Examinations, Results of Examinations & c.

MINISTRY OF PUBLIC ADMINISTRATION, HOME AFFAIRS PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Limited Competitive Examination for Recruitement to Grade III of Management Service Officers Service - 2019(2020)

1.0 IT is hereby notified that a limited competitive examination for Recruitment to Grade III of Management Service Officers Service shall be held by the Commissioner-General of Examinations in the month of November 2020.

2.0 This examination shall be held in the following towns for the officers who hold permanent posts in public service and have been confirmed in the said posts and receive salaries under the Salary Code in the category of PL at Primary Level as per Public Administration Circular 03/2016 and the officers who receive salaries under Salary Code MN-01-2016. The list of towns and the respective town numbers are furnished below. The Commissioner General of Examinations may, at his discretion, cancel any of the examination centers owing to the insufficient number of candidates or another reason and decide an alternative center, taking the candidates' second preference into consideration.

Town	*Town No.*
Colombo	01
Gampaha	02
Kalutara	03
Matale	04
Kandy	05
Nuwara Eliya	06
Galle	07
Matara	08
Hambanthota	09
Jaffna	10
Mannar	11
Mulativu	12
Vavuniya	13
Trincomalee	14
Batticaloa	15
Ampara	16
Puttalam	17
Kurunegala	18
Anuradhapura	19
Polonnaruwa	20
Badulla	21
Monaragala	22
Kegalle	23
Ratnapura	24
Kilinochchi	25

3.0 (i) This examination shall be held by the Commissioner General of Examinations and the candidates shall be bound by the rules and regulations prescribed by him for conducting the examination and issuance of results. His Decision shall be the final.

(ii) Rules and regulations for candidates are provided separately in the *Gazette* notification. Candidates are liable to any punishment imposed by the Commissioner General of Examinations, for breach of these rules.

4.0 *Medium in which candidates should sit for the examination.*– This examination shall be held in Sinhala, Tamil & English languages. Candidates may sit for this examination in only one language medium of their preference. Candidates shall not be allowed to change the language medium subsequently.

5.0 *Salary*.– As per the Public Administration Circular No. 03/2016 dated 25.02.2016, the monthly salary scale applicable to Grade III, II and I of the Management Service Officers service is Rs. 28,940 - 10x300 - 11x350 - 10x560 - 10x660 - Rs. 47,990/-. Officers should obtain promotion to Grade II and Grade I to go beyond the salary point of Rs. 31,940/- and Rs. 35,790/- respectively. In addition, you are entitled to other allowances paid to the public officers by the government from time to time.

Note:-
They shall be granted incremental credit subject to the incremental credit rules prevailing at the time of receiving appointment.

6.0 *Conditions of Service* :

(i) Number of appointments and the effective date of appointments shall be determined by the appointing authority. The appointing authority reserves the right to refrain from filling of some or all vacancies.

(ii) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing

the appointments in the Public Service, terms and conditions set out by the Service Minute of Management Service Officers Service published in the gazette extraordinary of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013, revisions already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial regulations and Procedural Rules of the Public Service Commission published in the *Gazette* Extraordinary No. 1589/30 dated 20.02.2009.

(iii) Candidates who are successful in this examination shall be appointed on an acting basis for one year from the date of the appointment. Their posts shall be permanent and pensionable. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Management Service Officers Service, as mentioned in the service minute.

(iv) Candidates who receive appointments on the results of the examination shall be liable to transfer and may be posted to any station in Sri Lanka.

(v) The officer shall compulsorily serve at the service station to which he/she is appointed at first for three years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.

(vi) Prescribed official language proficiency should be achieved before the lapse of 05 years from the date of appointment in terms of the provisions of Public Administration Circular 01/2014 and circulars consequent to it.

Note: The officers in provincial public services are not allowed to sit for this examination.

7.0 *Selections for Appointments*.– The officers who hold permanent posts in public service and have been confirmed in the same posts and further receive salaries under Salary Code in the category of PL at Primary Level as per Public Administration Circular 03/2016 and the officers who receive salaries under Salary Code MN-01-2016 should strictly be allowed to sit for the competitive examination. Candidates may sit for the examination strictly in one language medium of their preference. At least fifty percent (50%) should be obtained from the total marks of the examination. Appointments shall be made on the order of merit and the number of existing vacancies.

