

**Open Competitive Examination for Recruitment to Grade III of
Public Management Assistants' Service – 2013(2014)**

- 1.0 It is hereby notified that a Open Competitive Examination for Recruitment to the Posts in Class III of Public Management Assistants' Service will be held by the Commissioner-General of Examinations in the month of December 2014. The examination will be held 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.
- 2.0 Candidates who satisfy the prescribed qualifications will 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 Public Management Assistants' Service.
- 3.0 (a) Number of persons to be appointed and effective date of appointments will 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 Public Management Assistants' Service Minute 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) 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 Public Management Assistants' Service as prescribed in the Service Minute.
- (d) 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. 06/2006 (iv), dated 24.08.2007, monthly salary scale entitled to Class III, II and I of Public Management Assistants' Service is Rs. 13,990/-, 10x145/-, 11x170/-, 6x240/-, 14x320/-, 23,230/-. Promotion to Class II should be obtained to go beyond Rs. 15,440/- whilst promotion to Class I will be required to go beyond Rs. 17,310/-.
- 5.0 This post is permanent and pensionable.

6.0 Qualifications :- Following qualifications are applicable for the recruitment to posts in Class III of Public Management Assistants' Service.

- (a) Should be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c) Should 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) Should have fulfilled the following educational qualifications.
 - (1) Shall have passed six (06) subjects with Credit passes for four (04) subjects including Sinhala/Tamil/English language 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- It is sufficient to have passed 03 subjects under the old syllabus which was consisted of 04 subjects.

N.B. - It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before **29th September 2014**.

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 will strictly be on a representative basis. A fixed number of vacancies will be set apart for each district in proportion to its population. Only the applicants from a particular district will be entitled to compete for the number of vacancies to be filled in 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 will 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 will 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 in continues three (03) years period and the certificate of residence issued by Grama Niladhari duly counter signed by the Divisional Secretary.
 - III. School leaving Certificate
2. If the father/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 will 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 are public servants.)
3. No candidate will 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 will be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify will be selected for appointments. The minimum level of marks candidates should score to be selected for appointment is 50%. A candidate selected for an appointment will 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) The examination will consist of two papers. This examination will be held in Sinhala, Tamil and English media. Candidates will not be allowed to change language medium applied initially.

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

Language Proficiency:- This paper will consist of subject related questions designed to test the candidates' ability of expression, comprehension, spelling, language and essay, drafting a letter provided, preparing graphs and tables with data provided, summarizing the paragraphs given, expressing the idea of several given sentences in one sentence, the application of the simple rules of grammar. All questions should be answered.

Aptitude :- This paper will 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 will be designed to test the aptitude and ability of the candidate to perform his official duties
- II. Marks will be deducted for unclear handwriting and spelling mistakes in all the written question papers.

(b) Despite this being a competitive examination, candidates are expected to secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the examination. Appointments will 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 will 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. 500/-. This fee can be paid to any Divisional or District Secretariat to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained 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 will be refunded. Money orders and stamps will 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 halvesheets)

- (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.
- (d) When mentioning the name of the candidate at the 1.1 of the application, the last part of the full name of the applicant should be mentioned first, and the initials of the names belong to the surname and the initials of the other parts of the name should be mentioned next.

Eg: Full name as at 1.2 of the application: MATHURATA
GAMARALALAGE BUDDHIKA SARATH KUMARA
GUNAWARDHANA

It should be written as GUNAWARDHANA ,M.G.B.S.K in
1.1 of the application

Applications which are incomplete and not prepared in accordance with the specimen form, will be rejected without any notice. Applications of those who have not paid examination fees on or before due date will 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 will 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 will be directed to an adjoining city. The commissioner General of Examinations reserves the right to make the final decision about the cities where exam will 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 following the specimen provided. 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 will 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 will be cancelled.

- 12.2 The words **“Open Competitive Examination for Recruitment to Class III of Public Management Assistants' Service – 2013(2014)”** 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 Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner for Oaths, Notary Public, Commissioned Officer in the armed forces, an officer holding a Gazetted post in the Police Service or an Officer holding a permanent post in the Public Service whose annual Salary is 240,360 or above.
- 12.4 Applications duly perfected should be sent by registered post to reach the following address on or before 29.09.2014.

