

2. Recruitment to Grade III of Sri Lanka Administrative Service is made by this examination

(a) The closing date for applications will be 19th August of 2019.

*Written Examination.* – This examination will consist of following four (04) question papers :

- (1) General Intelligence,
- (2) Social, Economic, Political Background of Sri Lanka and Global Trends,
- (3) Case study relating to Public Administration I (Relevant to Establishments Code, Procedural Rules of Public Services Commission and Financial regulations),
- (4) Case study relating to Public Administration II (Relevant to the evaluation of creative, analytical and communication skills).

*Interview:* General and structured interview will be held for the candidates who have appeared for all the papers of the written examination and secured a sufficiently high aggregate of marks as determined by the Public Service Commission. The date of the interviews shall be determined by Secretary.

**MINISTRY OF PUBLIC ADMINISTRATION,  
DISASTER MANAGEMENT AND RURAL  
ECONOMICS DEVELOPMENT**

**Limited Competitive Examination for Recruitment  
to Grade III of Sri Lanka Administrative  
Service-2018 (2019)**

APPLICATIONS are hereby called from qualified Sri Lankan citizens for Limited competitive Examination for recruitment to the Posts of Grade III of Sri Lanka Administrative Service.

This examination shall be held by the Commissioner General of Examination in the month of November in Colombo district subjected to the order of Public Service Commission. The Secretary reserves the power to postpone or cancel this examination subjected to the instructions of Public Service Commission.

1. In this notification the terms :

- (a) "Secretary" means the "Secretary to the Ministry in - charge of the subject of Public Administration".
- (b) "Service" shall mean the "Sri Lanka Administrative Service" at the instances not specified in other way.

3. Number of persons to be appointed is 54. 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.

4. *Service Conditions :*

- 4.1 A selected candidate will be appointed to Grade 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 No 1589/30 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 Public Service Commission reserves the power to cancel 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.

5. *Monthly Salary Scale.* – Monthly salary scale relevant to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47,615 - 10x1,335 - 8x1,630 - 17x2,170 - 110,895 - (SL-1- 2016). Your salaries are paid in accordance with the provisions of the said circular as mentioned in Schedule II of the same. In addition, you are also entitled to the other allowances paid to the public officers by the Government from time to time.

6. *Eligibility for Recruitment :*

- (a) (i) Shall be a citizen of Sri Lanka  
(ii) Shall be of excellent character  
(ii) Shall be of an excellent moral character and physical fitness to serve at any part of the island

(b) *Educational Qualifications and Experience*

- (i) Shall have obtained a degree from a university or a degree awarding institution recognized by the University Grants Commission

And

Be an officer in the Public service or in a Provincial Public Service in a permanent and pensionable service/post receiving a salary under salary Code No. MN-2-2016 or a higher MN Salary Code number or under an SL-1-2016 salary Code Number in Public Administration Circular No. 03/2016 who has completed a minimum active and satisfactory period of service of five (05) years in any service/post

Or

- (ii) Be an officer in the Public service or in a Provincial Public Service in a permanent and pensionable service/post receiving a salary under salary Code No. MN-2-2016 or a higher MN Salary Code number or under an SL-1-2016 salary Code Number in Public Administration Circular No. 03/2016 who has completed a minimum active and satisfactory period of service of Ten (10) years in any service/post.

*Note:*

1. Applicants with a basic degree or post graduate degree may apply. The post graduate degree qualification which considered as the basic qualification is not allowed to substitute for the promotion in the service.
2. The effective date of the degree shall be a date on or before 01.07.2018
3. 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

(c) *Age and other qualifications to be satisfied :*

- (i) Shall be not more than the age limit of fifty three years (53) as at 01.07.2018 Persons, whose have their birthday falls on or after 01.07.1965, shall strictly be eligible to apply for this.  
(ii) Shall have been confirmed in a service/ post mentioned in above 6 (b)

*Note:* Officers for whom the appointing authority has not issued the letter relevant to confirmation in service, but who have satisfied all the qualifications required to sit for the examination as per para. 06 of the examination notification and satisfied the qualifications relevant to confirmation in service as per the relevant service minute/scheme of recruitment may also apply for this examination.

However, the said officers,

1. Shall have passed the Efficiency Bar examination relevant to the confirmation in service as at the date of verification of qualifications.
2. If the said officers are eligible for the general interview after passing this examination, it is

compulsory to submit the letter of confirmation in service at the time of appearing for the interview. (The date of confirmation should be effective as at the date of verification of qualifications or before the said date.)

