

My No: R/9/2/2017  
Ministry of Public Administration and  
Management,  
Independence Square,  
Colombo 07.

15<sup>th</sup> September 2017

To Secretaries of Ministries,  
District Secretaries/ Government Agents,  
Heads of the Departments,

**COMPETITIVE EXAMINATION FOR PROMOTION TO THE SUPRA GRADE OF  
PUBLIC MANAGEMENT ASSISTANTS' SERVICE ON MERIT - 2017**

01. 50% of the vacancies existed in the Supra Grade of Public Management Assistants' Service as at 31<sup>st</sup> of December 2017 shall be filled by promotion on merit, shall be made subject to the general conditions governing the appointments of public service, rules and regulations stipulated in the Public Management Assistants' Service Minute published in the gazette extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11th of December 2013 and any amendment already made and shall be made thereto in due course.
02. The Salary segment MN07-2016 of Public Administration Circular No: 03/2016 dated 25.02.2016 is entitled to this post and accordingly, the monthly salary scale shall be Rs. 41,580/- 11x755, 10x1080 – 68,425/-. You are entitled to the said salary from 01.01.2020. Salaries are paid to you from the effective date of the appointment as per the provisions of Schedule II of the said circular.
03. Method of evaluation

Appointments relevant to 50% of the vacancies in Supra Grade shall be made on merit basis. For this purpose, an aptitude test conducted by the Commissioner General of Examinations on behalf of the Public Service Commission shall be passed by securing at least 40 marks for each subject. Priority shall be determined on the results of the aptitude test and on the order of the aggregate of marks allocated on seniority and experience by a board which is appointed by the Public Service Commission. Applicants shall face an interview for verification of qualifications conducted by a interview board appointed by the Commission. No marks shall be allocated at this interview.

	Total Marks
I. Aptitude and case study (Written test)	100 (Duration 1 ½ hours)
II. Seniority	60
III. Experience	40
	<hr/>
	200
	<hr/>

## **I. Aptitude and case study - Written test (Duration 1 ½ hours. 100 marks)**

The date of this examination shall be notified by the Commissioner General of Examinations. The question paper of the written test on aptitude and case study shall consist of two parts.

### **(a) Part I (40 Marks)**

All questions shall be related to office administration and the questions shall be given on general knowledge, ability of decision making, critical reasoning and problems related to office administration. It is compulsory answer all the questions.

### **(b) Part II (60 marks)**

The candidates shall be required to answer a question on case study regarding office administration. The paper shall consist of one or several paragraphs.

## **II. Seniority**

Marks for seniority shall be at the rate of 06 marks for each year of active and satisfactory service completed by the officer after completion of 05 years' active and satisfactory service in Grade I of Public Management Assistants' Service, subject to a maximum of 60 marks. For this purpose 03 marks shall be allocated for a period less than one year, but more than six months. No marks shall be allocated for a period of less than six months.

## **III. Experience**

Marks shall be awarded at the rate of 02 marks for each year of satisfactory service of as a supervisory officer in Grade I of Public management Assistants' Service subject to a maximum of 40 marks.

Note: Allocation of marks for seniority and experience shall be made by an interview board approved by the Public Service Commission. The marks inserted in respect of the seniority and experience of the applicants, shall be evaluated based on the personal file of those officers. Action shall be taken subject to the instructions of the Public Service Commission, against the applicants and the Heads of Departments who have certified the applications, if it is revealed that false information have been furnished intentionally. Marks shall not be allocated for qualifications not proved by the personal file.

04. The written test conducted for this purpose shall be held in **month of December** in Colombo. The Public Service Commission reserves the right to postpone or cancel this examination.

05. Qualifications

Officers attached to the **Combined Service** shall satisfy the following qualifications in order to apply for promotion to Supra Grade of Public Management Assistants' Service on merit.

(i) Shall be an officer who has completed at least an active and satisfactory service period of 05 years in the Grade I of Public Management Assistants' Service as at application closing date.

- (ii) Shall have completed a satisfactory service period of 05 years immediately preceding as at the said date.

#### 06. Method of Application

- (a) Application shall be in the form of the specimen appended to this notification and should be prepared in an A4 size paper using both sides and be filled by the candidate him/herself. Application shall be prepared indicating numbers from 01 to 05 in the first page, 06 to 10 in the second page and the remaining numbers in the third page. Candidates shall fill the application clearly in his/her handwriting. The certified copies of the letters relevant to confirmation of experience indicated in respect of No. 10 of the application shall be attached to the application in the order of experience indicated in the application and the documents submitted subsequently shall not be considered for allocating marks. Marks shall strictly be allocated for the periods of service which are confirmed by letters. Applications which are incomplete and not conforming to the specimen shall be rejected without prior notice. Further, it is advisable to keep a photocopy of the relevant application by the candidate.
- (b) The written test shall be conducted in Sinhala, Tamil and English mediums. Candidates shall sit for the examination either in the language medium in which they entered the service or any other official language. **Preparation and filling of the application form, too, shall be done in the language medium in which the candidate intends to sit for the written test.** Candidates shall not be allowed to change the language medium subsequently. It is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil mediums.

