



PUBLIC SERVICE COMMISSION

Limited Competitive Examination for Promotion of the Officers in Grade I of Sri Lanka Technological Service to Special Grade - 2018(2019)

IT is hereby notified that, in accordance with the Minute of Sri Lanka Technological Service, published in the *Gazette Extra Ordinary* No. 1930/12 dated 01.09.2015, the Limited Competitive Examination for promotion of officers in Grade I of Sri Lanka Technological Service to Special Grade will be held by the Commissioner General of Examinations, in Colombo, in the month of December 2019.

02. Officers who have satisfied the following qualifications as at 31.12.2018 shall apply for this examination.

- I. Officers who have completed at least an active and satisfactory service of five (5) years in Grade I of Supervisory Management Assistant - Technological Service Category of Sri Lanka Technological Service and have earned the five (5) salary increments.
- II. Officers who have completed a satisfactory service of five (5) years immediately preceding the date of promotion.
- III. Officers who have passed the Third Efficiency Bar Examination.

03. Following salary scale shall be applicable to the officers in Special Class. (MN-7-2016 Step 4) Rs. 43,845- 8 x 755- 18x 1030 - Rs.68,425.

4. Promotion from Grade I to Special Grade of Sri Lanka Technological Service shall be in the following manner.

- (i) Vacancies in each post in Special Grade of Sri Lanka Technological Service existing at each Department and Ministry from 01.01.2018 to 31.12.2018 shall be filled on the results of this examination.
- (ii) The results of the Limited Competitive Examination for recruitment to the Special Grade shall strictly be applicable to fill the vacancies existing from 01.01.2018 to 31.12.2018.
- (iii) Percentage of Recruitment :

Limited	40%
Service Experience and Merit	60%
- (iv) At the instances where the approved number of posts is 04, the percentage of recruitment under the Limited Competitive Examination shall be 25% and the percentage of recruitment under service experience and merit shall be 75%. At the instances where the approved number of posts is 03, the percentage of recruitment under the above limited competitive examination shall be 33.33% and the percentage of recruitment under service experience and merit shall be 66.66%.
- (v) Filling of vacancies shall be made on the results of the limited competitive examination subjected to the percentages of 04. III above at the instances where the number of vacancies in Special Grade of Sri Lanka Technological Service is more than 04.
- (vi) Promotion to Special Grade shall be made by the Public Service Commission to be effective from the date of examination on the order of merit of the examination and the number of vacancies, after verifying by an interview board appointed by the Public Service Commission that the other relevant qualifications have also been fulfilled by those who have passed on the results of the limited competitive examination for promotion to Special Grade conducted by the Commissioner General of Examinations on behalf of the Secretary, Ministry of Public Administration.
- (vii) Officers, out of the applicants who have satisfied the basic qualifications as at the date on which each post has fallen vacant, shall be considered

for the relevant promotions as per order of merit at the time of filling the vacancies.

5. The specimen application for admission to this examination is published at the end of this notification. Candidates are required to prepare their application in accordance with the specimen form and officers in the public service should forward their applications through the respective head of department and officers in the provincial public service should forward their applications through the Secretary of Public Service Commission in the Provincial Council where they serve, by registered post to reach the Commissioner General of Examinations, Organizations (Institutional and Foreign Examinations) Branch, Department of Examinations, P.O. Box 1503, Colombo on or before 14.10.2019. The top left corner of the envelope containing the application should bear clearly the title of the examination. Applications received after the closing date of applications will be rejected.

6. *Proof of Identity*.— Candidates should prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose one of the following documents should be produced to the supervisor of the examination hall.

- a) The National Identity Card,
- b) Valid Passport,
- c) Valid Driving License.

The candidature of any applicant who is unable to furnish any of the above documents is liable to cancellation on the discretion of Commissioner General of Examinations.

7. *Application* :

- (i) Applications should be prepared in a paper A4 in size using both sides. No. 01 to 05 should appear on the first page. Applications could be typed but they should be completed correctly and legibly by the candidate in his/her own handwriting.
- (ii) When preparing the application, the title of the examination should be written in English in addition to Sinhala on Sinhala applications and Tamil on Tamil applications. Applications that do not comply with the specimen and have not been duly perfected shall be rejected without notice. Therefore, the candidates themselves should make sure that the perfected applications are in conformity with the specimen form. It is advisable to keep a photo copy of the application form with the candidate.

