

1. *General Duties of the Post.*– Fulfilling duties related to the Excise Ordinance, Poisons, Opium and Dangerous Drugs Ordinance and the Tobacco Tax Act, Office Administration and carrying out Supervisory Duties.

Method of Recruitment to the Service.– A written examination will be conducted by the Commissioner General of Examination, and the candidates who are successful at the written examination, will be called for a structured interview and the qualified applicants will be recruited to posts based on the number of prevailing vacancies, in order of merit based on the aggregate marks obtained for the written examination and the structured interview.

Details of the Written Examination :

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Mark</i>
01. Aptitude	02 hours	100	40%
02. General Paper	02 hours	100	40%

Scheme of the Examination :

<i>Question Paper</i>	<i>Scheme of Examination</i>
01. Aptitude	This paper will test the candidate's aptitude, ability in logical reasoning and the ability in decision making. (It will also consist of questions on Mathematics/pictorial quiz, synonyms/antonyms writing, making phrases/sentences, filling blanks)
02. General Paper	This paper will test the candidate's awareness in current & social affairs of Sri Lanka & the Globe and General Knowledge

Date of Examination.– This examination will be held at the examination centres established in towns given in the undermentioned Schedule 01 in November 2019. Commissioner General of Excise reserves the right of postponing or cancelling this examination.

This examination will be held only at the examination centres established in towns given in the Schedule 01. Candidates should select the town they expect to sit for the examination as per said Schedule and mention the town of their choice and the relevant number accurately on the application.

Changes will not be allowed later with regard to the town mentioned in the application. In the event a certain

**OPEN COMPETITIVE EXAMINATION
FOR RECRUITMENT TO THE POST
OF INSPECTOR OF EXCISE IN EXCISE
DEPARTMENT OF SRI LANKA - 2018(2019)**

APPLICATIONS are hereby called from Sri Lankan candidates for Thirty-Eight (38) Posts of Inspector of Excise of the Excise Department of Sri Lanka.

examination centre is not established in a certain town due to insufficient candidates, they are referred to a centre as per their second choice or a centre closer to that city and in the event sufficient number of candidates have not applied to establish centres for all or most of the proposed towns, Commissioner General of Examinations will hold the examination only in Colombo.

Structured Interview.– Candidates who are successful at the written examination, will be called for a structured interview and the qualified applicants will be recruited to posts based on the number of prevailing vacancies, in order of merit based on the aggregate marks obtained for the written examination and the structured interview. However, a certain number of vacancies may not be filled at the discretion of Excise Department.

Marks will be allocated for the undermentioned qualifications at the Structured Interview :

<i>Qualifications/Skills</i>	<i>Maximum Mark Awarded</i>	<i>Minimum Mark Considered for Selection</i>
1. Additional Educational Qualifications : Post Graduate Degree, Post Graduate Diploma, Degree in addition to the basic qualification and as per the Class obtained for the first Degree	20	Not applicable
2. Language Skills	10	
3. Sports Skills For recorded talents displayed in various sports at National, Provincial, District, Divisional and School level	35	
4. Other Skills Special Training Cadets/Voluntary Service/ Self Defensive Martial Arts or Technical Training Extra-Curricular Activities	30	
5. Skills demonstrated at the interview	05	
Total	100	

02. *Service Conditions :*

- 2.1 I. Appointees will be bound by the Provisions of the Official Language Act, No.33 of 1956 and subsequent Provisions imposed.
- II. Appointees should acquire language proficiency of relevant level as per the Public Administration Circular 01/2014 and circulars incidental to it.
- III. Conditions stipulated in Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 dated 20.02.2009 and the provisions of the Establishment Code will be applicable.
- IV. Physical requirements of the candidates will be examined before the structured interview.
- 2.2 I. This post is permanent. Appointees will subject to the policy decision taken by the Government, regarding the pension scheme in future. Further, Appointees should contribute to the Widow's/Widower's, Orphans' Pension Scheme. Appointees should pay the relevant contribution fee in the manner ordered by the Government from time to time.
- II. Appointees will be ordered to serve any part of the island.