Duly completed applications should be forwarded through the respective Head of Department/ Secretary of the Ministry to reach the "**Director General of Combined Services, Ministry of Public Administration and Management, Independence Square, Colombo 07**", by post on or before **16/10/2017** The top left hand corner of the envelope containing the application should bear, "**Competitive Examination for Promotion to Supra Grade of Public Management Assistants' Service on Merit – 2017**".

- (c) It is the responsibility of the Head of the Department/ Secretary of the Ministry to place the relevant official date stamp on the duly completed applications of the officers on the date of receipt, certify the documents to confirm the experience and the relevant section to be certified by the Head of the Department in No. 19 of the application and indicate the date of certifying and send them to the afore mentioned address before the closing date.
- (d) Secretary of the Ministry should follow the above instructions, when certifying and submitting the application forms of officers released temporarily/ released on secondment to serve in corporations or statutory boards.
- (e) Applications received after the closing date shall be rejected. Inquiries about applications lost or delayed in post, directed to any persons other than to the address given in this notification, shall not be considered.
- (f) Receipt of applications shall be acknowledged in respect of each officer before **within a month** to their respective official addresses. The list of names of the officers whose applications are received shall be published in the web site of the Ministry of Public Administration and Management as well. Applicants are advised to inquire the Director General of Combined Services if such acknowledgement is not received.

- (g) The post and the service station of the applicant at the time of applying for the examination shall be applicable to all matters related to the examination and any change made in this regard after sending applications shall not be considered.

**07. Admission to the examination**

- (a) Commissioner General of Examinations shall issue admission cards in respect of each candidate whose application for the written test has been accepted. Candidates appearing for the examination should get their signatures on the admission cards attested in advance and surrender to the supervisor of the examination hall. Without such admission card, no candidate shall be allowed to sit for the examination. The decision of the Commissioner General of Examinations in respect of conducting the examination and issuance of results shall be the final.
- (b) Candidates shall sit for the examination in the examination hall assigned to him/her.
- (c) A notification shall be published in newspapers by the Department of Examinations 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 Organization and Foreign Examination Branch, Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating your full name, address, national identity card number and name of the examination: i.e. certified photocopies of the application form and the receipt kept at your possession. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through fax.
- (d) The result sheet prepared on the order of merit in accordance with the marks of the written test and the aggregate of the marks allocated for the seniority and experience shall be submitted to the Secretary, Public Service Commission on the notice of the Public Service Commission. The results shall be personally informed to all the candidates who have sat for the examination or published in the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

**Note: Issuance of an admission card to a candidate does not necessarily mean that his/her qualifications for appearing for the examination have been accepted.**

08. Candidates shall be required to prove their identity to the satisfaction of the supervisor of the examination hall. For this purpose, any of the following shall be accepted.
- (a) Identity card issued by the Department of Registration of Persons.
  - (b) A valid passport.

**09. Penalty for furnishing false information:-**

- (a) If a candidate is found to be ineligible as per the regulations pertaining to this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination.

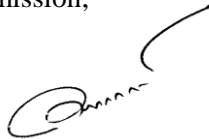
- (b) If the particulars furnished by a candidate are found to be false or if it is found that he/she has willfully suppressed any material fact, he or she is liable for dismissal from public service.
- (c) All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination in respect of conducting the examination and issuance of the results. Further, in violation of any rule or regulation, candidates shall be subjected to the punishment imposed by the Commissioner General of Examinations.

**10. Selection for appointment**

Candidates shall be selected strictly in order of merit as per the total marks scored in the written test, seniority and experience subject to the number of vacancies to be filled. (It is compulsory to score minimum of 40 marks for the written test. Applicants who fail to score 40 marks shall not be qualified for this appointment.)

11. The Public Service Commission shall reserve the right to refrain from awarding appointments to any candidate who passes the examination, but is found to be ineligible for an appointment as per the provisions and regulations prevailing as at that time or if his/her work and conduct is found to be unsatisfactory.
12. Public Service Commission shall reserve the right to decide the number of vacancies to be filled or not fill any vacancy and also the right to determine any matter not referred to herein.
13. In case where any inconsistency is found among Sinhala, Tamil and English phrases, Sinhala phrase shall be applied.

On the order of Public Service Commission,



J.J. Rathnasiri  
Secretary,  
Ministry of Public Administration and Management

# Specimen Application Form

(For Office Use)

## COMPETITIVE EXAMINATION FOR PROMOTION TO THE SUPRA GRADE OF PUBLIC MANAGEMENT ASSISTANTS' SERVICE ON MERIT - 2017

Language Medium of Examination

Sinhal - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

01. Indicate whether you belong to the Combined Service or to which provincial public service you belong:  
(Indicate the number relevant to the public service to which you belong)

(Western Provincial Public service – 01, Central Provincial Public Service – 02, Southern Provincial Public Service – 03, Northern Provincial Public Service – 04, Eastern Provincial Public Service – 05, North Western Provincial Public Service – 06, North Central Provincial Public Service – 07, Uva Provincial Public Service – 08, Sabaragamuwa Provincial Public Service – 09, **Combined Service – 10**)

02. 2.1 Name, with initials at the end: Mr./Mrs./Miss. ....  
(In English block capitals) Eg: SILVA, A.B. ....