Commissioner General of Examinations
Organization and Overseas Examinations Branch
Department of Examinations, Sri Lanka
P.O. Box 1503

- 13.0 **Sitting the Examination:-** 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. 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.

All the candidates sit for the examination should attest his/her signature put in the admission and should sit for the examination at the examination center ordered to him/her. 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 will not be permitted to sits for the exam.

- 14.0 Candidates should furnish one of the following documents to the Supervisor of Examination in support of their identity :-

- (i.) National Identity Card issued by the Department for Registration of Persons.
- (ii.) A valid Passport

- 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 will be decided by Director General of Combined Services. All candidates are bound to comply with the general examination rules published in this Gazette.
- 17.0 In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala text shall prevail.

K.V.P.M.J. Gamage
Director General of Combined Services
Ministry of Public Administration And
Home Affairs

15 of August 2014,
Ministry of Public Administration And Home Affairs
Independence Square
Colombo 07

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(For office use only)

Specimen Application Form
Open Competitive Examination for Recruitment to Grade III of
Public Management Assistants' Service - 2013(2014)

(Indicate the correct code/number clearly in the relevant cages)

Language Medium of Examination

Sinhala - 2
Tamil - 3
English - 4

(indicate the correct number in the cage)

- Indicate the town and the town number in which the candidate intends to sit the examination as per the Gazette notification. (See the schedule II for the towns where the examination centers are located and for the respective numbers)

Town		Number of the Town
1.		
2.		

- The district in which you select to compete for vacancies as per para 7.0 of the Gazette notification. (See the schedule I for the numbers of districts. Indicate the number and the district in the relevant cage)

District	District No

- Are you sitting this examination under the conditions laid down in para 8.0 of the gazette notification which are relevant to disability?

(Candidates may refer para 8.0 of the Gazette Notification carefully before filling this section since only the differently able candidates are required to mention "Yes" in this part.)

Yes - 1
No - 2

(Indicate the number in the cage)

1.0 Name :

1.1 Name with initials :

(in English block capitals) Eg. GUNAWARDHANA, M.G.B.S.K.

1.2 Name in Full :

(in English block capitals)

1.3 Name in Full :

(In Sinhala/Tamil)

1.4 Number of the N.I.C :

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2.0 2.1 Permanent address :

(In English block capitals)

2.2 Permanent address :

(In Sinhala/Tamil)

2.3 Address to which the admission card should be sent :

(In English block capitals)

3.0 3.1 Sex : Male - 0 Female - 1

(Indicate relevant number in the cage)

3.2 Date of birth : Year

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 Month

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 Date

--	--

3.3 Age as at 29.09.2014 : Years

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 Months

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 Days

--	--

3.4 Telephone No :

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- 4.0 4.1 Since when you have been residing in the :
 district ?
- 4.2 Divisional Secretary's / Assistant Government Agent's :
 Division
- 4.3 Grama Niladhari Division :

5.0 Educational qualifications :

5.1 Particulars of G.C.E (O/L) Examination

- I Year and Month of the :
 Examination
- II Index Number of Candidate :
- III Results

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

5.2 Particulars of G.C.E (A/L) Examination

- I Year and Month of the :
 Examination
- II Index Number of Candidate :
- III Results

Subject	Grade
1.	
2.	
3.	
4.	

5.3 If possessing a degree from a recognized University,

- I Name of the University :
- II Degree :
- III Year of Examination :

6.0 Other qualifications :

7.0 Have you ever been convicted of any offence in a court of Law? (Indicate ✓ in the Relevant cage) (Indicate particulars, if the answer is yes)

.....

Yes No

8.0 Particulars of the receipt obtained for the examination fee:

- I Office to which the payment was made :
- II Number and date of the receipt :
- III Amount :

Affix the receipt firmly here.
(It would be advisable to keep a photocopy with the candidate)

9.0 Candidate's Certificate :

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to suffer any loss that may cause as a result of incompleteness of sections and/or provision of erroneous information. I also state that all sections herein have been correctly filled.
- (b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.
- (c) I hereby agree to abide by all the conditions imposed by the Commissioner General of Examinations for the purpose of holding this examination.
- (d) I shall not change any information mentioned herein subsequently.