(iii) Shall have not been subjected to any disciplinary punishment within the immediately preceding 05 years.

(iv) Shall have earned all the due salary increments within the immediately preceding 05 years.

(d) *Restrictions for qualifications :*

(i) No candidate shall be permitted to sit for Limited 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 is not considered)

(ii) The qualifications required to apply for this examination shall have been satisfied by 01/07.2018 in full

(iii) No person who is ordained in any religious order shall be allowed to sit for this examination.

7. *Examination Fees.*– The fee for the examination will be Rs. 1200.00 This should be paid before the closing date of applications at any Post Office/ Sub Post Office or District/ Divisional secretariat, under the Revenue Head 20-03-02-13 of the Commissioner General of Examination to be credited to the revenue of the government and the receipt obtained thus should be affixed firmly from the edge in the relevant cage of the application form. Money Orders or Stamps are not accepted for examination fees. 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.

8. *Method of applications :*

(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 2.12 appear on the 1st page, 3.0 to 4.(II) on the second page and the rest 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) The application should be prepared in the same language in which the candidate intends to sit the examination. 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 duly perfected by candidates should be sent through the respective Head of Department to reach the following address before 19/08/2019 by Registered Post. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for recruitment to Grade III of Sri Lanka Administrative Service-2018 (2019)". Application received after this date will be rejected.

The Commissioner General of Examinations,  
Organizations (Establishments and Foreign  
Examinations) Branch,  
Department of Examinations,  
P.O. Box-1503 Colombo

(d) The post and the service station where the applicant is serving at the time of applying for the examination is relevant for all the activities with regard to the examination and the changes occur after sending the applications are not considered.

(e) Applications that are not complete in every aspect will be rejected. Complaints on applications getting lost or delayed will not be entertained.

(f) A notification will be published in newspapers and the official website by the Department of Examinations as soon as the admission cards are issued to 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. The name of the examination, full name of the applicant, address and identity card no should be mentioned when informing the Department of Examinations. In case of applicants

outside Colombo, it will be more effective to send a letter of request to the fax number mentioned in the said advertisement furnishing a fax number to which the admission card should be sent. 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.

9. *Admission to Examination :*

(a) The Commissioner General of Examinations will issue Admission Cards to all persons who have correctly perfected their applications. Any candidate who fails to produce his admission card will not be permitted to sit the examination.

(b) Candidates must sit the examination at the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrender it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning in this *Gazette*. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by him for breach of these rules.

**Note:** Issuance of an admission card to a candidate does not necessarily mean that the candidate has satisfied the qualifications to sit for the examination.

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

- (a) National Identity Card issued by the Department for Registration of Persons
- (b) A valid passport
- (c) A valid driving license

11. *Penalty for furnishing false information.*— If a candidate is found to be ineligible, his candidature is liable to be cancelled at any state prior to, during or after the examination. If it is found that a candidate has purposely furnished false information or willfully suppressed any material fact, he or she will be liable for dismissal from the public service.

12. Any matter not provided for in this notification shall be dealt with as determined by the Secretary subject to the instructions of the Public Service Commission.

13. *Scheme of examination and Language medium of examination :*

- (a) The examination will be held in the language medium of Sinhala, Tamil and English.
- (b) The language medium of examination shall be considered as the language medium in which the appointment is made.

**Note :**

- (I) A candidate should sit for all the papers of the examination in one and the same language.
- (II) Candidates will not be permitted to change the language medium indicated in the application form.

14. *Method of Recruitment :*

14.1 *Written Examination.*— A written examination consisting of following four subjects shall be conducted. The subjects and the minimum marks to be obtained from each subject are as follows:-

	<i>Subject</i>	<i>Marks</i>	<i>Minimum pass marks</i>
1	General Intelligence	100	50
2	Social, Economic and Political Background in Sri Lanka and Global Trends	100	50
3	Case study relating to Public Administration I ( Relevant to Establishments Code, Procedural Rules of Public Services Commission and Financial regulations)	100	50
4	Case study relating to Public Administration II (Relevant to the evaluation of creative, analytical and communication skills)	100	50

Candidates shall sit for all question papers.

14.2 *General and Structured Interview :*

- (i) The interview consists of two parts i.e. General interview and Structured interview

(a) *General Interview* :

- (i) The general interview shall be conducted to ascertain whether the qualifications for recruitment stipulated in para 06 above have been fulfilled and whether the applicants conform to the restrictions on eligibility.
- (ii) The panel of the general interview board shall be appointed by the Public Service Commission.

