

Open competitive examination for recruitment to the post of Grade III Postal Service Officer of Non-Technical/ Technical Officer Category - Supervisory Management Assistant of the Department of Posts, Sri Lanka-2025

It is hereby announced that the open competitive examination for recruitment to the post of Grade III Postal Service Officer of Non-Technical/ Technical Officer Category - Supervisory Management Assistant of the Department of Posts, Sri Lanka will be conducted on **October 2025**.

Applications are invited from eligible applicants, on a district basis, to fill 600 vacancies in Grade III of the Postal Service Officer position under the Non-Technical/Technical Officer Category – Supervisory Management Assistant of the Department of Posts, Sri Lanka. The application form has been published on the website of the Department of Examinations, Sri Lanka, www.doenets.lk in “Online Applications – Recruitment Exams/E.B. Exams,” under “Our Services” and applications can only be submitted via online. Online applications will be accepted from 9:00 a.m. on 28th July 2025 and will close at 9:00 p.m. on 15th August 2025.

Applicants currently employed in the public/provincial public service must submit a copy of their application to the head of the institution to be filed in their personal file and at the time of the interview, they are required to present a copy of the application certified by the institutional head along with a service confirmation letter.

2. Language Medium:

This examination will be held in Sinhala, Tamil and English mediums. The selected medium of application shall not be permitted to change later.

3. Qualifications for Recruitment:

(a) Educational qualifications

Having passed six subjects with six credit passes including Sinhala/Tamil/English and Mathematics at the G.C.E. (O/L) examinations in one sitting.

And

Having passed three subjects (excluding General Knowledge) at the G.C.E. (A/L) examination in one sitting.

(b) Professional qualifications

Having obtained a certificate for completing a computer literacy course of not less than 360 hours at an institution registered with the Tertiary and Vocational Education Commission.

Note :- You can confirm whether the course you followed is offered by an institution and program registered with the Tertiary and Vocational Education Commission by accessing the website www.tvec.gov.lk.

(c) Physical fitness:

Every applicant should be physically and mentally fit enough to serve in any part of Sri Lanka and to perform duties of the post.

(d) Other qualifications

- i. Should be a citizen of Sri Lanka.
- ii. The Grama Niladhari Officer must certify that the applicant is of good character.
- iii. Both female/male can apply.
- iv. Should have fulfilled all the qualifications mentioned in 3(a) and (b) as at 15.08.2025 in every aspect.

(e) If any applicants with special needs are appearing for this examination, it is compulsory to mention it in the application, and copies of the relevant medical certificates must be submitted along with the printed copy of the application.

(f) The following outlines the district-based recruitment for 600 vacancies.

District	Number of vacancies
Colombo	204
Gampaha	42
Kalutara	27
Kandy	60
Matale	11
Nuwara Eliya	15
Galle	21
Hambantota	10
Matara	11
Jaffna	8
Kilinochchi	1
Mannar	3
Mullaitivu	1
Vavuniya	2
Ampara	11
Batticaloa	12
Trincomalee	5
Kurunegala	30
Puttalam	18
Anuradhapura	17
Polonnaruwa	09
Badulla	28
Monaragala	11
Kegalle	18
Ratnapura	25
Total	600

(g) Qualifications to belong to a district

To be eligible to compete for a vacancy in a specific district, the applicant must meet at least one of the following.

- i. The applicant was born in that district or has been a permanent resident of that district for at least three consecutive years within the five years immediately prior to the closing date for fulfilling the qualifications required for the examination, or
- ii. He/She has received secondary education in that district for a continuous period of five years

Note –

- i. If an applicant's father or mother is serving in a transferable position in the government, provincial public service, or a public corporation, the applicant is permitted to select the birthplace of either parent as the district they belong to.
- ii. An applicant is not permitted to compete for vacancies in more than one district. Once a district is selected, it cannot be changed later.

