



OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE POST OF CO-OPERATIVE DEVELOPMENT OFFICER OF DEPARTMENT OF CO-OPERATIVE DEVELOPMENT - 2019

APPLICATIONS are invited from qualified citizens residing in the Central Province to fill the vacancies in Grade III of the post of Supervisory Management Assistant, Non-Technical Services of the Co-operative Development Department of the Central Provincial Council.

1. General Qualifications:

- 1.1. Should be a citizen of Sri Lanka.
- 1.2. Should be of excellent moral character.
- 1.3. Applicants residing in any part of the Central Province can apply. The applicant should be a permanent resident of the Central Province for a period of three years immediately preceding the date on which all the required qualifications should be fulfilled according to this notification calling for applications. (If the applicant is married to someone who is a permanent resident for more than three years in this province, the spouse's residence will be considered.)

- 1.4. Applicant should not be less than 18 years and not more than 30 years as at the closing date of the applications.
- 1.5. Applicant should be physically and mentally fit to serve in any part of the Central Province and to perform the duties of the post.
- 1.6. All the eligibility requirements and conditions required for recruitment should be fulfilled in every way by the date mentioned in the notice.

2. Educational Qualifications and Professional Qualifications:

All the educational and professional qualifications should be fulfilled by 27.09.2017.

2.1 Educational Qualifications:

- 2.1.1. Should have passed GCE (O/L) Examination in 6 subjects at one sitting with credits in Sinhala / Tamil English, Mathematics and two other subjects.

and

Should have passed the GCE (A/L) Examination in all subjects (excluding the common general test and English) at one sitting with one or more of the subjects of Economics, Agriculture, Combined Mathematics, Accounting, Business Statistics, Business Studies under the new syllabus or should have passed three subjects at one sitting under the old syllabus.

2.2. Professional Qualifications:

- I. Higher Diploma in Accountancy or Audit Management from National Institute of Co-operative Development.
or
- II. Final stage of the Association of Accounting Technicians (AAT) or having equivalent qualifications
or
- III. Diploma in Accountancy or Management from a recognized university
or
- IV. Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka.

3. Salary scale:

- 3.1 Salary scale of the Central Provincial Cooperative Development Officers' Service Grade III as per MN 3- 2016 of Public Administration Circular 3/2016 is,

Rs 31,040 / - 10 x 445 -11 x 660- 10 x 730 - 10 x 750 - Rs. 57,550 / -

Salaries are paid according to the schedule II of Public Administration Circular 03/2016.

4. Conditions of Recruitment:

The conditions of recruitment will be decided according to the recruitment procedure approved by the Governor of Central Province on 04.06.2014.

5. Method of Recruitment:

The above vacancies shall be filled at District Population Ratio as per provisions of Public Administration Circular 15/90. Eligible candidates are selected on the priority of marks obtained at the written test conducted by the Central Provincial Public Service Commission after an interview to check their eligibility. No marks will be given at the interview and applicants who do not score a minimum of 40% marks for each question paper in the written examination will not be considered for recruitment.

6. Terms of Service:

- 6.1 This post is permanent and pensionable. You are subjected to the policy decisions taken by the Government on the pension scheme to which you are entitled in future.
- 6.2 The appointment is subjected to Public Administration Circular 01/2014 issued on the implementation of the Official Languages Policy and the provisions of the circulars incidental thereto.
- 6.3 After being appointed to this post, a minimum of five years of service in the Central Province is compulsory. Any requests for transfers outside the Central Province will not be considered during that period.

7. Method of application :

- 7.1 Examination fee is Rs.600/-. This fee should be paid at any Divisional Secretariat in Central Province to be credited to the Revenue Head 20-03-02-13 of the Chief Secretary of Central Province and the receipt (Blue Color) should be pasted on the relevant cage in the application form. It should be noted that applications sent without the receipt will be rejected and the examination fees paid will not be refunded for any reason.
- 7.2 Application should be duly filled according to the specimen attached to this notification and should be sent by registered post to reach “The Secretary, Central Provincial Public Service Commission, No.244, Katugastota Road, Kandy” on or before 27.09.2019. Receipt of applications will not be notified. “Recruitment to Grade III of Co-operative Development Officers of the Department of Cooperative Development in Central Provincial Council – 2019” and the District of residence should be clearly written on the top left hand corner of the envelope containing the application. Applications received after the due date and incomplete applications will be rejected without notice. The Commission is not responsible for applications that are lost in the mail.

8. Medium of Examination :

The examination will be held in Sinhala, Tamil and English medium. Medium applied for the examination should be indicated clearly in the application and not allowed to change the medium later.

