

## PUBLIC SERVICE COMMISSION

### Ministry of Finance, Economy and Policy Development

#### OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA INLAND REVENUE SERVICE - 2019/2020

APPLICATIONS are called from the qualified citizens of Sri Lanka for Open Competitive Examination for the recruitment to the Posts in Grade III of Sri Lanka Inland Revenue Service.

1. In this notice “Secretary” shall mean the “Secretary to the Ministry in Charge of the subject of Monetary Administration”, “Service” shall mean the “Sri Lanka Inland Revenue Service” at the instances not specified in other way.

2. The appointments through this examination shall be made to Grade III of Sri Lanka Inland Revenue Service. Recruitments shall be made upon the results of a Written Examination and a General Interview.

*Date of Examination.*– The examination will be held in June 2020 in Colombo by the Commissioner General of Examination. The Secretary reserves the right to postpone or cancel the Examination subject to the instructions of Public Service Commission.

3. Number of persons to be appointed is 71. The effective date of appointment shall be determined on the order of the Public Service Commission.

#### 4. *Conditions of Service :*

4.1 A selected candidate shall be appointed to the 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 Inland Revenue Service published in the *Extraordinary Gazette of the Democratic Socialist Republic of Sri Lanka* No. 1804/50 of 05.04.2013, and subject to any amendments made or to be made hereafter to the service minute, provisions of the Establishment Code and Financial Regulations and Public Service Commission’s Procedural Rules published in the *Gazette Extraordinary* No. 1589/30 dated 20.02.2009.

4.2 This post is permanent and pensionable. You are subjected to the policy decisions taken by the Government in the future regarding the pension scheme you are entitled to. Further, you shall contribute to the Widows’ & Orphans’ Pension Fund/Widowers’ & Orphans’ Pension Fund. You shall pay contributions to this fund as declared by the Government from time to time.

4.3 This appointment is subjected to a probation period of 3 years. If an officer appointed whose appointment has been confirmed in the public service or in Provincial Service, he or she shall be subjected to one year acting period. 1st Efficiency Bar Examination shall be passed as mentioned in the service minute within 03 years from the date of recruitment to the Grade III of Sri Lanka Inland Revenue Service as mentioned in the Service Minute.

4.4 Prescribed Official Language Proficiency shall be obtained within 05 years of joining the service in terms of the Public Administration Circular No. 01/2014 and consequent circulars.

5. *The Salary Scale.*– As per the Schedule 1 of the Public Administration Circular No. 03/2016 dated 25.02.2016 monthly salary scale entitled to this post is Rs. 47,615 -10x1,335 -8x1,630 - 17x2,170-10x 750 - Rs. 110,895 (SL-01-2016). The payment of salary to you shall be made as per the Schedule II of the above circular.

#### 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 discharge the official duties of this post any part of the country,
- (iv) No person ordained in any religious sect shall be permitted to sit for the Examination.
- (v) No person is allowed to sit the Open Competitive Examination for more than Two (2) sittings. (Number of sittings at the examinations to recruit Grade II/II of Sri Lanka Inland Revenue Service under previous service minute will not be considered).

(vi) Requisite qualifications for this examination shall have been completed in every aspect by on or before the application closing date.

(b) *Educational Qualifications* :

(a) (i) Shall have possessed a degree with first class or second class from a university recognized by the University Grant Commission or an institution recognized by the University Grant Commission as an institution for awarding degrees ; or

(ii) Being a Supreme Court Lawyer or,

(iii) Being a Chartered Accountant.

**Note.**– Effective date of the qualification in i, ii, iii shall be a date on or before the application closing date.

(c) *Age.*– Shall not be less than twenty two (22) years of age and not have reached 28 years of age on the application closing date (Therefore the eligibility of age shall be completed if only the birthdate of the applicant falls on or before 06/04/1998 and or after 06/04/1992 only).

\* The maximum age limit for the employees of Public and Provincial Service is Thirty five (35) years.

7. *Method of Recruitment* :

7.1 *Written Examination* :

A written examination of three (03) 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. Comprehension	100	40
2. General Intelligence	100	40
3. General Knowledge	100	40

7.1.1 *Syllabus of the written examination* :

*Subject No. 01 - Comprehension* :

This paper shall be consist of two parts. Each part shall be obtained equal marks.

Part 1 - It shall be included with writing of an essay and a summary.

Part II - This part shall be consisted with several texts that are formed to examine the coherence of the candidate regarding the language. Candidates are instructed to express the meaning in one sentence or to write descriptive notes on the underline words or to select the most suitable statement from alternative section or to select the accurate answer from the answers for the given questions in associate of these texts. It is required to answer all the questions.

