

**OPEN COMPETITIVE EXAMINATION TO
RECRUIT TO THE POST OF GRADE III
BUILDING INSPECTORS OF TECHNICAL
SERVICE CATEGORY - SUPERVISING
MANAGEMENT ASSISTANT OF THE POSTAL
DEPARTMENT- 2018 (2019)**

APPLICATIONS are called from the suitable applicants for 08 posts of Grade III Building Inspectors of Technical Service Category - Supervising Management Assistance of the Postal Department. This competitive examination will be held by the Commissioner General of Examinations in Colombo only.

It will be the final decision of the Commissioner General of Examinations on holding the examination and issuance of results.

02. *Language Medium* : This examination shall be held in Sinhala, Tamil and English medium. Candidates will not be allowed to change the language medium applied.

03. *Qualifications for recruitment* :

(a) *Educational qualifications* :

Should have passed the General Certificate of Education (Ordinary Level) examination in six (06) subjects with credit passes for Languages or Literature, Mathematics, Science and any another subject at one sitting.

and

Should have passed all the subjects with applied Mathematics/Pure Mathematics/ Combined Mathematics and Physics (excluding Common General Test) at the General Certificate of Education (Advanced Level) in one sitting (Under the old syllabus, it is sufficient to pass 03 subjects in one sitting.)

(b) *Professional qualifications* :

(i) Shall have completed National Vocational Qualification (NVQ) level 6 in the relevant field ;

Or

(ii) National Technical Diploma offered by University of Moratuwa or Ampara Hardi Institute ;

Or

(iii) National Diploma in Engineering offered by National Apprentice and Industrial Training Authority ;

Or

(iv) National Higher Diploma in Engineering offered by Ministry of Education and higher Education ;

Or

(v) Technical Diploma offered by the Open University of Sri Lanka ;

Or

(vi) Shall have successfully completed the first part of the Engineering examination conducted by Sri Lanka Institute of Engineering ;

Or

(vii) Any other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent to the above mentioned technical qualifications, following the opinions obtained by consulting the Ministry of Higher Education and the institutes issuing above mentioned technical certificates.

(c) *Physical qualifications :*

All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

(d) *Other qualifications :*

- (i) Candidates shall be a citizen of Sri Lanka ;
- (ii) Candidates shall have a excellent moral character ;
- (iii) All the qualifications mentioned in above 3 (a) and (b) should be completed in every means as at 25.10.2019.

04. *Efficiency Bar examination :* Should be according the Minutes of Sri Lanka Technical Service

05. *Age :* Shall be not less than 18 years and not more than 30 years of age on the closing date of applications. (Accordingly, only the persons whose birthdays fall on or before 25.10.2001 and on or after 25.10.1989 are qualified to apply for this examination.)

06. *Salary Scale :* In terms of Public Administration Circular No. 03/2016, monthly salary scale is Rs. 31,040 -10 x 445 - 11 x 660 - 10 x 730 - 10 x 750 - Rs. 57,550/=

07. *Method of Application :*

(a) The application should be in the form of the specimen appended to this notification and should be prepared on A4 (21x30cm) using both sides. Headings 01 to 05 should be entered on

the first page and the rest on second page. The relevant particulars should be entered very clearly in candidate's own handwriting. When preparing applications, it is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil medium. Applications can be obtained through the official website of the postal department, www.slpost.gov.lk. The signature of the applicant must have been attested. A person applying for the examination through a certain institute, must get his/her signature attested by the respective head of the institution and the other applicants must get their signatures attested by a Principal of a Government School/retired officer, the Grama Niladhari of the relevant division, a Justice of the Peace, a Commissioner of Oath, a Lawyer, a Notary Public, a commissioned officer of the Tri- forces, an officer holding a permanent Staff Grade post in the Public Service or in the Provincial Public Service, a chief incumbent of a Buddhist temple or a Nayaka Thero or a chief prelate of any other religious place or a prelate holding a considerable level of religious order.

(b) Applications duly perfected should be sent by registered post to reach the following address on or before 25.10.2019 Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, Sri Lanka, PO. Box 1503, Colombo. The words "Open Competitive Examination for Building Inspectors of Technical Service Category - Supervising Management Assistant - 2018 (2019)" should be written on the top left-hand corner of the envelope in which the application is enclosed. It would be advisable to keep a photocopy of the completed application form. Any certificate /photo copy should not be sent with the application.

(c) Applicants serving in public service or provincial public service should submit their applications through the Heads of Department.