(b) *Structured Interview* :

The structured interview shall be held in line with the following procedure to measure the managerial skills, leadership qualities, communication skills and personality of candidates. The maximum marks that can be obtained at this interview is twenty five (25).

	<i>Subject Area</i>	<i>Maximum Marks</i>
01	Managerial Skills	10
02	Leadership Qualities	05
03	Communication Skills	05
04	Personality	05
	Total	25

- (ii) Out of the candidates who have scored a minimum of fifty (50%) marks or above in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview. Out of the candidates qualified, only a number equivalent to the total number of those expected to be recruited according to the vacancies expected to be filled and a 25% of the number of vacancies expected will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates who are so qualified will be called for the general interview.
- (iii) The general interview shall be held prior to the structured interview to examine qualifications and no marks shall be allocated there. Applicants confirmed to have fulfilled all qualifications for recruitment at the general interview shall qualify to be called for the structured interview. Even if a certain number of candidates are not qualified to be called for the structured interview, other candidates shall not be called again for the general interview in place of those who are not so qualified.

- (iv) Appointments shall be made to Grade three (III) according to merits beginning from candidates who have scored highest marks as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.

**Note.**– Opportunity given to a candidate for appearing for the interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment.

14.3 The results shall be communicated to the applicants personally by the Commissioner General of Examinations by post or by the web site [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

15. *Syllabus of the Written Examination* :(1) *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 problems presented to the candidate in relation to numerical, lingual and figurative structure and inter- relations.

(Duration: 1 1/2 hrs. - 100 marks. This paper will consist of Multiple Choice Questions. All questions shall be answered)

(2) *Social, Economic, Political background and trends in Sri Lanka*

It is expected to test the candidate's knowledge of the social, economic, political, cultural, scientific and technological conditions in Sri Lanka or his ability to think creatively, analytically and critically, and the ability to decide priority and strategic projection in response to a situation presented to the candidate.

(Duration: 3 hrs.- 100 marks. This paper will consist of Multiple Choice Questions, short Questions, questions on Structured Essays and Essays. All questions shall be answered)

(3) *Case study relevant to Public Administration I (Relating to the Establishments Code Public Services Commission Procedural rules and Financial Regulations)*

It is expected to test the candidate's creative thinking power and problem solving ability in terms of the practice of government service as per the Establishments Code and the Financial Regulations by presenting to him a case/cases built up connecting one or several problems that may arise in different environments in the public service.  
(Duration 3 hours- 100 marks. This paper will consist of Multiple Choice Questions, short Questions, questions of Structural Essays and Essays. All questions shall be answered)

- (4) Case study relevant to Public Administration II (Relevant to the evaluation of Creative, Analytical and Communicative skills)

It is expected to test the candidate's ability for reasoning and imagination in relation to the analyzing, collating and presenting of information on a topic/theme selected by the candidate from a given set of topics/themes; and the ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours- 100 marks. All questions shall be answered)

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

On the order of Public Service Commission,

J. J. RATHNASIRI,  
Secretary,  
Ministry of Public Administration,  
Disaster Management and Rural Economic affairs.

05th July of 2019.

SPECIMEN APPLICATION FORM

(For office use only)

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT  
TO GRADE III OF SRI LANKA ADMINISTRATIVE SERVICE -2018(2019)

1.0 Medium :

Medium of 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 full (In English block capitals) :\_\_\_\_\_.

E.g. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

2.2 Name with initials at the end (In English block capitals) :\_\_\_\_\_.

E.g. GUNAWARDHANA H.M.S.K.

2.3 Name in full (In Sinhala/Tamil) :\_\_\_\_\_.

2.4 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 Sinhala/Tamil) :\_\_\_\_\_.

2.7 Gender : Male - 0

Female - 1  (Indicate the relevant number in the cage)

2.8 National Identity Card No. :

2.9 Telephone No. :

Mobile :

Fixed :

2.10 Marital status : Unmarried - 1   
Married - 2  (Indicate the relevant number in the cage)

2.11 Race : (Sinhala - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, Other - 5)   
(Indicate the relevant number in the cage)

2.12 Date of Birth : Year :  Month :  Date :

3.0 Indicate the language medium in which you passed the qualifying examination/Interview for entry to the service/grade as at 01.07.2018 :\_\_\_\_\_.

