10.0 Attestation of the Candidate's Signature:

I hereby certify that Mr./Mrs./Miss ..... residing at ..... /serving in this office is personally known to me and that he/she signed before me on ..... and further the receipt of examination fee is affixed on payment of relevant fee.

————————,
Signature of the person attesting:

Date :————————.
Name in full of the attestor :————————.
Post :————————.
Address :————————.
(To be confirmed with Official Stamp)

Note - The signatures of the persons in public service should be certified by the relevant Head of the Department or by an officer authorized to do so on behalf of him.

11.0 Certificate of the Head of the Department:

I certify that the particulars given by this applicant in paras 5.0, 6.0 and 7.0 are correct, his /her work and conduct are satisfactory and that he/she has satisfied the qualifications as per *Gazette* Notification to appear for this examination.

He/she can be released from service if selected.

————————,
Signature and Official Stamp of the
Head of Department.

Date :————————.
Name :————————.
Designation :————————.
Address :————————.

07–504

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

Open Competitive Examination for Recruitment to Grade III of Management Service Officers Service - 2019(2020)

IT is hereby notified that the Open Competitive Examination for Recruitment to the Posts in Class III of Management Service Officers Service shall be held by the Commissioner-General of Examinations in the month of November 2020. The examination shall be held at the examination Centers located in the towns mentioned in the Schedule II. The expected town to sit for the examination shall be selected as per that Schedule and the town expected to sit for the examination and the relevant number of the town should be mentioned correctly according to the Schedule II. The towns applied for, which should be mentioned on the title of the application, should be exactly in line with the list.

2.0 Candidates who satisfy the prescribed qualifications shall be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examinations and, on the basis of district population ratio, to the posts in the Grade III of Management Service Officers Service.

3.0 (*a*) Number of persons to be appointed and effective date of appointments shall be determined by the Appointing Authority. Further, the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.

(*b*) 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, amendment 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.

(*c*) 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.

(*d*) This appointment is subject to a probation period of three years. The first efficiency bar examination shall be passed by the officer within a period of 03 years after recruiting to Grade III of the Management Service Officers Service as prescribed in the Service Minute.

(*e*) Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.0 *Salary*.– As per the Public Administration Circular No. 03/2016, dated 25.02.2016, monthly salary scale entitled to Grade III, II and I of Management Service Officers Service is Rs. 28,940 - 10x300 - 11x350- 10x560- 10x660 - Rs. 47,990/-. Promotion to Grade II should be obtained to go beyond Rs. 31,940/- whilst promotion to Grade I shall be required to go beyond Rs. 35,790.

5.0 This post is permanent and pensionable. The pension scheme entitled for the officers in Grade III of Management Service Officers Service shall be determined on the policy decision taken by the government in future.

6.0 *Qualifications*.– Following qualifications are applicable for the recruitment to posts in Class III of Management Service Officers Service.

(*a*) Shall be a citizen of Sri Lanka.

(*b*) Shall be not less than 18 years and not more than 30 years of age on the closing date of applications. (Accordingly, the candidates whose birthday falls on or before 24.08.2002 and on or after 24.08.1990 shall strictly be eligible to apply for this).

(*c*) Shall be of an excellent character.

(*d*) Shall be of an excellent moral character and physical fitness to serve at any part of the island.

(*e*) Shall have fulfilled the following educational qualifications :

(1) Shall have passed six (06) subjects with Credit passes for four (04) subjects including Sinhala /Tamil /English and Mathematics at the General Certificate of Education (Ordinary Level) Examination at **one sitting ;**

and

(2) Shall have passed all the subjects in General Certificate of Education (Advanced Level) at **one sitting** (except the General Paper and General English).

Note.- In case where other O/L and A/L educational qualifications except the G.C.E. (O/L) and G.C.E. (A/L) examinations held by Commissioner General of Examination are submitted, the decision for granting or rejecting appointments should be determined by the appointing authority on verification of validity and the ability to make the above (e) 1 and 2 of such qualifications applicable from relevant institutions.

N.B. **- It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 24th of August 2020**

7.0 Selection on district population basis.– District Name list is indicated as schedule I. The District selected to compete for vacancies and its number should be mentioned in the application correctly according to the Schedule I.

(*a*) Recruitment to the service shall strictly be on a representative basis. A fixed number of vacancies shall be set apart for each district in proportion to its population. Only the applicants from a particular district shall be entitled to compete for the number of vacancies to be filled from that district.

(i) If the vacancies so allocated to a particular district cannot be filled by the applicants who have applied for that particular district and have satisfied the qualifications, number of vacancies shall be re- distributed among the adjoining districts in proportion to population.

(ii) If the total number of vacancies to be filled is few and the district population basis cannot be applied, selection shall be made on the order of merit.

(iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for the selection.

(*b*) Eligibility for inclusion in a district.
At least one of the following requirements should have been fulfilled by a candidate to compete for the vacancies in any district.

(i) The candidate should have been born in the district;

or

(ii) He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination;

or

(iii) He should have received his secondary school education within the district for five (05) continuous years.

Note:-

1. In order to confirm the residence of the candidate who is selected from the written examination, he/ she is bound to forward following documents, at the interview or any time inquired.