Date :
Signature of Applicant

10.0 Attestation of Applicant's Signature :

I hereby certify that Mr./Mrs./Miss. who submits this application is known to me personally and that he/she placed his/her signature in my presence on and further the officer has paid the prescribed examination fee and pasted the receipt on the applications.

Date :
Signature of the Officer attesting the signature

Name in full of the Officer, attesting the Signature :
Designation :
Address :
(To be confirmed by official stamp)

Schedule - I

The List of the Names of Districts

District	District Number
Colombo	01
Gampaha	02
Kalutara	03
Matale	04
Kandy	05
Nuwaraeliya	06
Galle	07
Matara	08
Hambantota	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

Schedule - II

Towns where Examination Centers will be located

District	Town	No.of the Town
(01) Colombo	Kotahena	01
	Maradana	02
	Borella	03
	Kurunduwatta	04
	Bambalapitiya	05
	Havelock Town	06
	Nugegoda	07
	Moratuwa	08
	Piliyandala	09
	Homagama	10
	Maharagama	11
	Hanwella	12
	Avissawella	13
(02) Gampaha	Negombo	14
	Minuwangoda	15
	Divulapitiya	16
	Veyangoda	17
	Gampaha	18
	Ja-Ela	19
	Wattala	20
	Kelaniya	21
	Dompe	22
(03) Kalutara	Horana	23
	Panadura	24
	Kalutara	25
	Matugama	26
	Aluthgama	27
(04) Matale	Matale	28
	Galewela	29
	Naula	30
	Laggala Pallegama	31
(05) Kandy	Kandy	32
	Katugastota	33

	Teldeniya	34
	Wattegama	35
	Nugawela	36
	Galagedara	37
	Gampola	38
(06) Nuwara Eliya	Hedunuwewa	39
	Nuwara Eliya	40
	Watumulla	41
	Hatton	42
	Ginigathhena	43
(07) Galle	Ambalangoda	44
	Galle	45
	Baddegama	46
(08) Matara	Weligama	47
	Matara	48
	Kamburupitiya	49
	Hakmana	50
	Deiyandara	51
	Dikwella	52
	Akuressa	53
	Kotopola	54
(09) Hambantota	Beliatta	55
	Walasmulla	56
	Weeraketiya	57
	Tangalle	58
	Ambalantota	59
	Hambantota	60
	Tissamaharama	61
(10) Jaffna.	Chavakachcheri	62
	Jaffna	63
	Thellipallai	64
	Point Pedro	65
(11) Mannar	Mannar	66
	Murukkan	67
(12) Mullativu	Mullativu	68
(13) Vavuniya	Vavuniya	69
(14) Trincomalee	Kantalai	70

	Trincomalee	71
	Muttur	72
	Padavi Parakramapura	73
	Kinniya	74
(15) Batticaloa	Batticaloa	75
	Eravur	76
	Kathankudi	77
(16) Ampara	Ampara	78
	Serankada	79
	Kalmunai	80
	Akkaraaipattu	81
	Sammanthurai	82
(17) Puttalam	Wennappuwa	83
	Madampe	84
	Chilaw	85
	Puttalam	86
(18) Kurunegala	Kuliyapitiya	87
	Bingiriya	88
	Narammala	89
	Polgahawela	90
	Kurunegala	91
	Ibbagamuwa	92
	Dodangaslanda	93
	Morathiha	94
	Nikaweratiya	95
	Maho	96
(19) Anuradhapura	Medawachchiya	97
	Kekirawa	98
	Anuradhapura	99
	Galenbindunuwewa	100
	Kahatagasdigiliya	101
(20) Polonnaruwa	Polonnaruwa	102
	Hingurakgoda	103
(21) Badulla	Bandarawela	104
	Welimada	105
	Badulla	106

	Passara	107
	Mahiyanganaya	108
	Girandurukotte	109
	Hasalaka	110
(22) Monaragala	Bibile	111
	Monaragala	112
	Wellawaya	113
(23) Kegalle	Kegalle	114
	Rambukkana	115
	Mawanella	116
	Ruwanwella	117
(24) Ratnapura	Eheliyagoda	118
	Ratnapura	119
	Pelmadulla	120
	Balangoda	121
	Kalawana	122
	Embilipitiya	123
(25) Kilinochchi	Kilinochchi	124
	Pallai	125