

STATE MINISTRY OF HOME AFFAIRS

Limited Competitive Examination for Promotion to Supra Grade of Grama Niladhari- 2021

IN order to promote to Grama Niladhari Supra Grade on limited basis with respect to the year 2021, applications are hereby invited from the officers of the Grama Niladhari Service who have fulfilled the qualifications prescribed in Clause 04 of this *Gazette* Notification. The relevant examination will be held by the Commissioner-General of Examinations in the month of September, 2021, and the list containing the examination centers and the numbers is annexed hereto as Schedule 01 whilst the list of district numbers is annexed here to as Schedule 02, at the end of this notification.

01. Method of Promotion :

- (i) There are 48 vacancies to be filled on limited basis and the candidates who fulfill the qualifications prescribed in Clause 04 below should sit for the written examination conducted by the Commissioner General of Examinations. Qualifications will be examined by an interview board/boards consisting of three officers appointed by the Public Service Commission. When calling applicants for the general interview, number of candidates equivalent to the aggregate of the number of vacancies to be filled through the limited competitive examination and 25% of the aforesaid number of vacancies, shall be called for the interview based on the priority list prepared in the order of merit shown by the applicants who have obtained the amount of pass marks or above at the written examination.
- (ii) In attaching the officers who are appointed to Supra Grade, initially the opportunity will be given for the officers already in service to get transfers to the existing vacancies and for 40% of the remainder of vacancies within the district after the above transfers are done, the relevant officers shall be attached to a Divisional Secretariat within the district other than the Divisional Secretariat to which the officer is currently attached, based on the seniority secured at the examination and at a time when the number of applicants who have fulfilled qualifications exceed the number of vacancies available within the district, such applicants shall be attached to the available vacancies outside the district. The appointments of those who do not accept appointments at the service stations so attached, shall be cancelled and further they shall not be entitled to make any request for an appointment based on the results of this examination, at a later occasion.

02. Scheme of Examination- Candidates shall sit for the following examination and the examination shall be conducted only in Sinhala and Tamil mediums and the candidates shall not be allowed to change the language medium selected subsequently.

	<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Time</i>
1	Office Management and Office Methods	01	100 marks	1 1/2 hours
2	Establishment Functions & Public Service Commission Procedural Rules and Public Finance Management	02	100 marks	1 1/2 hours
3	Case Study and Professional Knowledge	03	100 marks	1 1/2 hours
4	General Paper	04	100 marks	1 1/2 hours

Candidates should secure a minimum of 40% of marks for each paper in order to obtain minimum qualifications at the examination.

03. Syllabus :

(i) Office Management and Office Methods (Subject No. 01)

Under Office Management, candidates are required to answer a question paper consisting questions on organization structure, principles of organizations, task analysis and task evaluation, leadership supervision and decision making ability, communication, public relations coordination and problem solving and for the purpose of Office Methods, the questions covering the subject areas of principles on office methods, office procedures, documents and filing, planning and handling of forms, office correspondents, control over the utilization of office equipment, office layout and environment, job description, work and systems study, measurement of work and preparation of work steps should be answered.

(ii) Establishment Functions & Public Service Commission Procedural Rules and Public Finance Management (Subject No. 02)

Under Establishment Functions & Public Service Commission Procedural Rules, the candidates are expected to answer the questions on general knowledge on procedures to be followed when making recruitments to public service, establishment functions of public officers, delegation of powers for the tasks such as appointments, transfers, promotions and termination of service of public servants, disciplinary and welfare of public servants, privileges entitled to by public officers and the general knowledge on regulations, procedures and circulars that have already been issued and are to be issued in future by government and Public Service Commission on establishment functions, and for the purpose of Public Finance Management the questions related to annual estimates and the responsibilities of an Accounting Officer, cash control, delegation of responsibilities on financial matters, cash receipts, accounting and acceptance of money, payments, public finance trusteeship, imprests and bank account, supplies and services, tender activities, board of surveys, audit queries, ledgers and summaries of income and expenditure of government offices, bank reconciliations and books on financial control, and the general knowledge on the regulations

and circulars issued so far by the Government should be answered.