Period of Training.— Selected candidates will be directed to a 03-month training. Those who do not pass the examination held at the end of the training period will be terminated. In the event it is revealed that the trainee failed said examinations owing to matters beyond his subject limit, he can be allowed to re-sit the examination having extended the training period by another three (03) months. Trainees will be paid a monthly consolidated allowance of Rs.10,000.00 during the training period.

2.3 Candidates who successfully completes the training will be appointed to the posts of Excise Inspectors subject to a probationary period of three (03) years. If the appointees pass the relevant departmental examinations which they are required to pass at the end of their probationary period, such appointees will be made permanent in the post. Subsequent to being appointed to the Post of Inspector of Excise of the Excise Department of Sri Lanka, Candidates are required to pass the first and second Efficiency Bar Examinations within 03 years and 06 years respectively.

2.4 In accordance with the Public Administration Circular No. 01/2014 and its subsequent amendments, and the Section 9.1 of the Scheme of Recruitment of the Inspectors of Excise, relevant language proficiency of the level related to the Post of Excise Inspector should be attained within a period of 05 years from the date of appointment to the post.

2.5 Commissioner General of Excise Department of Sri Lanka reserves the right to annul the appointment conferred to the candidates who fail and / or reject or ignore to assume duties in the post or area appointed on the due date.

03. *Monthly Salary Scale.*— Monthly salary scale attached to the Post as per the Public Administration Circular No. 03/2016 (RS 4-2016) Rs. 37,030 - 660 x 24 - Rs. 52,870 and you will be entitled to said salary with effect from 01.01.2020 only. Salaries will be paid from the effective date of appointment to the post as per the provisions stipulated in the Schedule 2 of the aforementioned circular.

04. *Qualifications for Recruitment :*

(a) Educational Qualifications :

- I. Should possess a degree awarded by a University recognized by the University Grants Commission.
- II. Should have Credit Passes for Mathematics and English at the General Certificate of Examination (Ordinary Level).

(b) Physical Requirements :

- I. All candidates are required to possess adequate physical and mental fitness to serve in any part of the island and fulfill the duties of the post.
- II. Minimum height (without shoes) should be 5 feet 06 inches. Chest measurement should be 33 inches (83.8 cm) without inhalation.
- III. Eyesight/ vision including that of identify items without wearing spectacles or contact lenses, should be at least 6/6 and 6/12.

(c) Other Requirements ;

- I. Candidate should be a Sri Lankan Citizen.
- II. Candidate should possess an excellent character.

(d) *Age* - Candidates should be not less than 21 years and not more than 27 years of age on the date of closing of applications.

Accordingly, those who are born on or before 30.08.1998 and on or after 30.08.1992, are eligible to apply for this post.

(Graduates who already holds departmental posts of the Excise Department can apply as external candidates, irrespective of the maximum age limit, if they have fulfilled other necessary qualifications.)

P.S. It is compulsory to fulfill all the qualifications relevant to the post by all candidates on or before 30.08.2019, the closing date of applications given in the *Gazette* Notification.

05. *Examination Fee.*— Fee for the examination is Rs. 1,200.00. Receipt obtained to the name of the candidate, by payment of the above fee to any Post/Sub-Post Office or District/Divisional Secretariat of the island to be credited to Government Revenue under the Revenue Head 20-03-02-13 of the Commissioner General of Examinations before the

closing date of applications, should be affixed securely by its one border on the relevant place of the application. Money Orders or Stamps are not accepted for the examination fee. Examination fee will not be refunded for any reason or transferred to another examination. It would be advisable to keep a photocopy of the receipt with the candidate.