4. Examination centers

- The examination will be conducted only at examination centers established in the following cities. The city and city number for which the applicant wishes to sit the examination must be correctly indicated in the application as specified below and the changes to the selected city will not be permitted later.
- Two preferred cities may be indicated in the application and if an adequate number of candidates has not applied for a particular city, applicants will be assigned to an examination center established in another nearby city.
- Further, if adequate number of candidates have not applied for the establishment of examination centers in all or more of the proposed cities, the Department of Examinations will conduct the examination only in Colombo.

Examination centers

District/City	District/City Number
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mullaitivu	13

District/City	District/City Number
Kilinochchi	14
Batticaloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25

5. Method of Recruitment:

- i. Applicants who pass both papers of the written examination conducted on a district basis will be selected to fill the existing vacancies in each district, based on their district ranking according to the total marks obtained at the examination. (Subject to the condition that they may be transferred to any area of the island depending on service requirements.)
- ii. In the event that all vacancies in a particular district cannot be filled, the remaining vacancies will be filled based on the ranking of applicants from other districts within the same province.
- iii. If there are still vacancies remaining after applying criteria (i) and (ii) above, such vacancies may be filled according to the overall ranking of all applicants, without considering the district basis.
 - ❖ An officer recruited under the district basis is not eligible to transfer outside the appointed district until the completion of at least 10 years of service within that district.
 - ❖ However, the appointing authority reserves the right to transfer an officer outside the district at any time, based on service requirements or under exceptional circumstances.

6. Age :

Applicants must be not less than 18 years and not more than 30 years of age as at the closing date for applications. (Accordingly, only those born on or before 15.08.2007 and on or after 15.08.1995 are eligible to apply)

7. Salary Scale:

The monthly salary scale as per the Public Administration Circular No. 10/2025 (PSO 2 – 2025) is Rs. 54,650 – 10 x 800 – 10 x 1,119. (No maximum)

8. Method of Application

- a) Online application forms for examination should be completed only in English language. It will be informed by SMS to the mobile phone number used to access the system or to the E-mail address, that the application submitted via online by the applicant was accepted/not accepted by the Department. Before completing the online application, it is required to download the instructions prepared for applying for the examination. The instructions given therein shall strictly be followed when filling the application form. Incomplete applications will be rejected without any notice.
- b) The applicant shall bear any consequences arising from the late submission of the application by the closing date.

- c) Applicants should prove their identity to the satisfaction of the supervisor for each subject they sit in the examination hall. Only the following documents will be accepted for that purpose.

- I. National Identity Card
- II. Valid Passport
- III. Valid Sri Lankan Driving License

Further, candidates must enter the examination hall without covering their faces, so that their identity can be confirmed, and without covering their ears, to ensure that no communication devices are being worn. Those who refuse to prove their identity will not be allowed to enter the examination hall. Moreover, the candidates should remain without covering the face and the ears from the moment they enter the examination hall until they leave the hall after examination.

9. Paying Examination Fee:

Examination fee is Rs.600/-. When paying the examination fees, the payment shall be made only under the following payment methods provided through the online system.

- i. Through any Bank Credit Card
- ii. Any Bank Debit Card with the facility of Internet Transactions
- iii. Online Banking Method of Bank of Ceylon
- iv. Any Branch of the Bank of Ceylon

Note :

- a) Instructions on how to make payments through the above methods are published on the website under the technical instructions related to the examination.
- b) Receipt of payment will be notified via SMS or e-mail. The full amount of examination fee shall be paid and applications with under or over payment of examination fee will be rejected. The Department of Examinations – Sri Lanka will not be held responsible for any errors occurring in the payment of examination fees through the abovementioned payment methods.
- c) The amount paid for the examination will not be refunded or transferred for any other examination by no means.

