

My No: R/1/3/2013
Ministry of Public Administration and Home
Affairs
Independence Square
Colombo 07
29th of August 2014

Secretaries of Ministries
District Secretaries/ Government Agents
Heads of Departments,

**Competitive Examination for the Recruitment to Grade III of Sri Lanka Administrative Service in
Merit Stream – 2013 (2014)**

Applications are hereby called from qualified Sri Lankan citizens for the Competitive Examination for recruitment to the Posts of Grade III of Sri Lanka Administrative Service on the basis of Merit.

01. (a) In this notification the terms “Secretary” means the Secretary of the Ministry of Public Administration and Home Affairs
(b) “Service” means Sri Lanka Administrative Service
02. Recruitment to Grade III of Sri Lanka Administrative Service is made considering the total marks obtained at a written examination, evaluation on seniority and a structured interview.

Accordingly recruitments shall be made, on the order of the merit of the applicants as per the total marks scored in the written examination, seniority and structured interview, into the expected number of vacancies to be filled in Grade III of Sri Lanka Administrative Service.

Written Examination – Consists of following three (03) question papers

1. General Intelligence
2. Establishments Code, Procedural Rules of the Public Service Commission
3. Government Financial Regulations and Government Procurement Procedure

Date of Examination- This examination will be held in the month of December 2014 only in Colombo. The Secretary reserves the right to postpone or cancel this examination subject to instructions of Public Service Commission. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

Interview - General and structured interview will be held for the candidates who have appeared for all the papers of the written examination and secured sufficiently high marks for the written examination and for the seniority as determined by the Public Service Commission. The date of the interviews shall be determined by Secretary subject to instruction of public service commission.

03. Number of persons to be appointed is 12. At the instances where there are candidates, who have secured equal marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Public Service Commission as per Section 80 of Procedural Rules. The effective date of the appointment shall be determined on the order of the Public Services Commission.
04. **Service Conditions** –

- 4.1 A selected candidate will be appointed to Class III of Sri Lanka Administrative Service subject to general conditions governing the appointments in the Public Service and on the terms and conditions set out in the Minute of Sri Lanka Administrative Service published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1842/2 dated 23.12.2013 and to any amendments made or to be made to the Minute hereinafter, Financial Regulations in the Establishments Code and Procedural Rules of Public Service Commission published in Gazette Extraordinary of the Democratic Republic of Sri Lanka No1589/30 dated 20.02.2009.
- 4.2 This post is permanent and pensionable. Shall contribute to the Widows' and Orphans' Pension Scheme/ Widowers' and Orphans' Pension Scheme.
- 4.3 Appointment is subject to an Acting Period of one year. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Sri Lanka Administrative Service as mentioned in the service minute.
- 4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars
- 4.5 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 may be cancelled

05. Structure and Monthly Salary Scale

S.L 1-2006 salary segment of Public Administration Circular 06/2006 is applied to this service. The salary scale entitled to the said salary segment is as follows.

Rs.22,935/-10x645-8X790-17X1050-Rs.53,555/- (Monthly)

06. Eligibility for Recruitment

(a) Relevant qualifications and experience

- i. Shall be an officer in a permanent and pensionable post in the supra class of Public Management Assistants' Service or Provincial Public Management Assistants' Service ;
or
- ii. Shall be an officer with an active and satisfactory period of service of not less than 20 years in Public Management Assistants' Service or Provincial Public Management Assistants' Service out of which ten (10) years in Class One (I) of Public Management Assistants' Service or Provincial Public Management Assistants' Service.

Note:- The total of continuous periods of service in public service and/or provincial public service is considered when calculating the above mentioned period of service. An event of appointing to a certain post on supernumerary basis, backdating appointments or an even of acting/perform duties in a certain post are not considered and the substantive post will only be considered when calculating marks on seniority.

(b) Age and other qualifications to be satisfied

- i. Shall be not more than fifty five (55) years of age
- ii. Shall have made permanent in a post mentioned in 06 (a) above
- iii. Shall have a satisfactory service record and have not subjected to any disciplinary action during the total period of service
- iv. Shall have earned due salary increments in immediately preceding 05 years as at the date on which qualifications should be satisfied

(c) Restrictions for qualifications

- i. No candidate shall be permitted to sit for Merit Competitive Examination more than two (02) occasions. (Number of sittings at the examinations to recruit Grade III of Sri Lanka Administrative Service under the previous service minute are not considered)
- ii. The qualifications required to apply for this examination shall have been satisfied by 31.12.2013 in full
- iii. No person who is ordained in any religious order shall be allowed to sit for this examination.