- (iii) Candidates are not allowed to change the language medium selected by them in their applications. If applications are received in all three language mediums, i.e. Sinhala, Tamil and English, the examination will be held in those three language mediums. However, candidates should answer all the question papers in one and the same language selected by them.
- (iv) Candidates who appear for this examination for the first time are not required to pay any examination fee. However, if a subsequent sitting, an examination fee of Rs.600/- should be paid at any Post Office/ Sub Post Office or District/ Divisional Secretariat to be credited to Revenue Head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be affixed in the relevant cage of the application form. Money Orders or Stamps are not accepted for examination fees. It is advisable to keep a photocopy of the receipt. The fee shall not be paid back or shall not be allowed to transfer in respect of any other examination under any circumstances.
08. (i) The Commissioner General of Examinations will issue admission cards to the candidates who have forwarded duly perfected applications along with the receipt if payment of examination fee on or before the closing date of examination mentioned in the Notification is applicable, medium of examination, public service to which the applicant belongs, signature of the applicant and the attestation of the signature, recommendation and certification of the Head of the Department, on the presumption that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. Officers sitting for the examination must get his signature on the admission card attested in advance and produce to the supervisor of the examination center. It will not be allowed to sit for the examination without such admission card. Further, issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to sit for the examination.
- (ii) As soon as the admission cards are issued to candidates, Department of Examinations will publish a notice announcing the same in newspapers and the official web site of the department. If the admission card is not received even after 2 or 3 days of such an advertisement, it should be inquired from the Organizations (Institutional and Foreign Examinations) Branch, Department of Examinations in the manner as mentioned in the notification. The applicant should correctly mention the name of the examination applied for, full name of the applicant, national identity card number and address when making such inquiry. In case of applicants outside Colombo, it would be advisable to make the request sending a letter of request stating the same to the fax number mentioned in the Notification along with the fax number to which a copy of the admission card can be sent promptly. It would be useful to have the following documents in hand at the time of calling the Department of Examinations, i.e. a photocopy of the application form, receipt of payment of examination fess (if applicable) and receipt of registration.
- (iii) Candidate shall get his/her signature on the application and the admission card attested by the Head of the institution or an officer authorized by him. Candidate shall sit for the examination at the examination hall assigned to him under the specific number given to him and produce his admission card with his signature attested to the supervisor of the examination center on the day of the examination. Any candidate who fails to produce his admission card shall not be permitted to sit for the examination.
09. The documents furnished later by the candidates who have failed to satisfy the requirement indicated in Para (08) above will not be considered.
10. *Issuance of the results of the examination.* – Actions shall be taken to issue the results of this examination to the Secretary of the Public Service Commission.
11. *Scheme of Examination.* – Examination for promotion of officers in Class 1 to Special Class will consist of 2 question papers.
- (1) Aptitude Test - Duration 1 hour - 100 marks
(2) Management - Duration 3 hours - 100 marks
- Candidates shall be required to obtain a minimum of 40% of the marks for each question paper to be qualified.

Syllabus of the first question paper shall be as follows:

Aptitude Test - Subject No. (1)

A test designed to assess as to whether the officer has acquired knowledge, skills and attitudes required for the fulfillment of tasks entrusted to him/her in an efficiency beyond the performance at average level and whether the officer displays competency in the application of the above. This question paper consists of 50 questions in the form of Multiple Choice and Questions for Short answers and all the questions should be answered.

Syllabus of the second question paper will be as follows:

Management - Subject No. (2)

- (i) Principles of Management
- (ii) Management functions
 - Planning
 - Decision Making
 - Process of decision making
 - Organization
 - Staffing
 - Directing
 - Motivation Process
 - Leadership
 - Control
 - Process of Controlling
- (iii) Participatory Management
- (iv) Management Environment
- (v) Case Study

This is a structured essay type question paper. All the questions should be answered.

12. Candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations in conducting the examination and issuing the results. Candidates are liable to be subjected to a punishment imposed by the Commissioner General of Examinations for breach of these rules. In accordance with the regulations relevant to this notification, 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.

13. The decision of the Secretary of the Public Service Commission will be the final in respect of any matter not provided for in this notification.

14. In case of an inconsistency between Sinhala, Tamil and English text of this *Gazette* notification, the Sinhala text shall prevail.

On the Order of the Public Service Commission,

J. J. RATHNASIRI,
Secretary,
Ministry of Public Administration, Disaster
Management and Livestock Development.

Ministry of Public Administration, Disaster
Management and Livestock Development,
Independence Square,
Colombo 07,
28th August, 2019.

SPECIMEN FORM OF APPLICATION

(For office use only)

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Special Grade - 2018(2019)

01. (a) Medium in which the officer appears for the
examination
(Sinhala- 2 / Tamil- 3 / English - 4)
(Indicate the relevant number in the cage)

Indicate whether you belong to Provincial Public
Service or which Public Service :

(Indicate the number relevant to the public
service to which you belong)

(Western Provincial Public Service - 01/ Central Provincial
Public Service - 02/ Southern Provincial Public Service - 03/
Northern Provincial Public Service - 04/ Eastern Provincial
Public Service - 05/ North Western Provincial Public Service
- 06/ North Central Provincial Public Service - 07/ Uva
Provincial Public Service - 08/ Sabaragamuwa Provincial
Public Service - 09/ Central Government Service - 10)

- (b) Name in full (in English block capital letters) :———
(Eg: HERATH MUDIYANSELAGE SAMAN
KUMARA GUNAWARDHANA)

(c) Name with initials at the end (in English block capital letters) : _____.
(Eg: GUNAWARDHANA, H.M.S.K.)

(d) Name in full (in Sinhala /Tamil) : _____.

(e) Official address (Admissions will be posted to this address.) :
(in English capital letters) : _____.
(in Sinhala/Tamil) : _____.

(f) Sex : (Indicate the relevant number in the cage)
(Male - 0 / Female- 1)

(g) National Identity Card No.:

(h) Mobile Number:

02. Department which you belong to : _____.

03. Designation : _____.

04. Period of service as at 31.12.2018: Years : Months : Days :

05. (i) Date of Birth : Year : Month : Date :

(ii) Age as at 31.12.2018 : Years : Months : Days :

Paste the receipt of the examination fee of Rs.600/-firmly, if not the first sitting.
(It is advisable to keep a photocopy)

Receipt number of the examination fee -
Office to which the fee was paid -
Amount paid -

I declare that the particulars furnished above are accurate and I am entitled to sit for the examination in the language medium mentioned above. Furthermore, I hereby agree to be abided by the rules and regulations imposed by the Commissioner General of Examinations in conducting the examination and issuing the results.

_____,
Signature of the Applicant.

Date : _____.

Note : Candidate should place his/her signature in the presence of the Head of Department or an officer duly authorized to sign on his behalf or Head of the Regional Office.

Attestation of Candidate's Signature

I hereby certify that Mr./Mrs./Miss. is presently employed in my office and is personally known to me and he/she placed his/her signature in my presence on and he/ she is exempted from payment of examination fee/ has paid the examination fee and affixed the relevant receipt.

_____,
Signature of the Attester.
Official Stamp

Date : _____.

Recommendation and Certification of the Head of the Department

- (I) Recommendation of the Head of the Department on the disciplinary inquiries that were carried on or are being carried on against the applicant :.....
- (II) I hereby certify that the particulars given in paragraphs 01-05 above are correct, that this candidate is eligible to sit for the examination, that he/she is eligible to sit for the examination in the language medium mentioned above and he/ she is exempted from payment of examination fee/ has paid the examination fee and affixed the relevant receipt.

_____,
 Signature and designation of Head of Department.
 Official Stamp.

Date :_____.

Note:- A certified copy should be sent to the personal file of the candidate and the other copy should be sent to reach department of examinations of Sri Lanka promptly.