8.0 *Eligibility*.– To be eligible to complete in this examination, every applicant shall;

(i) Shall be officers who are holding permanent posts in public service and receiving the salary at primary level under salary codes of PL category and officers receiving salary under salary code MN-01-2016 as per Public Administration Circular No.03/2016.

(ii) Shall have completed at least 5 years active service period in a permanent post and should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 for the closing date of application and that fact shall be certified by the Head of the Department.

(iii) Shall have passed the General Certificate of Education (Ordinary Level) Examination in not less than six (06) subjects including Language / Literature and Arithmetic / Pure Mathematics / Elementary Mathematics / Commercial Arithmetic with credits passes for two subjects <u>at not more than two sittings.</u>

Note: - Public Service Commission has decided to grant two consecutive sittings to the officers in Primary Service Category (Minor Employees), who have passed grade 8 and been recruited before 26.11.2001, to sit for the Limited Competitive Examination of Management Service Officers Service. Accordingly the officers, in Primary Service Category (Minor Employee), who have passed grade 8 and been recruited before 26.11.2001, can apply for examination at this occasion.

(iv) Candidates shall be of an excellent character.

(v) All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.

(vi) **All qualifications prescribed for recruitment to the post shall be completed as at 24th of August 2020.**

Note:-

1. Period of service served prior to receiving a permanent appointment or any period of service or training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the 05 years period mentioned in (ii) above. Further the period of service under casual/temporary basis completed by a candidate before his appointment to a certain post on permanent basis shall not be taken into account when calculating the qualifying 05 year period mentioned in (ii) above.

2. The Head of Department should be prepared to release the officer if he/she is selected for an appointment.

3. Employees who are engaged in semi-technical work, who have been trained on a certain task or who have been given special training by the government shall not be eligible to sit this examination. For example, employees in engineering and industrial grades and Public Health Officers in the Department of Health shall not be eligible to sit for this examination. In case there are any doubts as to whether a particular employee is eligible or not, the applicant should consult the Director General of Combined Services through head of department.

   When inquired by the Director General of Combined Services regarding the eligibility of any employee in this regard, the Department concerned should submit a comprehensive description of the job held by the employee with the salary scale and state whether the applicant had been given any training to equip himself to hold the job and the nature and duration of such training, if any.

4. Temporary and casual employees in public service, employees of Boards, Corporations and similar bodies are not eligible to compete in this examination.

5. Except the employees in the Combined Services, Any other employee in Postal Department who have been given a training according to the above 3, are not eligible to appear for this examination.

6. The candidates, before forwarding their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who present themselves for the examination without fulfilling the prescribed requirements shall be disqualified, even if they attain a required standard of marks in the examination.

9.0 *Applications* :-

(*a*) (i) Application forms should be prepared using A4 (21cmx29) (Normal Half sheet) size papers, in such a manner that paragraphs from No: 01 to 03 appear on the first page, and the paragraphs from No.4 onwards on the other pages.

(ii) The title of the examination should be indicated in English language as well, in the application forms prepared in Sinhala, and Tamil languages. A specimen form of application for admission to this examination is appended to this notification. The application should be prepared only as per the specimen appended to this and a candidate should not send more than one application form. It is further informed that photocopies or advanced copies should not be sent. Relevant information should be given legibly by candidate's own handwriting. Applications which are incomplete and not prepared in accordance with the specimen form shall be rejected without any notice. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by him/ herself complies with the specimen given in the examination notice, as otherwise the application may be rejected.

(iii) Appointments are issued to the selected candidates strictly by the name with initials mentioned in the application and therefore the name should be correctly written in the application. It shall not be allowed to change the name or include a part in the name or remove a part at the issuance of appointments.

(*b*) **Examination Fees** - Examination fee is Rs. 600. This fee can only be paid to any Post/ Sub Post Office to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations. One edge of the receipt obtained from should be pasted in the relevant cage of the application form. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee, under any circumstances. It would be advisable to keep a photocopy of the receipt. Money Orders or Stamps are not accepted for examination fees.

(c) The application form must be completed correctly and legibly in the candidates own handwriting and sent by registered post to reach the

Commissioner General of Examinations,
Organization **(Institutional and Foreign Examination)** Branch.
Department of Examinations, Sri Lanka,
P.O.Box 1503,
Colombo.

on or before 24.08.2020 the application closing date through the Heads of Departments in which the candidates are serving.