07. Marks of seniority shall be calculated by the Secretary on the approval of the Public Service Commission out of the applicants who secure 50 marks or above for all 03 subjects as mentioned in Section 14.1 of the Circular. Applicants should forward the following documents to the Ministry of Public Administration and Home Affairs with the certification of the Head of the Department as true copies, when notified.

- I. First appointment letter by which he/she is appointed to Public management Assistants', Clerical, Stenographers', Typists' Book keepers' Shroff, Store Keepers' Service in public or provincial public service
- II. Relevant letters of promotions (Class II, Class I, Supra class)
- III. Release in provincial public service or public service, if any
- IV. Leave particulars of no pay or half pay leave
- V. Particulars on disciplinary orders

08. Method of Application

(a) The application should be in the form of the specimen appended to this notification and should be prepared on paper of A4 size using both sides. It is to be specifically noted that the application should be prepared in such a way that headings No. 1.0 to 2.13 appear on the 1st page, 3.0 to 6.0(a) on the second page and 6.0(b) to 9.0 on the third page. An application prepared with computer/typed applications can also be used for this purpose. The application should be filled legibly by the candidate himself in his own handwriting and applications that do not comply with the specimen or that have not been completed properly will be rejected without notice. It is advisable to keep a photocopy of the application with the candidate. It is the responsibility of the candidate to verify that the perfected application complies with the specimen given in the notification, as otherwise, the application may be rejected.

(b) Written examination shall be held in Sinhala, Tamil and English medium. Candidates can sit for the examination in the language medium they joined the service or in another official language. **The application should be prepared in the same language in which the candidate intends to sit the examination.** Candidates are not allowed to change the language medium later. It is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil media.

(c) Applications perfected by candidates should be sent through the respective Head of Department/ Secretary of the Ministry to reach **"Secretary, Ministry of Public administration and Home Affairs, Independence Square, Colombo 07"** on or before **29th of September 2014** by Registered Post. The top left corner of the envelope containing the application should clearly bear the words **"Recruitment to Class III of Sri Lanka Administrative Service under Merit Stream – 2013 (2014)"**.

(d) It is the responsibility of the Head of the Department/ Secretary of the Ministry to place the official day stamp on the same day the perfected application of the candidate reaches the office, to certify the particulars mentioned by the candidate as true by placing the official seal and to send the applications to the address mentioned above before the closing date of applications along with the date of certification.

(e) Applications of the officers who have been released temporarily or on secondment basis, to serve in cooperation or a statutory board shall be certified and sent as above by the Secretary of the Ministry.

(f) Applications received after the closing date will be rejected. Complaints on applications getting lost or delayed or applications sent to another address different from the one mentioned in this notification will not be entertained.

(g) Post and the service station of the applicant at the time of applying is relevant for all matters in this regard and the changes occur after sending the application are not taken into consideration.

09. Admission to Examination:

(a) The Commissioner General of Examination will issue Admission Cards to each applicant whose applications are accepted. A candidate presenting himself/herself for the examination should get his/her signature on the admission card attested in advance and produce his/her admission card to the supervisor of the examination centre. Any candidate who fails to produce his admission card will not be permitted to sit the examination. The decision of the Commissioner General of Examinations on conducting the examination and issuance of results shall be the final.

(b) Candidates must sit the examination at the examination hall assigned to them.

(c) A notification will be published in newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations: i.e. certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration and, name of the examination, your full name and address, National Identity Card No. In case of applicants outside Colombo, letter of request furnishing a fax number to which the admission card should be sent.

Note: Admission to examination does not necessarily mean that the candidate is eligible to sit the examination.

10. Identity of the 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, only one of the following documents will be accepted.

(a) National Identity Card issued by the Department of Registration of Persons.

(b) A valid passport.

11. Penalty for furnishing false information.

If a candidate is found to be ineligible his/her candidature is liable to be cancelled at any state prior to, during or after the examination. If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/she has wilfully suppressed any material fact he or she may be liable for dismissal from the service

12. Actions with regard to any matter not referred to herein will be taken by the Secretary subject to the instructions of the Public Service Commission.

13. Scheme and Language Medium of Examination

- (a) Examination shall be held only in Sinhala, Tamil and English media
- (b) Candidates should sit the examination in the language medium in which they sat the recruitment examination or in one of the official languages.

