

**Limited Competitive Examination for Recruitment to Grade III of  
Sri Lanka Administrative Service – 2013 (2014)**

Applications are hereby called from qualified candidates for Limited Competitive Examination for recruitment to the Posts of Grade III of Sri Lanka Administrative Service

01. In this notification the terms

- a. "Secretary" means the Secretary of the Ministry of Public Administration and Home Affairs
- b. "Service" means the Sri Lanka Administrative Service

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

**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)

**Date of Examination:** This examination will be held in September 2014 in Colombo. The Secretary reserves the right to postpone or cancel this examination subject to instructions of Public Service Commission

**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 the interviews shall be determined by Secretary.

03. Number of persons to be appointed is 46 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. **Conditions of Service:**

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 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 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.

05. Monthly Salary Scale:

S.L 1-2006 salary segment of Public Administration Circular 06/2006 is applied to this service and 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) (i) Shall be a citizen of Sri Lanka
- (ii) Shall be of excellent character
- (iii) 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  
Shall be an officer in a permanent and a pensionable post in Public Service or Provincial Public Service receiving a salary under Salary Code MN2-2006 or above MN Salary Code mentioned in Public Administration Circular 06/2006 or receiving a salary in a service/ post under Salary Code S.L. 1-2006 with at least five years' (05) active and satisfactory period of service  
or
- ii. Shall be an officer in a permanent and a pensionable post in Public Service or Provincial Public Service receiving a salary under Salary Code MN2-2006 or above MN Salary Code mentioned in Public Administration Circular 06/2006 or receiving a salary in a service/ post under Salary Code S.L. 1-2006 with at least ten years' (10) active and satisfactory period of service

Note:

- 1. The effective date of the degree shall be a date on or before 31.12.2013
- 2. 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 53 years of age at 31.12.2013
- (ii) Shall have obtained permanent post in a service/ post mentioned in above 6 (b)
- (iii) Shall have not subjected to any disciplinary punishment in immediately preceding 05 years
- (iv) Shall have earned due salary increments in immediately preceding 05 years

c. 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 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. Examination Fees:

The fee for the examination will be Rs. 1000.00 This should be paid before the closing date of applications at any District/Divisional Secretariat to be credited to Revenue Head 2003-02-13 of the Commissioner General of Examination and the receipt obtained thus should be affixed in the relevant cage of the application form. The fee is non-refundable. It would be advisable to keep a photocopy of the receipt.

**08. 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 1<sup>st</sup> page, 3.0 to 4.11 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 perfected by candidates should be sent through the respective Head of Department to reach the following address before **07<sup>th</sup> July 2014** by Registered Post. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for recruitment to Sri Lanka Administrative Service - 2013 (2014)". Application received after this date will be rejected.

The Commissioner General of Examinations,  
Organizations & 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 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. It would be advisable to keep a copy of the application form and the receipt kept at applicant's possession, copy of the receipt of examination fees and the receipt of registering the letter.

**09. Admission to Examination:**

- (a) The Commissioner General of Examinations will issue Admission Cards to all persons whose applications are perfected in each and every way and have been received. 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 in this gazette.
- (c) 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. The decision of the Commissioner General of Examinations on conducting the examination and issuance of results shall be the final decision.

**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 of Registration of Persons.
- (b) A valid passport.

**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 media of Sinhala, Tamil and English.
- (b) A candidate should sit the examination in the language medium in which he passed the qualifying examination/interview for entry to public service or in an official language.

- 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 subjects shall be conducted. The subjects and the minimum marks to be obtained from each subject are as follows:-

	Subject	Marks	Minimum pass marks
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 methodology adopted in this regard has been formulated by the Secretary of Public Administration in consultation with the Public Service Commission. The maximum marks that can be obtained at this interview is twenty five (25)

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

ii. Out of the candidates who have scored a minimum of fifty (50%) marks 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.

15. **Syllabus of the Written Examination:**

(01) General Intelligence:

It is expected to assess the level of intelligence 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 in relation to numerical, lingual and figurative structure and inter- relations.

(Duration: 1 ½ hrs.- 100 marks. This paper shall consist of Multiple Choice Questions and Questions for Short Answers. All questions shall be answered)

(02) Social, Economic, Political background of Sri Lanka and global trends

It is expected to assess the subject knowledge of the candidate on social, economical, political, cultural, scientific and technological conditions in Sri Lanka and in the globe, or his ability to think creatively, analytically and critically, and ability to decide priority and strategic projection in response to a situation presented to the candidate.

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

(03) Case study relating to Public Administration I ( Relating to Establishments Code , Procedural rules of the Public Service Commission 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 shall consist of Multiple Choice Questions, Questions for short Answers, Structured Essays and Essays. All questions shall be answered)

- (04) Case study relating to Public Administration II ( Relevant to assessment of Creative, Analytical and Communication skills)

It is expected to test the candidate's ability for reasoning and imagination in relation to the analyzing, collating and presenting of views and 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 text of this Examination Notification, the Sinhala text shall prevail.

On the order of Public Service Commission,

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

22<sup>nd</sup> of May 2014  
Ministry of Public Administration & Home Affairs  
Independence Square  
Colombo 07.

**Specimen Application Form**

(For office use only)

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT**  
**TO Grade III OF SRI LANKA ADMINISTRATIVE SERVICE -2013 (2014)**

**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 with initials at the end (In English block capitals): 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 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 Sex: Male - 0 - Indicate relevant number in the cage   
 Female- 1

2.8 National Identity Card No

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

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

2.11 Date of Birth: Year  Month  Date

2.12 Telephone No



3.0 Indicate the language medium in which you passed the qualifying examination / Interview for entry to the service/grade as at 31.12.2013: .....

4.0 (I) Whether all the qualification mentioned in Para 6 of the Gazette Notification has been fulfilled?.....

(a) Age as at 31.12.2013.....

(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: MN2-2006(A)	Date of Appointment
(1)		
(2)		
(3)		
(4)		
(5)		

(ii) Total period of active and satisfactory service as at 31.12.2013, 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 Paste the cash receipt properly:

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

6.0 Certificate of the candidate:

I declare that during the five years preceding 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 (b) of the Gazette notification and that I have not been subject to any form of disciplinary punishment (Excluding warning) . Further, I declare that I shall be bound by the decisions taken by the Commissioner General of Examinations, on conducting and issuing results of this examination.

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 minute of this examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting of this examination.

Date:.....

.....

Signature of the Candidate

7.0 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 Central Government/ Provincial Council of ....., and has earned all salary increments during the period of 5 years prior to 31.12.2013 (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)