



PUBLIC SERVICE COMMISSION

Open/Limited Competitive Examination for recruitment to the post of Assistant Editor in the Sinhala Encyclopedia Office and the Sinhala Dictionary Office of the Department of Cultural Affairs -2021

RECRUITMENT is made by this examination for the post of Assistant Editor - Grade III.

1. *Date of the Examination.*– This examination will be held at the examination centers established only in the city of Colombo only in Sinhala medium on the month of May

2021 by the Commissioner General of Examinations. Public Service Commission shall reserve the power to postpone or cancel the examination.

2. *Number of vacancies to be filled by this examination is :-*

Open Stream - 4

Limited Stream - 3

3. *Method of Recruitment :*

* Selection for appointments is made after examining the qualifications by a Board of Interview appointed by the Public Service Commission. A number

equivalent to twice the number of recruitments to be made, out of those who have secured not less than 50% for each subject at the written examination shall be called for the interview on the order of merit of marks.

- * The number of appointments to be made and the effective date of the appointment shall be determined on the order of the Public Service Commission. The Public Service Commission shall reserve the power to fill a certain number of vacancies or all the vacancies. In case where there are several applicants who have obtained equal marks and the number of vacancies is exceeded, the decision on filling the number of vacancies will be made by the Public Service Commission as per the section 80 of the Procedural Rules.
- * The Examination will be conducted by the Department of Examinations.

4. *Qualifications :*

4.1 *Open Competitive Examination :*

(a) **Educational Qualifications**

Special Degree in a subject mentioned in the category I or II with a First or Second Class Upper/Lower Division

or

General Degree with a Class including two subjects mentioned in the category I or II

or

Special Degree in a subject mentioned in the category III, IV with a First or Second Class Upper Division

or

General Degree with a Class including two subjects mentioned in the category III, IV

Obtained from a University recognized by the University Grants Commission.

<i>Subjects in the Category I</i>	<i>Subjects in the Category II</i>	<i>Subjects in the Category III</i>	<i>Subjects in the Category IV</i>
Sinhala	Economics	Physics	Commerce and Accounts
English	Sociology	Chemistry	Management
Tamil	History	Botany	Business Administration
Pali	International Relations	Zoology	Information Technology
Sanskrit	Geography	Biology	Arts subjects (English medium)
Linguistics	Philosophy and Logic	Law	Literary Appreciations
	Buddhist Studies and Buddhism		

- (b) *Physical Fitness.* - Every applicant shall be physically and mentally fit to serve in any part of the Island, to perform the duties of the post.
- (c) *Other Qualifications :*
 - i. Applicants shall be citizens of Sri Lanka.
 - ii. Applicants shall be of an excellent character.
 - iii. Shall have satisfied all the qualifications required for the recruitment in each and every way as at the closing date of applications.
- (d) *Age Limit:* Should be not less than 21 years and not more than 35 years as at the closing date of applications. Accordingly, candidates whose date of birth falls on or before 12.03.2000 and on or after 12.03.1986 are eligible to apply.

4.2 *Limited Competitive Examination :*

(a) *Qualifications for experience :*

Shall have completed any of the qualifications mentioned in above 4.1 (a), shall have confirmed in the public service and have completed an active and satisfactory period of service of at least five (05) years drawing salaries under the Salary Code of MN-04 or above and have earned five (05) salary increments as at the closing date of application.

(b) *Physical Fitness.*- Every applicant shall be physically and mentally fit to serve in any part of the Island to perform the duties of the post.

(c) *Other Qualifications :*

(i) Applicants shall be of an excellent character.

(ii) Shall have completed a satisfactory service of five years (05) immediately preceding the closing date of calling applications and shall have earned five (05) salary increments.

(iii) Shall have satisfied all the qualifications required for the recruitment in each and every manner as at the closing date of applications.

(d) *Age Limit.*- Not Applicable

- No clergyman of any denomination is eligible to appear for this examination.

5. *Conditions of the service :*

5.1 *Open Basis :*

(i) The appointment shall be subjected to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and the conditions stipulated in the Notice of Recruitment relevant to the post and the revisions made to the same

subsequently and to other orders made by the Department.

(ii) This post is permanent and pensionable. You are bound to the policy decisions taken by the Government with regard to the pension scheme you are entitled to, in future. Further,- you shall contribute to Widows' and Orphans'/ Widowers' and Orphans' Pension Scheme. You shall make the contributions as determined by the government from time to time therein.

(iii) The officers who are appointed to the post shall be subjected to a probation period of three years (03) and the First Efficiency Bar Examination should be passed within a period of three years of recruitment as stipulated in the Scheme of Recruitment.