Note:- (I) Candidates should answer every question paper in one and the same language

(II) No candidate will be allowed to change the language medium mentioned in the application

14. Method of Recruitment

14.1 Written Examination

The written examination will be comprised of three (03) question papers mentioned below. Subjects and the minimum marks of passing the subjects are as follows. Candidates should sit for all the question papers.

	Subject	Marks	Minimum Marks to pass
1	General Intelligence	100	50
2	Establishments Code, Procedural Rules of Public Service Commission	100	50
3	Government Financial regulations and Procurement Process	100	50

Syllabus

- (i) General Intelligence
It is expected to assess the capacity of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions in response to problem presented to the candidate in relation to numerical, language and figurative structures and inter-relations

(Duration 1 ½ hours - 100 marks. This question paper shall consist of multiple choice questions and questions for short answers. Candidates are required to answer all questions)

- (ii) Establishments Code, Procedural Rules of Public Service Commission

It is expected to assess the knowledge of the applicants on Establishments Code and Procedural Rules of Public Service Commission.

(Duration 3 hours- 100 Marks. This paper will consist of multiple choice questions, short questions, questions on structural essays and essays. Candidates are required to answer all questions)

(iii) Government Financial regulations and Government Procurement Process

It is expected to assess the knowledge of the applicants on Government Financial regulations and Government Procurement Process

(Duration 3 hours- 100 Marks. This paper will consist of multiple choice questions, short questions, questions on structural essays and essays. Candidates are required to answer all questions)

14.2 Interview

Interviews are categorized as general interviews and structured interviews.

(a) General Interview

(i) The general interview is held to verify whether the candidate has satisfied qualifications mentioned in para No. 06 above and whether the qualifications fall within the prescriptions made in above note.

(ii) The general interview board is appointed by the Public Service Commission.

(b) Structured Interview

A structured interview shall be conducted in line with below mentioned procedure by an interview board appointed by the Public Service Commission to measure the management skills, leadership qualities, communication skills and personality of the candidates. The maximum marks that can be obtained at the interview is twenty five (25).

	Scope	Maximum Marks
01.	Management Skills	10
02	Leadership qualities	05
03	Communication Skills	05
04	Personality	05
	Total	25

(ii) Candidates who secure highest marks according to the total marks which is the aggregate of marks from all the subjects and the highest marks on seniority shall become qualified to appear for the general interview out of the candidates who secure 50 % of marks or above for each subject. 15 candidates which shall be the aggregate of the number of recruitments to be made according to the number of vacancies and 25% of the number of vacancies to be filled, shall strictly be called for the interview. At the instances where the number of eligible candidates is not similar to the above number, only the qualified candidates shall be called for the general interview.

(iii) General interview shall be conducted before the structured interview for verification of qualification and marks shall not be allocated at the general interview. Candidates who are proved to have possessed all the qualifications for recruitment at the general interview shall become eligible for calling for structured interview. If a certain number of candidates called for general interview are not qualified for calling for structured

interview no other candidates shall be called for the general interview in place of disqualified candidates.

N. B- Participation at the interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment

14.3 Seniority

Maximum marks awarded for seniority is hundred (100). Marks for seniority shall be calculated as follows.

(a) (i) Ten marks(10) for each year served at a post in a supra class of Public Management Assistants' Service

(ii) (08) marks for each year after completing an active period of twenty (20) years in Public Management Assistants Service, for Officers in Class I of Public Management Assistants' Service

(b) Marks shall be allocated only for active and satisfactory period of service

(c) No marks shall be given for a period less than six months. However, for a period of more than 06 months and less than one year, five (05) marks will be allocated for an officer in Supra Class of Public Management Assistants' Service, and four (04) marks for an officer in Class I of Public Management Assistants' Service.

(d) Dates on which a promotion is granted on supernumerary basis and appointments are backdated are not considered when calculating marks for seniority and the period of service is calculated on the basis of the date on which duties of the relevant post are assumed.

(e) If there is a period which covers from above a (ii), marks relevant for such period shall be allocated when calculating marks for the seniority of an officer who is in Supra class of Public Management Assistants' Service or Provincial Public Management Assistants' Service

15. Public Service Commission shall reserve rights to deny appointments that if any candidate who passes the examination is treated as having become disqualified under the regulations and provisions which are in effect at the time of appointment or if such candidate's work and conduct unsatisfactory.

16. Public Service Commission shall reserve the right not to fill certain number of vacancies or all the vacancies and to take decisions on the matters not referred herein.

17. In the event of any inconsistency between the Sinhala, Tamil and English of this Public Administration Circular, Sinhala text shall prevail.