10.0 Heads of Departments are required to furnish a certificate as indicated at the end of the application form. Any application received after the due date shall be rejected. The name of the examination should be clearly written on the top left hand corner of the envelope enclosing the form. If any candidate fails to comply with this procedure, his/her application is liable to be rejected. Candidates are requested to forward their applications to the Heads of their Departments well in advance enabling them to forward the applications to the Commissioner General of Examinations on or before 24.08.2020.

The post and the service station of the candidate at the time of applying for the examination shall be applied for all the actions of the examination. Any changes taken place after submitting application shall not be taken into consideration.

11.0 The Commissioner General of Examinations shall issue a copy of the examination time table along with the admission card to all candidates whose applications have been received. Concurrent to this, newspaper advertisement shall be published by the Commissioner General of Examinations, informing the same. Without such admission card, no candidate shall be allowed to sit for the examination, 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. 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 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.

Officers appearing for the examination should get the admission card attested in advance and produce it to the supervisor of the examination hall.

12.0 Admission to the examination does not constitute acceptance of eligibility. Such admission shall be subjected to scrutiny at a later stage. Issuance of an admission card to a candidate shall not necessarily mean that he/ she has fulfilled the requisite qualifications to sit for the examination.

13.0 The results shall be released to the Director-General of Combined Services by the Commissioner-General of Examinations. In addition to the above results shall be informed to each candidate by the commissioner General of examination by post or *via* the website www.results.exams.gov.lk

14.0 *Identity of Candidates.*– Candidates shall be required to prove their identity in 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.

(*a*) The National Identity Card

(*b*) A valid passport

(*c*) Valid driving license of Sri Lanka

Candidates should be dressed in a manner which exposes the full face (including ears) ensuring their clear identification. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the

examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily.

15.0 Heads of Departments should approve duty leave to officers to whom admission cards have been issued by the Commissioner General of Examinations enabling them to appear for the exam. Traveling expenses are not payable.

16.0 *Penalty for Furnishing False Information.*– Candidates should take care to furnish correct information when filling the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled prior to, during or after the examination, if his/her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false at any stage he/she shall be liable to dismissal from the public service.

17.0 *Scheme of Examination.*– The subjects of the examination and the marks assigned to each subject are given below:

Subjects	*Maximum Marks*	*Pass Mark*	*Duration*
Language Proficiency and Aptitude Test of Management Service Officers Service	100	40	2 1/2 hours
Aptitude	100	40	1 hour

Marks shall be deducted for illegible hand writing and spelling mistakes in every written answer paper. Candidates may sit for the examination strictly in one language medium of their preference. At least fifty percent (50%) should be obtained from the total marks of the examination. Appointment shall be made on the order of merit and the number of existing vacancies.

18.0 *Syllabus*.– Language Proficiency and Aptitude Test of Management Service Officers Service (duration 2 1/2 hours)

The question paper shall consist of subject related questions designed to test the candidates' ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence making graph based on the given data, and use of simple grammar.

Questions designed to test the knowledge of the candidate on basic rules and regulations applied in taking action regarding the documents of an office and Management Service Officer's knowledge on duties such as action to be taken on a letter containing matters on which the officer should take action.

Questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use. All questions should be answered.

Part I - Structural questions on comprehension in order to test the language skills, summarization and essay writing (1 hour 15 minutes - 50 marks)

Part II - Short questions, structured questions and essay type questions on a case, statement or paragraph in order to test the aptitude for Management Service Officers Service. (1 hour 15 minutes-50 marks)

Aptitude (Duration 1 hour).– This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence.

This consists of 50 questions of Multiple Choice and Short Answer model. (Duration 01 hour) All questions should be answered.

19.0 The decision of the Director General of Combined Service shall be the final regarding any matter not provided for in this notice of examination.

20.0 In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

S. ALOKABANDARA,
Director General of Combined Services,
Ministry of Public Administration, Home Affairs,
Provincial Councils & Local Government.

Ministry of Public Administration, Home Affairs,
Provincial Councils & Local Government,
Independence Square,
Colombo 07,
03rd of July, 2020.