(iv) The prescribed official language proficiency shall be obtained within 05 years of the recruitment as per the provisions in Public Administration Circular No 01/2014 and the consequent circulars.

(v) Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

5.2 *Limited Basis :*

(i) The sections mentioned in i, iv and v of above 5.1 are also included.

(ii) This post is permanent and pensionable. You shall contribute to Widows' and Orphans'/ Widowers' and Orphans' Pension Scheme.

(iii) Officers who are appointed to this post shall be subject to an acting period of one year. First Efficiency Bar Examination should be passed within a period of three years of recruitment as stipulated in the Scheme of Recruitment.

6. *Monthly Salary Scale.*- A salary scale (monthly) of SL-1-2016 Rs. 47,615 - 10x1335 - 8x1630 - 17x2170 - Rs. 110,895 shall be entitled to this post as per Public Administration Circular No. 03/2016.

7. *Written Examination :*

7.1.1 This examination shall be conducted by the Commissioner General of Examinations.

7.1.2 Syllabus :

1. Intelligence Test
2. General Knowledge
3. Language Skills and Comprehension
4. Translation

<i>Number of the Question paper</i>	<i>Subject</i>	<i>Types of Questions/ Quantity</i>	<i>Time</i>	<i>Pass Mark</i>
1	Intelligence Test	50 questions of Multiple Choice and short answers	01 hour	50%
2	General Knowledge	50 questions of Multiple Choice and short answers	01 hour	50%
3	Language Skills and Comprehension	1. Essay 2. Comprehension	03 hours	50%
4	Translation	Translation of an English and a Sinhala Paragraph	11/2 hours	50%

Intelligence Test.– It is expected to assess the intelligence and logical comprehension of the candidate on arriving conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.

General Knowledge.– This question paper shall be designed to test the knowledge and the understanding of the candidate on national, regional and various organizational environments in the world and the political, social, educational, cultural scientific and economic environment and other relevant matters within our society as well.

Language Skills and Comprehension :

1. Essay writing - An essay of not less than 500 words on a topic selected from given topics.
2. Answers to the questions on a given paragraph.

Translation.– Translation of a paragraph in English into Sinhala

Translation of a paragraph in Sinhala into English

Note:-

- (a) These question papers are designed to test the ability and the understanding of the candidates on the duties.
- (b) Marks will be deducted for illegible handwriting and for spelling mistakes in case of all written answer scripts.
- (c) Results of the examination will be informed to the applicants by the Commissioner General of the Examinations by post or published on the website www.results.exams.gov.lk.

7.2 Interview :

7.2.1 Structured Interview :

<i>Heading</i>		<i>Maximum Marks</i>	<i>Pass Mark</i>
<p>Additional Qualifications</p> <ul style="list-style-type: none"> • Books published (Books on science and sociology published by the, author on three languages) (05 marks for each book) • Research papers on language, science and sociology published in the journals of University level. 03 marks for each paper (research articles for newspapers will not be considered) 	60	60	50%
<p>Language Proficiency</p> <ul style="list-style-type: none"> • Should have studied a language as a subject in the Degree from a recognized University, other than the language in which the Degree was obtained, (such as English, Tamil, Pali and Sanskrit) (20 maximum marks as 10 marks for each language) • A Diploma course of not less than a year, on other languages from an institution recognized by the Government, (such as English, Tamil, Pali and Sanskrit) (01 year or 1500 hours) (07 marks for each language) • Should have passed other language as a subject with a Credit pass in the G.C.E. (Advanced Level) Examination. (05 marks for each language) <p><i>NB.</i>– Other languages except the medium of education is considered. Marks will be given for additional qualifications other than the basic qualifications.</p>	20	20	
<p>Knowledge on Information Technology</p> <ul style="list-style-type: none"> • Information Technology as a main subject in the Degree obtained from a University recognized by the University Grants Commission. 15 • Diploma Course in Information Technology of not less than 01 year from an institution recognized by the Government or for 1500 hours 10 • Certificate Course in Information Technology from an institution recognized by the Government or studying the Information Technology as a subject at the G.C.E. (Advanced Level) Examination 05 <p>(Marks will be given to additional qualifications other than the basic qualifications.)</p>	15 10 05	15	
<p>Other</p> <ul style="list-style-type: none"> (a) Leadership 02 (b) Communication Skills 02 (c) Personality 01 	02 02 01	05	

Marks will be given by an Interview Board appointed by the Public Services Commission.