(iii) Case Studies and Professional Knowledge- (Subject No. 03)

It is expected to test the knowledge of the candidate on the duties assigned to Grama Niladharies by various Acts and Ordinances, ministries, departments, provincial councils and other government statutory institutions, and a case study related to the said duty subjects assigns to Grama Niladharies, is also included.

(iv) General Paper- (Subject No. 04)

It is expected to test the general knowledge of the candidate on the nature of public administration, public administration structure, public policies and new public reforms, fundamental rights, human rights, Human Rights Commission, the Ombudsman, Public Petitions Committee of the Parliament, office culture, ethics and morals, proper arrangement of office environment, welfare activities of the staff, sociological recognition of civil and official status and the duties of public officers towards recipients.

04. Qualifications- Candidates should have fulfilled the following qualifications as at the closing date of applications.

Professional qualification and experience :

(i) Shall be an officer in the Grade I of the Grama Niladhari Service

or

(ii) Shall be a Grade II Grama Niladhari Officer with at least an active and satisfactory service of not less than eight (08) years in Grade II as at the stipulated date

or

(iii) Shall be a graduate with at least an active and satisfactory service period of not less than five (05) years in the Grade II of the Grama Niladhari Service.

Other :

(i) Shall have passed Grade II Efficiency Bar Examination

(ii) Active and satisfactory service period within immediately preceding five (05) years shall be

calculated as per the Public Service Commission Circular 01/2020

- iii. Shall have completed the necessary qualifications for recruitment to the post in every manner, as at the date specified in notice of calling applications/*Gazette* notification.

Note:

- (i) The previous service period of the Grade II officers who have been absorbed into the Grade III under the Section II of 14.1 of the Recruitment Scheme for Grama Niladharies approved by the Public Service Commission with effect from 29.09.2010 and promoted to Grade II as per the provisions available under Section 10.1.1 of the said Scheme of Recruitment, shall be considered as a relevant service period.

05. Salary Scheme :

- i. Salary Code No.: MN7-2016 (Rs. 41,580-11X755-18X1030-68,425/-) 2nd Step (In preparing salaries under this salary scale, provisions of the Public Administration Circular 03/2016 dated 25.02.2016 shall apply.)

06. Method of application :

- A specimen application for this examination is published at the end of this notification. The candidates shall prepare their applications strictly in accordance with the specimen application. The application shall be prepared in A4 size papers using both sides of the paper. Number 01 to 05 of the application shall be included in first page while the remaining numbers in the rest of the pages. Applications can be type written, but they should be filled by the candidate him/ herself clearly in his/her own handwriting following the instructions given in this notification.
- When preparing the application, the name of the examination in the heading shall be mentioned in English language as well in applications prepared in both Sinhala and Tamil mediums.
- Application shall be perfected in duplicate. The copy of the application shall be sent to the Divisional Secretary to be filed in the personal file whilst the original shall be sent to the Commissioner General of Examinations.

- All candidates shall send their applications by registered post to reach the Commissioner General of Examinations, Institutional and Examination Organization Branch, P.O. Box. 1503, Colombo, through the Divisional Secretary of the respective division, on or before **12 July 2021**.
- The top left hand corner of the envelop should be marked, "Limited Competitive Examination for Promotion to Supra Grade of Grama Niladhari-2021". The applications received after the closing date of application shall be rejected.
- No any document or a copy of such document shall be attached to the application. However, the candidate shall keep the documents mentioned by him/her and the documents required to prove ones qualifications ready in hand, to be furnished whenever requested.

07. *Examination Fee.*– The examination fee is Rs. 500/=. Examination fee should be paid at any post office island-wide to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations and the receipt thus obtained should be affixed to the relevant cage of the applications form with its margin and the receipt number, date and the post office should be mentioned on the application. It will be useful to keep a photocopy of the receipt with the candidate. The fee will not be refunded under any circumstances. No money orders or stamps shall be accepted as examination fee and such applications shall be rejected without any notice.

08.

(i) Admission to the examination :

- Commissioner General of Examinations shall issue admission cards in respect of each candidate who has submitted applications correctly, informing the date of the examination to be held. Candidates appearing for the examination shall render their admission card to the Supervisor of the examination hall. Without such admission card, no candidate shall be allowed either to enter the examination hall or to sit for the examination.
- Candidate shall submit their signature attested admission card to the Supervisor of the examination hall on the first day of the examination.