10. The Commissioner General of examinations will issue the admission cards only through online to the applicants who have paid the prescribed examination fee, submitted the duly completed online applications on or before the closing date of applications, on the presumption that only the applicants who have fulfilled the qualifications referred to in the Gazette notification have forwarded the applications. The Department of Examinations will notify the applicants via a web notice / SMS immediately after the issuance of admissions. If an admission card is not received, the applicant should inquire with the Institutional Examination Organization Branch of the Department of Examinations as indicated in the notice. It is recommended to send an email to the email address provided in the notification, including a request letter with the examination name, the applicant's full name, National Identity Card number, and address. Keeping a copy of the completed application and a copy of the receipt obtained on payment of the examination fee will be useful to verify any information requested by the Department of Examinations. The issuance of an admission to an applicant for the examination is not considered as an acceptance that he or she has fulfilled the qualifications to sit the examination. The admission should be carefully checked, and if there are any corrections to be made, they must be done in advance by contacting the

Department of Examinations in accordance with the application. Requests for amendments made at the examination hall or during the interview will not be considered.

11. Conditions of Engagement and Service Conditions

- a) This post is permanent. Pensionable. Officers are subjected to any policy decision taken in future by the Government in connection to the pension scheme entitled to the position.
- b) If the selected applicants are not confirmed in another government service position at that time, they will be appointed to the relevant post on a three-year probationary period. If he is already holding a permanent and pensionable post in government service, the appointment will be subjected to a one-year acting period.

12. Examination Method:

The examination consists of two written papers as mentioned below.

	Paper	Time	Total marks	Pass marks
01	Language Proficiency	01 ½ hours	100	40%
02	Aptitude Test	01 hour	100	40%

	Name of the paper	Syllabus
01	Language Proficiency	<p>This paper includes writing an essay and a summary. It assesses the candidate's ability to express opinions, organize and present ideas, their understanding of language, spelling and basic grammar.</p> <p>It measures knowledge of synonyms and antonyms, and strategies used in language usage.</p> <p>Candidates will be asked to explain the meaning of words in a single sentence based on a given text, write explanatory notes on that, select the most appropriate statement from a set of alternatives, and choose the correct answer from several options.</p> <p>All questions must be answered.</p>
02	Aptitude Test	<p>This paper is designed to assess the candidate's logical reasoning, analytical skills, ability to draw accurate inferences, general knowledge and intelligence. This paper consists of multiple-choice questions covering numerical ability, mathematical problems, general knowledge, environmental and related topics.</p>

In order to pass 40% or above marks must be obtained in each paper.

13. Method of Selection:

- a) Eligible candidates for these positions will be selected after an interview conducted to verify the qualifications mentioned in paragraph 03 above. (No marks will be awarded for the interview and only qualifications will be checked.)
- b) Candidates will be called for the interview based on their district rankings in the written examination and the applicants who do not possess the required qualifications as specified in the notification by the closing date of applications will not be eligible for an appointment.
- c) Applicants will be selected to fill the prescribed number of vacancies in each district according to a priority list prepared based on the marks obtained in the written examination and the recommendations of the interview board, beginning with the highest-ranked candidate in each district.
- d) The result sheet, including the total marks of candidates who have obtained not less than 40% for each subject, prepared according to district rankings, will be submitted to the Postmaster General by the Department of Examinations. Additionally, the results will either be personally notified to each candidate who sat for the examination or published on the website of the Department of Examination www.results.exams.gov.lk.

14. Applicants will be liable to rules and regulations imposed by the Commissioner General of Examination in relevant to conducting examination and issuance of results. If in case of violation of such rules and regulations, he/she will be liable to any penalty imposed by the Commissioner General of Examinations.

15. Furnishing False Information:

If an applicant is found not to have the required qualifications to appear for this examination, their candidature may be cancelled before, during, or after the examination, or at any time. If any information submitted by a candidate is found to be false, he/she may be dismissed from service even after recruitment.

The final decision on the facts not mentioned here, shall be the decision of the Postmaster General.

16. In the event of any inconsistency between the languages of this notification which is published in Sinhala, Tamil and English, the Sinhala text shall prevail.

Chamisha De Silva
Deputy Postmaster General (Administration)

Sgd/ S.R.W.M.R.P. Sathkumara
Postmaster General