   I. Birth Certificate ;

   II. Extracts from electoral registers confirming the residence of a period of continuous three (03) years and the certificate of residence issued by Grama Niladhari ;

   III. School leaving Certificate ;

2. If the farther/mother of any candidate has been employed in a transferable service of the government or of a provincial public service, or of a state corporation, such candidate shall be allowed to choose his own, or his father's/ mother's place of birth as his district. (At the interview or any time Candidates are required to forward documents to prove the place of birth of the parents and that they work in Government or Provincial Public Service or Public Corporation.)

3. No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it should remain irrevocable.

8.0 Three percent (3%) of the existing number of vacancies shall be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify shall be selected for appointments. The minimum level of marks candidates should score to be selected for appointment is 50% of the total marks of the examination. A candidate selected for an appointment shall be referred to a Special Medical Board and, by a report obtained from a medical specialist; he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.

Note- The applicant should mention in the application that.he/she applies under disabled rehabilitation conditions. A person who is not disabled should not imply himself/herself as a disabled person.

9.0 *Scheme of the examination* :-

(*a*) This examination shall be held in Sinhala, Tamil and English media. Candidate may sit this examination in only one language medium of their preferences and should answer for the question papers using that language medium. Candidates shall not be allowed to change language medium applied initially. The examination shall consist of two papers.

	Marks	*Durations*
(i) Language proficiency	100	2 1/2 hours
(ii) Aptitude	100	1 hour

Language Proficiency :- This question paper shall consist of subject related questions designed to test the candidates' ability of expression, comprehension, spelling, language and essay, drafting a given letter, making graphs based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar. All questions should be answered.

Aptitude :- 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. All questions should be answered.

Note:-

I. These papers shall be designed to test the aptitude and ability of the candidate to perform his official duties.

II. Marks shall be deducted for unclear handwriting and spelling mistakes in all the written question paper.

(*b*) Despite this being a competitive examination, candidates are expected to secure at least forty percent (40%) of the marks allocated for each subject and an aggregate of at least fifty percent (50%) of the total marks of the examination. Appointments shall strictly be made in the order of merit based on the total marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.

(*c*) *Examination Results* :
Issuance of results to each candidate shall be made by the commissioner General of examination by post or *via* the website www.results.exams.gov.lk.

10.0 *Penalty for furnishing false information*:- The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination. Further, if it is found that any information furnished by a candidate is false, he/she is liable to dismissal at any time from the public service.

11.0 *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. The receipt obtained in the name of the applicant should be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of this receipt with the candidate). Under no circumstance the examination fee shall be refunded. Money orders and stamps shall not be accepted.

12.0 *Applications* :- Applications should be prepared in the following manner using a paper of size A4 (21 X 29 cm) (normal half sheets)

(*a*) Paragraphs from 1 to 3 should appear on the first side of the page.

(*b*) Paragraphs No. 4 onwards should appear on the other pages.

(*c*) The title of the examination appearing in the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms.

Applications which are incomplete and not prepared in accordance with the specimen form, shall be rejected without any notice. Applications of those who have not paid examination fees on or before due date shall also be rejected. Candidates should be responsible for any loss incurred by them due to incompleteness of applications. 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 and further, it would be advisable to keep a photocopy of the completed application form.

N.B: 1. Candidates are not allowed to change the town in which they apply to sit the examination. At the instances where the number of candidates apply for a certain town, is not sufficient to hold an examination centre, they shall be directed to the town which they have indicated as second preference. However, if there is not sufficient number of candidates even at the second centre, the candidates shall be directed to an adjoining city. The commissioner General of Examinations reserves the right to make the final decision about the cities where exam shall be held.

2. As the appointments are issued to the selected candidates strictly by the name with initials mentioned in the application, the name should be correctly written. 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.

12.1 All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date shall be allowed to sit the competitive examination, by the Commissioner General

of Examinations, on the presumption that only those who possess qualifications indicated in the *Gazette* Notification have forwarded their applications. Issuing of an admission card to a candidate to sit the competitive examination does not mean that the candidates' eligibility for the post has been accepted. If it is found at the interview that the applicant does not possess the required qualifications prescribed in the *Gazette* notification, his or her candidature shall be cancelled.

12.2 The words **"Open Competitive Examination for Recruitment to Grade III of Management Service Officers Service - 2019 (2020)"** and the district for which the candidate is competing should be written on the top left-hand corner of the envelope in which the application is enclosed.

12.3 Applications duly perfected should be sent by registered post to reach the following address on or before **24.08.2020**

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

13.0 *Sitting the Examination*:- A notification shall 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. Here it would be advised to inquire from department of examination with keeping the certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration in hand and mentioning the name of the examination applied for, full name, NIC No and address. 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.

The signature of the applicant placed on the application and admission card should also be attested. An applicant who submits the application through an institution should get his/her signature attested by the Head of the Institution or any officer authorized by him Other applicants should get their signature attested by a School Principal/ Retired Officer, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, a commissioned officer in three armed forces, a staff officer in the public or provincial public service or a chief incumbent of a Buddhist temple or clergy of any other religion who holds a considerable position. At the first instant the admission in which the signature is attested should be presented to the head of examination hall. A candidate who does not present the admission card shall not be permitted to sit for the exam.

14.0 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.

I. National Identity Card,

II. A valid Passport,

III. A 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 The issuing of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination. 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.

16.0 Any matter not referred to herein shall be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this *Gazette*.