9. Examination Center :

Central Provincial Public Service Commission will notify about the Examination Centre in the Admission Card

10. Subjects of the Written Examination :

- 10.1. Applicants for these positions will be referred to a written examination under the following subjects

| <i>Subjects</i> | <i>Syllabus</i> | <i>Duration</i> | <i>Maximum Marks</i> | <i>Pass Marks</i> |
|----------------------|--|-----------------|----------------------|-------------------|
| 1. Intelligence Test | It consists of 50 questions with multiple choice and short answers for judging candidates' reasoning, analytical skills and decision-making ability. | 1 hour | 100 | 40% |
| 2. General knowledge | (A) National and international social, economic and political knowledge. (B) A question paper consisting of 50 questions with multiple choice and short answers about cooperative philosophy and knowledge of business. | 1 hour | 100 | 40% |

11. Instructions for filling in the application form:

A specimen of the application for this examination is appended to the end of this notification. The application should accordingly be prepared only on A4 size paper using both sides of the paper, so as paragraphs 01 to 05 in the first page, and the rest in other pages of the application. Application should be either hand written or typewritten.

11.1. Code numbers of District apply where applicant permanently reside

| | | |
|--------------|---|----|
| Kandy | - | 01 |
| Matale | - | 02 |
| Nuwara Eliya | - | 03 |

11.2. The signature of the applicant should be attested by a Principal of a Government School, Justice of the peace, Commissioner of Oaths, Notary Public, Attorney-at-Law or an officer who holds tertiary or senior level as per P.A. Circular No. 03/2016 in a permanent post in Government or Provincial Public Service.

11.3. Any particulars mention in the application send by you found to be false or inaccurate before the recruitment, your candidature will be cancelled. If it is revealed that any of the particulars, a candidate has furnished is false and has been furnished deliberately knowing it is false, or else he has deliberately suppressed any important fact, he/she may be liable to be dismissed from service.

11.4. Applicants who are already in the Public/ Provincial Public Service should forward the applications through the Head of Department.

12. Identity of the Candidate.

A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor of the examination center. For this purpose, only the following documents will be accepted.

- National Identity Card issued by the Department for Registration of Persons.
- Valid driving license ,
- Valid Passport.

The Central Provincial Public Service Commission reserves the right to decide on any matter not covered by this notification and will make the final decision of any matter not covered by these regulations and decision on conducting

or not conducting the examination, filling the vacancies, leave them vacant or filling a portion of vacancies. The Central Provincial Public Service Commission is also entitled to clarify / resolve any matters not provided for in this notification.

In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail as the accurate text.

Further details regarding the recruitment have been posted on the official website of the Central Provincial Public Service Commission - **www.psc.cp.gov.lk** and the application form can also be downloaded there.

M. G. A. THILAKARATNE,
Secretary,
Public Service Commission,
Central Provincial Council.

Central Provincial Public Service Commission,
No. 244, Katugastota Road,
Kandy.
28th of August 2019

Specimen Application

Open Competitive Examination for Recruitment to Grade III of the post of Co-operative Development Officer of Department of Co-operative Development - 2019

Index No.
(For official use only)

Medium of the examination :-
(Please write relevant number in the cage)

(Sinhala - S, Tamil - T, English - E)

01. Code Number of the District of Permanent residence

(Kandy -01, Matale- 02, Nuwara Eliya- 03)

1.1 Name with initials:
Mr/Mrs/Miss (In English Block Capital Letters)

1.2 Name with initials (in Sinhala/Tamil):

1.3 Names denoted by the initials (In English Block Capital Letters):-.....
.....

1.4 Names denoted by the initials(in Sinhala/Tamil):-.....

02. 2.1 Permanent residence(in Sinhala/Tamil):-.....
.....

2.2 Address to which the admission card should be sent (in Sinhala/Tamil):-.....
.....

2.3 Address to which the admission card should be sent(In English Block Capital Letters):-.....
.....

2.4 Official address if currently employed in Public/Provincial Public service:-.....
.....

| <i>Subject</i> | <i>Pass</i> |
|----------------|-------------|
| | |
| | |
| | |

07. Professional Qualifications:-

| <i>Institution relevant to the vocational qualification</i> | <i>Completed professional qualification</i> | <i>Duration</i> | <i>Pass</i> | <i>Certificate No. and Date</i> |
|---|---|-----------------|-------------|---------------------------------|
| | | | | |

08. Other qualifications:-.....

09. Particulars of examination fee of Rs. 600/- :-

(a) Divisional Secretary Office to which the payment was made

(b) Date.....

(c) Receipt number

(Paste the receipt of the payment in this column)

Certification by Candidate

I declare that the information I have provided in this application is true and correct. I am aware that if any of these information are found to be false or inaccurate, I shall be ineligible for recruitment and, upon receipt of an appointment, will be subjected to dismissal.

.....
Date

.....
Signature of Candidate.

Certifying the Signature of the applicant

I certify that, Mr./Mrs./Miss who is submitting this application is personally known to me and that he/she placed his/her signature inform of me on this date.

Date:-.....

.....,
Signature of the certifier.
(Place official Stamp)

Full Name of the Certifier:-.....

Designation:-.....

Address:-.....

10. If the applicant is presently working in the Public / Provincial Public Service, the following certification should be made by the Head of the Department.

I certify that the candidate named is serving in this Department / Institution as and that he/she has not been subjected to any kind of disciplinary punishment (other than admonition) for the past 5 years and that he/she can be released if selected for the above post.

.....,

Date:-

Signature of the Head of the Department / Institution,
(Place official Stamp)