- All the candidates should have knowledge of the rules and regulations of the examination published in the *Government Gazette* Notification and they shall be bound to follow such rules and regulations.
- Head of the Department will grant duty leave for the candidates who possess the admission cards issued by the Commissioner General of Examinations enabling them to sit for the examination.
- Candidates shall be required to prove their identity to the satisfaction of the Supervisor of the examination hall for all the subjects they appear at the examination. For this purpose, any of the following documents will be accepted.

I. National Identity Card,

II. Valid Passport,

III. Valid Driving License

Further, the candidates shall expose their identity without covering their face and ears when they enter the examination hall. Applicants who refuse to do so will not be allowed inside the examination hall. Further, the applicants shall remain with their face and ears uncovered from the moment they entered the examination hall until they leave the examination hall, enabling the examination authorities to identify the applicant.

(ii) *Examination results* :

As specified in Para 02 of this notification, according to a list of priority prepared as per the merit shown amongst the candidates who secure not less than 40% of marks for each subject at the written examination, a list including the number of candidates equivalent to the aggregate of the number of vacancies to be filled through the limited competitive examination and 25% of the said number of vacancies, will be provided to the Secretary, State Ministry of Home Affairs. Results of the examination will be either sent personally to each applicant who sat for the examination or will be posted on the website www.results.exams.gov.lk.

09. (i) A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If there is an applicant whose admission card is not received at least five (05) days of such advertisement, it should be inquired from the Institutional and Examination Organization Division of Sri Lanka Examinations Department in the manner specified in the advertisement. In making such inquiry, the name of the examination applied for by the candidate, full name of the candidate, National Identity Card number and the address should be clearly mentioned. If the applicant is a resident outside Colombo, it would be more effective to send a letter of request along with said information via the fax number mentioned in the notification, also indicating a fax number of the applicant in order to receive a copy of the admission card without delay. (Fax No.: 011-2784232) In making such inquiry, in order to prove any information requested by Department of examination, it would be useful to keep the photocopies of the application form, the receipt kept at your possession after paying the examination fee, and the receipt of postal registration in hand.

(ii) Issuance of an admission card to a candidate will not be treated as an acceptance that he/she has fulfilled the requisite qualifications to sit for the examination.

10. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examinations.

11. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil and English mediums, the notification in Sinhala medium shall be treated as the correct one and thus, action will be taken accordingly.

N. H. M. CHITHRANANDA,
Secretary,
State Ministry of Home Affairs.

State Ministry of Home Affairs,
Nila Medura,
Elvitigala Mawatha,
Colombo 05,
04th June, 2021.

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(For office use only)

SPECIMEN FORM OF APPLICATION

Limited Competitive Examination for Promotion to Supra Grade of Grama Niladhari - 2021
(No. 1 - 5 shall be on the first page and the items from No. 6 onwards shall be on the rest of the pages)

Medium of Examination:

Sinhala - 2
Tamil - 3

(Indicate the relevant number in the cage)

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District where the candidate serves

(Indicate the district and the district number as per the Schedule No. 02)

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District Number

Town in which you wish to sit for the examination

1	
2	

(Indicate the town and the town number as per the Schedule No. 01)

Town No:

PART 1

(NB: The application shall be filled clearly by the candidate in his/ her own handwriting)

01. (i) Name in full (In English Block Capitals)
(E.g. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
(ii) Name with initials (In English Block Capitals):
(With initials at the end, E.g. GUNAWARDHANA, H.M.S.K.)
(iii) Name in full (In Sinhala/Tamil):
02. (i) Official Address :
(ii) Address to which the admission should be sent :
(In English Block Capitals)
03. (i) Sex : Male - 0
Female - 1 (Indicate the relevant number in the cage)
- (ii) Date of Birth : Year : Month : Date :
- (iii) National Identity Card No. :

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- (iv) T. P. Number - Mobile : Office :
04. (i) Divisional Secretariat Division attached to :
(ii) Grama Niladhari Division and number:
05. (i) Date of appointment/ absorption to the post held at present and reference number and date of the letter:
(ii) Total period of service:
Years: Months : Days :

(iii) Present Grade :
Period of Service in the said Grade :
Years:..... Months :..... Days :.....