4.0 (i) Whether all the qualification mentioned in Para 6 of the *Gazette* Notification has been fulfilled ? :\_\_\_\_\_.

(a) Age as at 01.07.2018 :\_\_\_\_\_.

(b) Educational qualification and experience :\_\_\_\_\_.

State whether the candidate become qualified under Para 06(b) I or (b) II as per the Para 06(b) of the *Gazette* Notification :\_\_\_\_\_.

Date of graduation :\_\_\_\_\_.

University/ Institute :\_\_\_\_\_.

Registration number :\_\_\_\_\_.

Internal/External :\_\_\_\_\_.

Degree :\_\_\_\_\_.

Subjects :\_\_\_\_\_.

Class :\_\_\_\_\_.

Upper/Lower :\_\_\_\_\_.

Effective date of the degree :\_\_\_\_\_.

Language medium in which the candidate sit for the Examination :\_\_\_\_\_.

(c) Services/grades that gives qualifications to the candidature [Class, Grade or Segment (if any) should be indicated]

Present Post :\_\_\_\_\_.

Whether the said post belongs to Public Service or Provincial Public Service? :\_\_\_\_\_.

Grade :\_\_\_\_\_.

Class/Segment :\_\_\_\_\_.

Date of appointment to the post :\_\_\_\_\_.

Date of confirmation in the said post :\_\_\_\_\_.

Salary Code and Salary Scale :\_\_\_\_\_.

If several services are applicable for you to be qualified for applying for this post, particulars of said periods of (active and satisfactory ) service shall be mentioned in the following table -

Name of Service/Grade	Salary Code as per the P. A. Circular applicable Ex. : MN2-2016(A)	Date of Appointment
(1)		
(2)		
(3)		
(4)		
(5)		

(ii) Total period of active and satisfactory service as at 01.07.2018, on which the qualifications in the services/grades of a approved post mentioned in Para (6) of the *Gazette* Notification shall be fulfilled :\_\_\_\_\_.

5.0 Mention the years if you have sat for the examinations held before for recruitment to Sri Lanka Administrative Service.

	<i>Name of the Exam</i>	<i>Appeared/did not Appear</i>
Number of sittings at the examinations after 01.07.2012 under the Minute of Sri Lanka Administrative Service published in the <i>Gazette</i> Extraordinary of the Democratic Socialist Republic of Sri Lanka No: 1842/2 dated 23.12.2013 (Currently Effective)	2013(2015) Limited	
	2014(2016) Limited	
	2015(2016) Stage II Limited	

6.0. Paste the cash receipt properly:

Paste the cash receipt (original) firmly, from the edge  
(Keep a photocopy of the receipt)

7.0 Certificate of the candidate:

I declare that during the five years immediate preceding 01.07.2018, I have earned all the salary increments (except the salary increment for which passing of service or department examination has been prescribed as a condition) possessed active and satisfactory service period as at 01.07.2018, as per Para 06 (b) of the *Gazette* notification and that I have not been subject to any form of disciplinary punishment (Excluding warning).

I declare that I am eligible to sit this Limited Competitive Examination as per all rules and regulations mentioned in the *Gazette*, and that to the best of my knowledge, the information given in this is true, and that I have affixed the receipt No. .... dated ..... being payment of the examination fees. I also agree to be bound by the rules and regulations of this examination and any decision that may be taken to cancel my candidature prior or during or after the examination, if it is found that I am ineligible according to the Service Minute where the provisions on this examination are included. Further, I declare that I shall be bound by the rules and regulations and the decisions of the Commissioner General of Examinations on conducting of this examination and issuing the results.

\_\_\_\_\_,  
Signature of the Candidate.

Date :\_\_\_\_\_.

8.0 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 the Government/Provincial Council of....., and has earned all salary increments during the period of 5 years prior to 01.07.2018 (Excluding those conditional to passing service or departmental examinations), has not been subjected to any disciplinary punishment (Except warnings) during the said period, possessed active and satisfactory service period of...(five/ten) years, as per Para 06 (b) of the *Gazette* notification, he/she is eligible to sit for this examination as per regulations stipulated in the relevant *Gazette* Notification, he/ she has paid the prescribed examination fees and affixed the receipt herein, and signed this application in my presence.

\_\_\_\_\_,  
Signature of Head of Department/Authorized Officer.

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Date :\_\_\_\_\_.

(Place official frank)