8. *Conditions of the examination* : -

- I. Examination will be held in Sinhala. Every candidate must sit for 04 question papers.
- II. Accordingly, the medium in which the recruitment is made to the post is Sinhala.
- III. The examination fee is Rs. 1200/-. It should be paid at any Post Office to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations. One edge of the receipt obtained thus in the name of the candidate should be pasted in the relevant place of the application form. It is advisable to keep a photocopy of the receipt.
- IV. This fee shall not be refunded under any circumstances.
- V. This examination will be held in Colombo. The date of the Examination will be informed in due course.
- VI. Incomplete applications will be rejected without notice.

Note: Candidates shall not be permitted to enter the examination hall without the admission card. Only the admission cards on which the signature has been attested shall be submitted to the supervisor of the examination on the first day of the examination.

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.

- VII. Application should be prepared on papers of size 22-29 cm (A-4) and the sections 1.0 should appear on the first page, sections up to 3.0 should appear on the second page and the rest should appear on pages 3, 4. The relevant particulars shall be furnished clearly by the candidates in his/her hand writing. Applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice. It is advisable to keep a photocopy of the application with the candidate. It is further informed that the candidate should check whether the duly filled applications do comply with the specimen application given in the notice and if not, the

application is rejected. The application should be prepared as per the specimen given.

- VIII. Duly filled applications should be sent by registered post on or before 12.03.2021 to reach the Commissioner General of Examinations, Organizations (Institutional and Foreign Examination) Branch, Department of Examinations, P.O. Box No. 1503, Colombo. The words “**Open Competitive Examination for the recruitment to the post of Assistant Editor in the Sinhala Encyclopedia Office and the Sinhala Dictionary Office- 2021**” in case of applications for Open Category and in case of applications for Limited Category “**Limited Competitive Examination for the recruitment to the post of Assistant Editor in the Sinhala Encyclopedia Office and the Sinhala Dictionary Office- 2021**” should be clearly indicated on the top left-hand corner of the envelope in which the application is enclosed.

- IX. The Commissioner General of Examinations shall issue admission cards to all the candidates, who are within the age limit indicated in the notification and who have sent the correctly perfected applications along with the receipt relevant to payment of the examination fees paid on or before the closing date of applications, on the assumption that only the individuals, who have satisfied the qualifications mentioned in the Gazette notification, have applied for the examination. A notice shall be published in the newspapers 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 inquire from the Organizations (Institutional and Foreign Examinations) branch of the Department of Examinations in the manner specified in the notification. 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 mentioned in 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.

X. The Commissioner General of Examinations shall reserve the power to postpone or cancel the examination on the approval of the Public Service Commission.

XI. Candidates are subjected to rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. They are liable to be subjected to a punishment imposed by the Commissioner General of Examinations for breach of these rules.

XII. Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents shall be accepted.

- (i) National identity card.
- (ii) A valid passport.
- (iii) Driving license valid in Sri Lanka.

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. 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.

N.B.

- (a) No document or a copy of the same should be attached to the application.
- (b) The applications of the candidates who are unable to submit relevant documents shall not be considered.

Officers who are serving in the Public Service/Provincial Public Service, State Corporations should send in their applications through respective Heads of Institutions/ Departments. It is compulsory

for all the applicants to get their signature attested before appearing for the examination. Applicants who appear for the examination through an institution should get their signature attested by their Head of the institution as well.

9. The appointment shall be subjected to the Procedural Rules'of the Public Service Commission, Circulars issued on Public Service from time to time and the Scheme of Recruitment relevant to the Grade III of Executive Grade and the revisions made to the same subsequently.

10. In the event of any inconsistency between Sinhala, Tamil and English texts of this Notification, the Sinhala text shall prevail.

On the order of the Public Service Commission,

Secretary,
Ministry of Buddhasasana, Religious and Cultural Affairs.

12th March, 2021

SPECIMEN APPLICATION FORM

OPEN/LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO
THE POST OF ASSISTANT EDITOR IN THE SINHALA ENCYCLOPEDIA
OFFICE AND THE SINHALA DICTIONARY OFFICE OF THE
DEPARTMENT OF CULTURAL AFFAIRS -2021

(For Office Use Only)

(Please write the relevant Number)
Open- 1 Limited - 2

1.0. Personal Information :

I. Name in Full (In English Block capitals) :

.....
.....

II. Name with initials at the end(in English Block capitals) :

.....
.....

III. Name in Full (In Sinhala/Tamil) Mr./Mrs./Miss :

.....
.....