(Duration 2 hours - 100 marks)

*Subject No. 02 - General Intelligence* - This paper shall be formed with purpose of assessing the candidate's capacity of logical, interpretation and analytical skills and the skill of accurate presumption. This shall be consisted with 50 questions which are multiple choice question and short answer questions and it is required to answer all the questions.

(Duration 1 hour - 100 marks)

*Subject No. 03 - General Knowledge*: It is expected to assess the subject related knowledge of the candidate on geographical, political, economic, social and cultural, environmental including the environment of Sri Lanka and the contemporary important circumstances and the scientific and technological developments internationally related. It is required to answer all the questions.

(Duration 2 hours - 100 marks)

7.2 *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 and verify the physical proficiency of the candidate.

- (ii) The General Interview will be held after the issuance of results of the written examination and no marks shall be offered here.
- (iii) The general interview board is appointed by the Public Service Commission.
- (iv) Candidates who secure highest marks according to aggregate of marks from all the subjects out of the candidates who secure at least 40% of marks or above for each subject shall become qualified to appear for the general interview. Public Service Commission has determined to call a number of candidates from among the qualified candidates for the interview as per the order of the competency they received from the written examination and according to the precised number to be recruited. At the instances where the number of eligible candidates is not similar to the decided number as above only the qualified candidates shall be called for the general interview.

**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).

7.3 Appointment shall be made to Grade (III) according to merits beginning from qualified candidates who have scored highest marks as per the total marks obtained at the written examination by the number of candidates expected to be an appointed according to the existing vacancies.

#### 8. *Medium of the Examination :*

- (a) The examination will be held in Sinhala, Tamil and English.
- (b) A candidate shall sit the examination in the language in which he passed the qualifying degree examination or in the official language.

(c) A candidate who has passed subjects at the qualifying degree examination in two or more languages, shall sit the examination in the language in which he passed the majority of subject at such examination or in an official language.

(d) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language shall sit the examination in the language in which he passed the principal subject or in an official language.

#### *Note :*

- (i) The term “qualifying degree” in (a) and (c) above refers to the degree or professional qualifications referred to in Paragraph 6(b).
- (ii) A candidate must sit all the papers of the examination in one and the same language.
- (iii) A candidate will not be permitted to change the language medium of the examination, indicated in the application.

#### 09. *Conditions of the Examination :*

I. The application shall be in the form of specimen attached to the notice and should be prepared by the candidate himself using both sides on a paper of size 8 1/2" x 12" (A4). Computer processed and type written applications could also be utilized for this. It should be especially concerned that the application forms should be so prepared that the headings 1.0 to 2.12 appear on the 1st page, 3.0 to 6.0 appear on the 2nd page and the rest on the 3rd page of the paper. Applications that do not comply with the specimen, and that are not completed in every aspect shall be rejected without any notice. (It is advisable to keep a photocopy of the application with the candidate). It is the responsibility of the applicant to make sure that the application form perfected by him/her complies with the specimen indicated in the Examination Notice otherwise the application might be rejected.

II. The completed application for the examination should be sent by registered post to reach the “Commissioner-General of Examinations (Organization and Foreign Examination Branch, Department of Examinations - Sri Lanka, P. O. Box, 1503, Colombo” on or before 06.04.2020. The words “Open Competitive Examination for

Recruitment to Grade III of the Sri Lanka Inland Revenue Service, 2019/2020) should be clearly indicated as the name of the examination on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date will 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.

III. The Examination Fee is Rs. 1,200.00. It should be paid to any post office in the Island to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations before the closing date. The receipt received from the post office should be pasted in the relevant cage of the application form. This fee is nonrefundable. It is advisable to keep a photocopy of the receipt with the candidate. Money orders or Stamps will not be accepted for Examination Fees.

IV. Signature of the candidate in the application should have been attested by a principal of a Government School, a justice of peace, a Commissioner of Oaths, Attorney at Law, Notary Public, Commissioned officer in the armed forces, an officer holding a *Gazette* post in the Police Service or an officer who is holding a permanent post in the public service. Signature of the employees of public and Provincial Service should be attested by the Head of their Department.

V. Any application, which is not complete in every aspect, is liable to be rejected. Complain about any loss or delay of an application on post will not be considered.

VI. Receipt of application will not be acknowledged. A notice will be published in the newspaper 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 candidate 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.