06. If the candidate has been absorbed into Grama Niladhari Service, indicate following particulars:

(Fill the relevant paragraph only)

- (i) Date of entry into the service of Special Service Officer:.....
(Period of service):
- (ii) Date of entry into the Cultivation Officers’ Service:
(Period of service):
- (iii) Date of entry into the Agriculture Extension Service:
(Period of service):
- (iv) Date of entry to any other similar service:.....
(Period of service):

07. Are you an old or new entrant for the purpose of Official language Policy:

- 08. (i) Have you earned all the salary increments during the period of service:
- (ii) If not state the details:

09. If you have been released at present for the service in a corporation or another service, state the particulars:.....
.....

10. If you have obtained no-pay leave for a foreign employment or for any other purpose, state the particulars:
.....

11. Have any disciplinary actions being taken against you? If so, state the details:

N.B :- As specified in the Gazette Notification, the receipt for the examination fee, obtained from the Post Office in favour of the applicant shall be affixed here firmly so as not to be detached.

Firmly affix the receipt by one margin so as not be detached

Receipt No. :
Post Office:
Date:
Amount in Rupees:

I,..... hereby certify that the above particulars furnished by me are true and correct. I am also aware that if the information furnished herein is found to be false or incorrect, I am liable to be dispossessed of my rights for promotion to Supra Grade of this service and further, I am liable to be subjected to disciplinary action and, I declare that I have no objection for such action. I also agree to be bound by the orders of the Commissioner General of Examinations with respect to holding this examination.

.....,
Signature of the officer.

Date:.....

PART II

To be filled by the Divisional Secretary

I hereby certify that,

- (i) The particulars furnished above by Mr./Mrs ./Miss have been checked with his/ her personal file and found to be true and correct,
- (ii) The prescribed examination fee has been paid and the receipt has been affixed,

- (iii) There is no intension to take any disciplinary action against the officer,
- (iv) His/ her service has been satisfactory during the immediately preceding five years and he/ she has been appointed to Grade of Grama Niladhari service from and a copy of the application submitted herewith is filed in the officer's personal file.

.....,
Divisional Secretary.

Name:.....
Designation:.....
Official Stamp:.....
Date:.....

(Delete inapplicable words)

SCHEDULE - No. 01

EXAMINATION CENTERS

This examination shall be held in Colombo, Kandy, Galle, Jaffna, Batticaloa, Kurunegala, Anuradhapura, Badulla, and Ratnapura. The relevant towns and the town numbers are stated in the following table. The relevant section of the application shall be filled in accordance with the table containing the towns and town numbers. Applicants shall not be allowed to change the town/ towns applied at later occasion.

<i>Town</i>	<i>Town Number</i>
Colombo	001
Kandy	002
Galle	003
Janna	004
Batticaloa	005
Kurunegala	006
Anuradhapura	007
Badulla	008
Ratnapura	009

If any center mentioned above does not have a sufficient number of candidates such center shall be cancelled and the relevant candidates shall be directed to one of the nearest centers.

Further, at a time when sufficient number applicants have not applied for all the proposed towns or a majority of towns in order for examination centers to be established, action will be taken by the Commissioner General of Examinations to hold the examination only in Colombo.

SCHEDULE - No. 02

LIST OF DISTRICT NUMBERS

<i>Index No.</i>	<i>District</i>	<i>District Number</i>
1	Colombo	01
2	Gampaha	02
3	Kalutara	03
4	Kandy	04
5	Matale	05
6	Nuwara Eliya	06
7	Galle	07
8	Matarata	08
9	Hambanthota	09
10	Jaffna	10
11	Mannar	11
12	Vavuniya	12
13	Mullaitivu	13
14	Kilinochchi	14
15	Batticaloa	15
16	Ampara	16
17	Trincomalee	17
18	Kurunegala	18
19	Puttalam	19
20	Anuradhapura	20
21	Polonnaruwa	21
22	Badulla	22
23	Monaragala	23
24	Ratnapura	24
25	Kegalle	25