06. *Method of Application :*

- (a) Special attention should be drawn to prepare the application in conformity with the specimen form attached to this notification, in A4 size papers using both sides, having heading numbers 1.0 to 3.4 on the first page, and the rest in next pages. Applications prepared by computer / type setting can be used for this purpose. The title of the examination should be written in English too in Sinhala and Tamil applications. Candidates should fill the application in their own clear handwriting and, prior to sending the application, it is strictly noted to check whether the application conforms to the specimen form, is filled accurately with all the required information, and the receipt of the payment of the prescribed examination fee is affixed and its particulars are given in the application since the applications which do not conform with the specimen form, and those filled with incomplete information are rejected without any notice. Further, it is advisable to retain a photocopy of the application and the relevant receipt of the payment of the examination fee with the candidate.
- (b) Candidates should prepare the applications in the medium they intend to sit the Examination.
- (c) The completed application form should be sent by Registered Post on or before 30.08.2019, to reach the Commissioner General of Excise, Excise Department of Sri Lanka, No.353, Kotte Road, Rajagiriya. The top left- hand corner of the envelope in which the application is enclosed should be marked as “Open Competitive Examination for Recruitment to the Post of Inspector of Excise in Excise Department of Sri Lanka - 2018 (2019)”. Any application received after the closing date will not be accepted.
- (d) The signature of the candidate should be attested by a Principal of a Government School, Justice of the Peace, a Commissioner of Oaths, Attorney - at - Law, a Notary Public, a Commissioned Officer

of the Navy, Air Force or Army, an Officer holding a *gazetted* post in Sri Lanka Police or a permanent Public Officer holding a staff grade post.

- (e) Incomplete applications will be rejected. Any complaint on lost or delayed Application in the post will not be accepted.
- (f) Receipt of application will not be acknowledged. Examination fee will not be refunded for any reason or transferred to another examination. Further, Money Orders or Stamps are not accepted for the examination fee.

07. *Admission to the Examination :*

- (a) On the presumption that applications have been forwarded by persons who have fulfilled the qualifications referred in the *Gazette* Notification, admission cards will be issued by the Commissioner General of Examinations to all candidates who are within the age limit mentioned in the *Gazette* Notification and have paid the prescribed examination fee and submitted the accurately completed applications on or before the closing date. Immediately after the issuance of admission cards to the candidates, a newspaper advertisement will be published by the Department of Examinations of Sri Lanka. If a candidate does not receive his / her admission card even after two or three days of such advertisement, should inform the Organization and Foreign Examination Branch of Department of Examinations of Sri Lanka, regarding the non-receipt of the admission cards, as mentioned in the notification. In making such an inquiry, name of the examination applied, full name of the candidate, National Identity Card No. should accurately be mentioned. In case of a candidate residing outside Colombo, it would be more appropriate to contact the Department forwarding a letter of request including the above details and a fax number to receive the admission card to the fax No. 011-2784232. It would be useful to keep the photocopies of the application, receipt obtained by payment of the examination fee and the receipt of the registered post readily available with the candidate as a proof of such information requested by the Department of Examinations at such inquiry.

Admission cards will be issued to the eligible candidates who have sent complete applications by the Commissioner General of Examinations. Candidates who fails to produce his/her admission card will not be allowed to sit the examination.

- (b) Candidate must sit the examination at the examination hall assigned to him/her. Every candidate should get his/her signature attested in advance and hand over the admission card to the supervisor on the first day he/she present himself/herself for the examination. The rules which should be followed by all candidates have been given in the beginning of this *Gazette* Notification. Candidates will be subject to the rules and regulations enacted by the Commissioner General of Examinations with respect to the conduct of examinations. In case of violating these rules and regulations, he/ she will be liable to a punishment to be imposed by the Commissioner General of Examinations.

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

08. *Identity of Candidates.* – Any of the following documents will be accepted to prove the identity of the candidates at the examination hall to the Supervisor, at examinations conducted by the Department of Examinations of Sri Lanka.

1. National Identity Card,
2. Valid Passport,
3. Valid Sri Lankan Driving License.

09. *Penalty for Furnishing False Particulars.* – If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination. If any of the particulars furnished by a candidate is found to be false to the best of his/her knowledge or if he/she has willfully suppressed any material fact, he/she will be liable to immediate dismissal from the service.

All candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations with respect to conducting the examination and the release of

results. If the candidates breach such rules and regulations, he or she be subject to the punishment imposed by the Commissioner General of Examinations.

10. Any matter not provided for in these regulations will be dealt with at the discretion of the Commissioner General of Excise.

11. (a) The examination will be conducted in Sinhala and Tamil language media.

(b) Candidates should sit this examination in the same medium in which they passed the qualifying Degree or the official language.