08. *Paying examination fees :*

(a) Examination fee is Rs. 600/- and this fee can be paid to any post/sub post office/ divisional/district secretariat under the Revenue Head 20-03-02-13 of the Commissioner General of Examination. The receipt obtained thus should be pasted in

the relevant cage of the application form so as not to be detached. It is advisable to keep a photocopy of the receipt with the candidate. The applications with the receipt obtained by paying money as not mentioned this notice will be rejected and under no circumstances the examination fee will be refunded transferred.

09. *Admission to the Examination :*

- (a) The Commissioner-General of Examinations shall issue admission cards to all the candidates whose applications are perfected in each and every way have been received and meets the age limit.
- (b) Immediately after the issuance of admission cards, a newspaper advertisement will be published. 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 mentioning 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.
- (c) A candidate must sit the examination at the examination hall assigned to him. Every candidate must get his signature attested in advance and hand over the admission card to the supervisor on the first day he presents himself for the examination. No candidate will not be permitted to sit the examination without an admission card.
- (d) 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.
- (e) 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.

- I. National identity card ;
- II. A valid passport ;
- III. A valid driving license.

Candidates should enter the examination hall without covering their face and ears in order to prove their identity. Further, any candidate who refuses to assist for proving his/her identity will not be allowed to enter the examination hall. The candidates should remain in the examination hall from the time of entering up to leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate. However, a candidate may be allowed to appear for the examination if any objection is made by such candidate regarding this condition. Results will not be issued to such candidate since it is not possible to prove the identity of the candidate.

- (f) Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination on conducting the examination. They shall be liable to be subjected to any punishment imposed by Commissioner General of Examination for violation of these rules and regulations.

10. *Sections and Conditions of Service :*

- (a) This post is permanent and pensionable. However, the officers will be subjected to the policy decisions taken by the Government with regard to the pension scheme in future.
- (b) If selected applicants have not been confirmed in a post of public service by that time, appointment will be made subject to a three-year probation period. If a person who has been confirmed in a permanent and pensionable post in the Public service is selected, he will be appointed subject to an acting period of one year.

11. *Scheme of the examination and syllabus :*

- (a) The Examination shall consist of the following 02 question papers.

05. (i) Date of Birth :

Year : Month : Date :

(ii) Age as at the closing date of applications (Age as at 25.10.2019)

Years : Months : Days :

06. (i) Educational Qualifications :-

G.C.E. (O/L)

Year and month : _____.

held the examination : _____.

Index No. : _____.

G.C.E. (A/L)

Year and month : _____.

held the examination : _____.

Index No. : _____.

Subjects	Grade
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Subjects	Grade
1	
2	
3	
4	
5	

(ii) Professional Qualifications :

Name of the Diploma/ Professional certificate	Time period From - to	Number of years	Name of the Institute

07. Have you ever been convicted from a court for any charge? If yes, give details on case number and charges : _____.

08. Office to which the examination fee was paid :

Amount paid Rs. : _____.

Receipt number : _____.

Date : _____.

Paste the exam receipt here.
(Keep a photocopy of the exam receipt.)

09. Declaration of the candidate :

I declare that information given by me in this application is true and accurate. I am aware that if any information furnished herein is found to be false or inaccurate I am liable to disqualification before appointment and to dismissal from service without any compensation if the inaccuracy is detected after appointment.

Further, I agree to be bound by the rules and regulations imposed by the Commissioner General of examinations on conducting the examination and issuance of results. I will not change any of the information furnished here.

_____,
Signature of Applicant.

Date : _____.

10. Attestation of applicant's signature :

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally, he/she placed his/her signature in my presence on and further he/she has paid the due examination fee and has affixed the receipt.

_____,
Signature of the Officer attesting the signature.

Date : _____.

Name of the Officer Attesting the Signature : _____.

Designation : _____.

Address : _____.

(Place the official stamp.)

11. Certificate of the Head of the Department :

I hereby certify that Mr./Mrs./Miss who is submitting this application is serving at Office/institute in a post of from and his/her service is satisfactory and that he/she could/could not be released from his/her present post, if selected for the position as the results of this examination and he/she has not been subjected to any disciplinary punishment (Except warnings) up to now and above mentioned information true and correct.

_____,
Signature of Head of Department/Institute.

Date: _____.

Full name of Head of Department/Institute : _____.

Designation : _____.

Address : _____.

(Place the official stamp.)