2.2 Name in full (In English): .....

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

2.4 N.I.C. number

03. 3.1 Official address (In English block capital) .....  
(Admission card will be sent to this address).....

3.2 Permanent Address (In English block capital): .....  
.....

3.3 Permanent Address (In Sinhala/Tamil): .....

3.4 Telephone number:

04. Date of Birth:

Year  Month  Date

05. Sex (Indicate the relevant number in the cage)

Male - 0

Female – 1

06. (a) Present work station & address:-.....  
 .....  
 (b) Present post and file number:-.....  
 (c) Clearly indicate the address of the office and the Head of the Institution where your personal file is maintained: .....

07. (a) Date of appointment to Class I of General Clerical Service /Government Typists' Service / Government Stenographers' Service / Government Book-keepers' Service / Government Shroffs' Service / Government Store-keepers' Service/ Public Management Assistants' Service.-  
 .....

(b) If the appointment of Class I has been antedated, indicate the date and the relevant circular:-  
 .....

(c) Service period from the date of appointment to Class I up to the Application closing date:-

Years     Months   Days

08. Annual consolidated salary as at .....:- .....

09. Dates of salary increments earned and annual salary points from 16/10/2012 to 16/10/2017:-

	Salary increment dates	Annual salary points (Rs.)
1		
2		
3		
4		
5		
6		

10. Details of experience in office supervision since entering Grade I of General Clerical Service /Government Typists' Service / Government Stenographers' Service / Government Book-keepers' Service / Government Shroffs' Service / Government Store-keepers' Service/ Public Management Assistants' Service up to the application closing date :- **(Attach the copies of the letters to confirm the experience according to the order indicated above certified by the Head of the Institution. It is advisable to attach the copies of the first pages of the performance reports of the officers (After promotion to Grade I). All the letters should be attached to the application and documents submitted subsequently shall not be considered for allocation of marks.)**

Ministry/ Department/ Office	Period		Supervisory Post held by the officer	Duration		Letters of confirmation are attached/ not attached
	From	To		Years	Months	

11. What do you consider as your significant performances during the past 05 years?.....  
.....
12. Are there any unsatisfactory minutes in your service record of the past 05 years? .....  
If so give details:-.....
13. Have you earned all the salary increments during the five years immediately preceding the application closing date? .....  
If there are any salary increments not earned after the 16/10/2012, indicate the reasons for the same  
.....
14. Have you been subjected to any disciplinary punishment during the 05 years immediately preceding?  
.....  
If so, state the details regarding the nature of the offence, punishment and the date of punishment.  
.....
15. Have you been punished for any act of dishonesty or misconduct during your entire service?  
.....  
If so, state the details regarding the nature of the offence, punishment and the date of punishment.  
.....
16. Do you have any observations regarding the unsatisfactory minutes mentioned in No: 12 above or disciplinary actions in No: 14 and 15 above? .....
17. Mention any special skills you possess that will be supportive in achieving the promotion to Supra Class of Public Management Assistants Service. ....
18. I hereby solemnly state and affirm that I have furnished all the information required above correctly and honestly. Further I also agree to be bound by the rules imposed by the Commissioner General of Examinations on conducting the examination.

Date:.....

.....  
Signature of the Applicant



**19. Certificate of the Head of the Institution**

Furnish the following information as per the performance evaluation reports from the date of appointment to the Grade I, referring the personal file.

Year of Performance		Supervisory Post held by the officer	Proved as per Performance Reports	Not proved as per Performance Reports
From	To			
2016/_/_	2017/_/_			
2015/_/_	2016/_/_			
2014/_/_	2015/_/_			
2013/_/_	2014/_/_			
2012/_/_	2013/_/_			
2011/_/_	2012/_/_			
2010/_/_	2011/_/_			
2009/_/_	2010/_/_			
2008/_/_	2009/_/_			
2007/_/_	2008/_/_			
2006/_/_	2007/_/_			
2005/_/_	2006/_/_			
2004/_/_	2005/_/_			
2003/_/_	2004/_/_			
2002/_/_	2003/_/_			
2001/_/_	2002/_/_			
2000/_/_	2001/_/_			
1999/_/_	2000/_/_			
1998/_/_	1999/_/_			

I certify that the information furnished in this form by Mr./Mrs/Miss ..... were compared with his/her service records and were found correct. Further, I have certified the letters to confirm the experience of the officer and attached herewith and I certify that the officer has satisfied all the qualifications to apply as per the provisions of Public Administration Circular ..... I further certify that his/her work and conduct are satisfactory and he/she has not been subjected to any disciplinary action and no decision has been taken to impose such disciplinary action in the future.

.....  
Signature of the Head of Institution

Date:.....

Name : .....

Designation : .....

Official Stamp : .....

(Designation should be confirmed by placing a Frank)