014(2016) Open	
	2015(2016) Stage II Open	

5.0 Paste the Cash receipt properly here.

(Paste one edge of the receipt here securely)
(It would be advisable to keep a photocopy of the receipt with the candidate)

6.0 Certification of the candidate :

I declare that information given in this form is true to the best of my knowledge and belief and that I have affixed the receipt No. dated being the payment of the examination fee. 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. Further, I agree to be bound by the rules and regulations imposed by Commissioner - General of Examinations on conducting the examination and issuing results.

_____,
Signature of Applicant.

Date : _____.

7.0 Attestation of the applicant's signature : (Para 8 (d) of the *Gazette* Notification):

I hereby certify that (Full name) who submits this application is known to me personally, that he/she has paid the prescribed examination fee and affixed the relevant receipt herein. He/She placed his/her signature in my presence on

_____,
Signature of the Officer attesting the Signature.

Date : _____.

Name in full of the officer attesting the signature : _____.

Designation : _____.

Address : _____.

(To be certified by placing the Official Stamp)

8.0 Certificate of the head of the department (only for the applicants in public service /provincial public service / statutory institution) :

I hereby certify that Mr./Mrs./Miss..... who is submitting this application is serving in this department as and his / her application is forwarded with my recommendation as per regulations stipulated in the this *Gazette* notification. He/she could be released from his/her present post, if selected for the position.

_____,
Signature of head of Department/
Authorized Officers.

Name :_____.

Designation :_____.

Date :_____.

(To be certified by placing the Official Stamp)