IV. Permanent Address:
In Sinhala.....
In Tamil

V. The address to which the Admission Card should be posted:(in English Block Capitals) :
.....
.....
.....

VI. Sex:- (Indicate the relevant number in the cage) :
Male - 0 Female -1

VII. Marital Status : Married - 0 Unmarried - 1
Married Unmarried

VIII. Date of Birth :
Year : Month : Date :

IX. Age as at 12.03.2021 :
Years :....., Months :....., Dates :.....

X. National Identity Card No. :

XI. Ethnic Group :
(Indicate the relevant number in the cage)
(Sinhala- 1, Tamil- 2, Indian Tamil- 3,
Muslim-4, Other - 5)

XII. Mobile Phone :

- 2.0 i. Date on which the Degree was conferred :.....
- ii. University/Institution:.....
- iii. Registration Number:
- iv. External/Intemal
- v. Degree.....
- vi. Subjects.....
- vii. Class
- viii. Upper/Lower.....
- ix. Index Number of the Examination
- x. Medium of the Examination

3.0 (a) Please affix the receipt properly: -

Please affix one edge of the receipt here.
It is advisable to keep a photocopy of the receipt.

(b) Indicate the services/grades by which your candidacy is fulfilled (Please specify class, grade or segment if any)

Post currently held:.....
Whether the post belongs to Central Government/
Provincial Public Service ;

Grade :..... Class/Segment :

Date appointed to the post:.....

Date of confirmation:.....

Salary Code and the Scale:.....

If the candidate is qualified under several periods of service, the particulars of such active and satisfactory periods of service must be mentioned in the following table.

Service/Grade	Salary Code as per the Pub. Ad. Circular- (MN 4-2016)	Date appointed
1
2
3

For the candidates applied under Open Basis only

4.0 Certification of the applicant :

I declare that information given in this form is true to the best of my knowledge and belief 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 the examination. Further, I agree to be bound by the rules and regulations imposed by the commissioner General of examinations on conducting the examination and issuing the results.

.....
Signature of the applicant.

Date :

5.0 Attestation of the applicant’s signature :

(Applicants should get their signature attested by a Principal of a Government school, Justice- of Peace, Commissioner of Oaths, Attorney at Law, Notary Public,

a Commissioned Officer of the Three Armed Forces, an officer of the Police Service who holds a post published in the *Gazette* or a permanent staff grade officer of the Public service.)

I hereby certify that Mr/Mrs/Miss who submits this application, is known to me personally and that he/ she has placed his/ her signature in my presence on

.....,
Date :..... Signature of the officer attesting the signature.
Name in full of the officer attesting the signature :.....
Designation :.....
Address :.....
Date :.....
(To be certified by placing the official stamp)

Certificate of the Head of the Institution - for those in the service :

I hereby certify that Mr./Mrs./Miss who is submitting this application, is working in this institute. The particulars furnished by him/her are correct and his/her work and attendance is satisfactory. No any charges made against him/her and he/she can be released from the service of this institution, if he/ she is selected for this post.

Signature of the Head of the Institution:.....
Name:.....
Designation:.....
Address:.....
Date:.....

Please place the official frank

For the candidates apply on Limited Basis only

6.0 Certification of the Applicant :

I declare that during the five years immediately preceding the date of 12.03.2021, I have earned all increments (Except that the increment for which the passing of service or departmental examinations has been prescribed as a condition) and that I have completed an active and satisfactory period of service as at 12.03.2021 as per 4.2 (a) of the *Gazette* notification. I have not been subjected to any form of disciplinary punishment (Except warning) for any offence. I agree to be bound by the rules and regulations

imposed by the commissioner General of examinations on conducting the examination and issuing the results.

I declare that I am eligible to sit for the Limited Competitive Examination as per all the rules and regulations mentioned in the *Gazette* Notice and I declare that information given in this form is true to the best of my knowledge and belief 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 the examination. Further, I agree to be bound by the rules and regulations imposed by the commissioner General of examinations on conducting the examination and issuing the results.

.....,
Date :..... Signature of the applicant.

7.0 Certification of the Head of the Department (Referring to the personal file) :

I hereby certify that Mr./Mrs./Miss..... who is submitting this application, is working in the post of in the Department/Ministry of under the Central Government/ Provincial Council I declare that he/she has earned all salary increments during the period of 5 years immediately preceding 12.03.2021 (Except that the increment for which the passing of service or departmental examinations has been prescribed as a condition), has not been subjected to any disciplinary punishment (Except warnings), and has completed an active and satisfactory period of service of..... (five) years as per 4.2 (a) of the *Gazette* notification. He/she is eligible to sit for this examination as per regulations stipulated in this *Gazette* Notification, he/she has paid the prescribed examination fee and has affixed the receipt and that he/ she has placed his/ her signature in my presence.

.....,
(Signature of the Head of Department/
Authorized Officer)

Name:.....
designation :.....
Date :.....
(Place the official stamp)