(c) In case the candidate has passed the subjects of the qualifying Degree in two or more languages, he should sit the examination in the medium of which he passed the majority of the subjects of the degree or the official language.

(d) Candidate who has passed the main subject in one language and the additional subject in another language of the Special Degree he possesses, should sit the examination in the medium he passed the main subjects or the official language.

Note :-

(i) Candidates should answer all the papers of the examination in one and the same language.

(ii) Candidates will not be allowed to change language medium given in his/her application.

(iii) Results of the Examination - Results of the examination will be communicated to the candidates by the Commissioner General of Examination, by post or by the official web site www.results.exams.gov.lk.

12. In the event of any inconsistency between the Sinhala, Tamil and English texts of this *Gazette* Notification, the Sinhala text will prevail.

H. G. SUMANASINGHE,
Commissioner General of Excise,
Excise Department of Sri Lanka.

Specimen Application Form

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO POST OF
INSPECTOR OF EXCISE IN EXCISE DEPARTMENT OF SRI LANKA - 2018 (2019)

(for office use only)

Medium in which you sit this examination

Sinhala - 2
Tamil - 3

(Write the relevant Number inside the box)

Town	Town Number
(i)	
(ii)	

- 1.0 1.1 Name in Full (in Block Letters) : _____.
Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA
1.2 Name with Initials at the end : _____.
(in Block Letters) (Eg. GUNAWARDHANA, H.M.S.K)
1.3 Name in Full : _____.
(in Sinhala/ Tamil)
1.4 National Identity Card No. :

- 2.0 2.1 Permanent Address : _____.
(in Block Letters)
2.2 Permanent Address : _____.
(in Sinhala/ Tamil)
2.3 Address to which the admission card should be sent: (in Block Letters) : _____.

- 3.0 3.1 Date of Birth : Year : Month : Date :
3.2 Age as at the closing date: Years : Months : Days :
3.3 Telephone Number (Mobile) :
3.4 Telephone Number (Fixed) :

- 4.0 4.1 State whether you are a citizen of Sri Lanka : _____.
(mention whether by descent or registration)
4.2 Nationality : _____.
4.3 Marital Status : _____.
4.4 Nearest Excise Station : _____.
4.5 Educational Qualifications :

I.

Name & Year of the Degree	University	Subjects	Class Obtained

II. Passes of the G.C.E (O.L.) Examination :

Passes for Mathematics / English	Index No. & Year

- I. If employed at present, particulars of the job : _____ 7.0 (Applicable only for those who are already in Public Service.) :
- II. Particulars of Sports Certificates & Extra-Curricular Activities : _____
- III. Particulars of any other special trainings / voluntary army service, If applicable : _____
- IV. 1 Height:cm (.....Feetinches)
Chest Size (without inhalation)cm inches
- V. Have you ever been convicted of any offence in the Court of Law? If yes, give details : _____
- VI. Name of the Institute to which examination fee was paid : _____
Receipt No. : _____

Certification of the Head of the Department

I certify that the particulars given in the application by Mr./Mrs./Miss who is employed as in this institute were checked and found to be accurate. In the event of his/her selection for the above post he/she can / cannot be released.

_____,
Head of the Department
(Official Stamp should be placed.)

Date : _____.

SCHEDULE No. 01

Paste the receipt securely.

5.0 I do hereby state that the particulars given by me in the application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect before selection, I am subject to be disqualified or dismissal from service without any compensation if it is revealed after selection. Furthermore, I agree to be bound by rules and regulations of the Commissioner General of Examination regarding the conduct of the examination.

_____,
Signature of Applicant.

Date : _____.

6.0 *Attestation of Applicant's Signature :*

I certify that Mr./Mrs. / Miss who is submitting this application is personally known to me and that he/she placed his/her signature in my presence under the above paragraph 5, on this day of 2019. I also certify that he/she has paid the due examination fee and has attached the paid receipt.

_____,
Signature of the Attester.

Date : _____.

Attester's name : _____.

Designation : _____.

Address : _____.

(Official Stamp should be placed)

<i>District</i>	<i>District Number</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mullaitivu	13
Kilinochchi	14
Batticaloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25