On the order of the Public Service Commission,

P.B. Abeykoon
Secretary
Ministry of Public Administration and Home Affairs

Specimen Application Form

(For office use only)

Competitive Examination for the Recruitment to Grade III of Sri Lanka Administrative Service in Merit

Stream – 2013 (2014)

1.0 Medium:

Language Medium in which you sit the Examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

The application should be filled in the medium of language in which the candidate intends to sit the examination.

2.0 Personal Information

2.1 Name in English capital letters, with initials at the end :

Ex: GUNAWARDHANA, M. G.B.S.K

2.2 Name in full in English block capitals:

2.3 Name in full (In Sinhala/Tamil):

2.4 Present official address in English block capitals (Admission card will be sent to this address)

2.5 Official Address (In Sinhala/Tamil):

2.6 Private Address (In English block letters):

2.7 Private Address (In Sinhala/Tamil):

2.8 Sex: Male - 0 - Indicate relevant number in the cage ☐
Female - 1

2.9 Marital Status: Single -1 - Indicate relevant number in the cage ☐
Married -2

2.10 National Identity Card No

2.11 Date of Birth: Year Month Date

2.12 Age as at 31.12.2013 Year Month Date

2.13 Telephone No (If available):

3.0 (a) (i) Date of first appointment to post of Management Assistant, Clerk, Stenographer,

Typist, Book keeper, Shroff, Storekeeper, in public service or provincial public service :

(ii) Service to which appointment was made:.....

(iii) a) Number of:.....

b) Date of:.....

c) Authority issued:.....

the appointment letter

(iv) (i) Whether the said service/ post belongs to Public Service or Provincial Public Service?.....

(ii) Salary Code Number to which said service / post belongs.....

b) (i) Date of confirmation in the service:

(ii) a) Number of:.....

b) Date of:.....

c) Authority issued:.....

the letter of confirmation in service

4.0 Whether you got qualified for submission of application under 6 (a) i or 6 (a) ii of the Circular,.....

5.0 If several services are applicable for you to be qualified for applying as per Note (a) of paragraph 06 of Circular, particulars of said permanent and continuous service periods

Class in Public Management Service or Provincial Public service	Effective date of the promotion	Date of issuance of the letter of promotion	Number of letter of promotion	Authority who issued the letter	If the appointment has been antedated or has been recruited on super numeracy basis, relevant particulars of the same
(i) Class II (ii) Class I (iii) SupraGrade					

6.0 (a) Particulars on No Pay/ Half pay leave obtained within the service period

Serial Number	Conditions apply for approval of leave	Duration		Number		
		from	Up to	Years	Months	Days
i.	V:2.5:4 of the Establishments Code					
ii	XII:9 of the Establishments Code					
iii.	XII:15 of the Establishments Code					
iv	XII:16 of the Establishments Code					
v	XII:21/22/23 of the Establishments Code					
vi	XII:36 of the Establishments Code					
vii	Management Services Circular No:10					
viii	Management Service Circular No:33					
	Total time period					

(b)Disciplinary matters occurred during the service period

Disciplinary order	Time period within which the offense occurred as per the charge sheet	The authority who issued the relevant disciplinary order	Number and date of the letter which contains the disciplinary order

7.0 Period of active and satisfactory service as at 31.12.2013, on which qualifications for approved post/service engaged in/grade should be fulfilled as per conditions mentioned in paragraph 6 of the Circular.

8.0 Certificate of the candidate:

I declare that during the five years preceding on 31.12.2013, I have earned all increments(Excluding those conditional to passing service or departmental examinations), possessed active and satisfactory service period as at 31.12.2013, as per Para 06 of the Circular and that I have not been subject to any form of disciplinary punishment (Excluding warning) during whole service period . Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations, on conducting and issuing results of this examination.

.....

Date

.....

signature of the applicant

9.0 Certificate of the Head of the Department (Referring to the personal file)

I hereby certify that Mr./Mrs./Miss who is submitting this application is serving in a post of in Ministry/ Department of under provincial council of.....under the Central Government, and the particulars furnished above is true and correct, and said officer has earned all salary increments during the period of 5 years prior from 31.12.2013 (Excluding those conditional to passing service or departmental examinations), possessed active and satisfactory service period as at 31.12.2013 as per Para 06 of the Circular, has not been subjected to any disciplinary punishment (Except warnings) during the whole period of service, he/she is eligible to sit for this examination as per regulations stipulated in the relevant Circular, and signed this application in my presence.

.....

Signature of Head of

Department/ Authorized Officer

Name:

Designation:

Date:

(Place official frank)