VII. The Commissioner - General of Examinations shall issue admission cards to all candidates on the assumption that only the applicant who has completed the qualifications mentioned in the *Gazette* notice have applied, whose applications forwarded within the age limit indicated in the notice and forwarded the application within the relevant receipt having paid the due examination fee on or before the closing date and with the language medium, applicant's signature and the certification of the signature (with the certification of the Head of the Department if only it is relevant) and are perfected accurately. A candidate who fails to produce his admission card shall not be permitted to sit the examination.

VIII. 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. A set of rules to be observed by all candidates is published at the beginning of *Gazette*. Candidates are subjected to rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to be subjected to punishment imposed by him/her for breach of these rules.

*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.

10. *Identity of Candidates.* – A candidate will 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,
- (b) A valid Passport,
- (c) A valid Sri Lankan Driving License.

As well the candidates should enter in to the examination hall without covering their face or two ears so as to confirm their identity. No candidate is allowed to enter in to the

examination hall who rejects to confirm their identity in that manner. Further they should appear in the examination hall from the time they entered in and until they leave the hall after the completion of the examination without covering their face and two ears so as to be identified by the examination authorities.

11. *Results*.– The results sheet prepared as per the merits on the total marks received by the qualified candidates in the examination according to the 14.1 of the *Gazette* notice shall be forwarded to the Public Service Commission. All the candidates of the examination shall be informed personally on their marks or the marks shall be published on the [www.results.exams.gov.lk](http://www.results.exams.gov.lk) website.

12. *Penalty for furnishing false information*.– If a candidate is found to be ineligible, his candidature is liable to be cancelled 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.

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

14. In case an inconsistency among the matters in Sinhala, Tamil and English notifications, Sinhala notification shall come into force.

On the order of Public Service Commission,

Secretary,  
Ministry of Finance, Economy and Policy Development.

Ministry of Finance, Economy and Policy Development,  
Colombo 01,  
08th January, 2020.

For Office use

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OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE SRI LANKA INLAND REVENUE SERVICE - 2019/2020

APPLICATION

1.0 Medium :  
2.0 Language medium of the examination :  
Sinhala 2  
Tamil 3   
English 4  
(Indicate the relevant number in the cage)

2.0 Personal Information :

2.1 Name in full (in English Block Capitals) :———. (Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDANA)

2.2 Name with Initials at the end :———. (In English Block Capitals) (Eg. : 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 Gender :

Male - 0 (Indicate the relevant number in the cage)   
Female - 1

2.7 Civil Status :

Unmarried - 1 (Indicate the relevant number in the cage)   
Married - 2

2.8 Ethnic Group : (Indicate the relevant number in the cage)

(Sinhala - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, Other - 5)

2.9 National Identity Card Number :

2.10 Date of Birth : Year :     Month :   Date :

2.11 Age as at the date of fulfilling of qualifications :

06.04.2020 : Years :   Months :   Days :

2.12 Telephone Number :

3.0 Educational Qualifications :

(i) Effective date of the Degree or the Professional Qualification :\_\_\_\_\_.

(ii) University/Institution :\_\_\_\_\_.

(iii) Registration Number :\_\_\_\_\_.

(iv) External/Internal :\_\_\_\_\_.

(v) Degree/Professional Qualification :\_\_\_\_\_.

(vi) Subject/Subject field :\_\_\_\_\_.

(vii) Class :\_\_\_\_\_.

(viii) Upper/Lower :\_\_\_\_\_.

(ix) Examination Index Number :\_\_\_\_\_.

(x) Medium sat for the examination :\_\_\_\_\_.

4.0 Officers in Public Service or Provincial Public Service :

(i) Present Post or Service :\_\_\_\_\_.

(ii) Grade :\_\_\_\_\_.

(iii) Date of Appointment:\_\_\_\_\_.

(iv) date of confirmation in the Post :\_\_\_\_\_.

(v) Period of Service :\_\_\_\_\_.

5.0 Paste the cash receipt properly here :

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

6.0 Declaration of the Candidate :

I declare that information given in this form is true to the best of my knowledge and believe 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 the Commissioner General of Examinations as conducting of the Exam.

\_\_\_\_\_,  
Signature of the 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 Certification of the Head of the Department (only for the candidates in Public Service and Provincial Public Service) :

I recommend and forward the application of Mr./Mrs./Miss. .... I would like to inform that he/she is employed in this Ministry/Department as a permanent employee and he/she has not subjected to any disciplinary punishment and that, if he/she is selected for this post he/she can be released from service.

\_\_\_\_\_,  
Signature of the Head of the Department.

Date :\_\_\_\_\_.

Name in full of the Officer attesting the signature :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

(to be certified by placing the Official Stamp)