

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF PUBLIC  
MANAGEMENT ASSISTANTS' SERVICE – 2013(2014)**

- 1.0 It is hereby notified that a limited competitive examination for Recruitment to Grade III of Public Management Assistants' Service 2013(2014) will be held by the Commissioner-General of Examinations in the month of December 2014.
- 2.0 This examination will be held in the following towns for the minor employees belong to public service. The list of towns and the respective town numbers are furnished below. The Commissioner General of Examinations may, at his discretion, cancel any of the examination centers owing to the insufficient number of candidates or another reason and decide an alternative center, taking the candidates' second preference into consideration.

<u>Town</u>	<u>Town No</u>	<u>Town</u>	<u>Town No</u>
Colombo	01	Trincomalee	14
Gampaha	02	Batticaloa	15
Kalutara	03	Ampara	16
Matale	04	Puttalam	17
Kandy	05	Kurunegala	18
Nuwara Eliya	06	Anuradhapura	19
Galle	07	Polonnaruwa	20
Matara	08	Badulla	21
Hambanthota	09	Monaragala	22
Jaffna	10	Kegalle	23
Mannar	11	Ratnapura	24
Mulativu	12	Kilinochchi	25
Vavuniya	13		

- 3.0 (i) This examination will be held by the Commissioner General of Examinations and the candidates shall be bound by the rules and regulations prescribed by him for conducting the examination and issuance of results. His Decision will be the final.
- (ii) Rules and regulations for candidates are provided separately in the gazette notification. Candidates are liable to any punishment imposed by the Commissioner General of Examinations, for breach of these rules.
- 4.0 Medium in which candidates should sit the examination -  
This examination will be held in Sinhala, Tamil & English languages. Candidates may sit this examination in only one language medium of their preference. Candidates will not be allowed to change the language medium once it is selected.
- 5.0 Salary -  
As per the Public Administration Circular No. 06/2006 (iv) dated 24.08.2007, the monthly salary scale applicable to Grade III, II and I of the Public Management Assistants' Service is Rs.13,990/-,10X145/-,11X170,6X240/-,14X320/-,23,230/-.To obtain above Rs. 15,440/-, promoting to Class II is required and promotion to Class I is necessary to obtain above Rs.17,310/-.

**Note:-**

They will be granted incremental credit subject to the incremental credit rules prevailing at the time of receiving appointment.

## 6.0 Conditions of Service -

- (i) Number of appointments and the effective date of appointments shall be determined by the appointing authority. The appointing authority reserves the right to refrain from filling of some or all vacancies
- (ii) 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.
- (iii) Candidates who are successful in this examination will be appointed on an acting basis for one year from the date of the appointment. Their posts will be permanent and pensionable. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Public Management Assistants' Service, as mentioned in the service minute
- (iv) Candidates who receive appointments on the results of the examination will be liable to transfer and may be posted to any station in Sri Lanka.
- (v) Official language: Officers who have been appointed to service in a language other than any official language shall acquire proficiency in one of the official languages before confirmation in the service.

Other official language: Proficiency in the second official language should be achieved before lapse of 05 years from the date of appointment in terms of the provisions of Public Administration Circular 01/2014 and circulars consequent to it.

## 7.0 Selections for Appointments -

Only the minor employees in Public Service will be admitted for the competitive examination. After selecting candidates who secure 40% or more marks for each paper of the examination, final selections will be made on merit basis depending on the aggregate of their marks.

Note: The officers in provincial public service are not allowed to sit for this examination

## 8.0 Eligibility -

To be eligible to compete in this examination, every applicant shall;

- (i) Shall be officers who are holding permanent posts in public service and receiving the salary at primary level under salary codes of PL category and officers receiving salary under salary code MN-01-2006 A as per Public Administration Circular No.06/2006
- (ii) Shall have completed at least a continuous and satisfactory service of 05 years immediately preceding the closing date of application, which fact shall be certified by the Head of the Department.
- (iii) Shall have passed the General Certificate of Education (Ordinary Level) Examination in not less than six (06) subjects including Language / Literature and Arithmetic / Pure Mathematics / Elementary Mathematics / Commercial Arithmetic with credits passes for two subjects at one sitting.
- (iv) Candidates shall be of an excellent character.

- (v) All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.
- (vi) All qualifications prescribed for recruitment to the post shall be completed as at **29<sup>th</sup> of September 2014**

**Note:-**

- 1) Period of service served prior to receiving a permanent appointment or any period of service or training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the 05 years period mentioned in (ii) above. Further the period of service under casual/temporary basis completed by a candidate before his appointment to a certain post on permanent basis shall not be taken into account when calculating the qualifying 05 year period mentioned in (ii) above.
- 2) The five-year satisfactory service period referred to in section (ii) above will be determined on the following basis. Candidates who have fulfilled the following requirements will be considered as having a satisfactory service for the purpose of this examination.
  - (a) Shall have earned all the salary increments during the five years immediately preceding the date of receiving applications
  - (b) Shall not be subjected to any disciplinary punishment during the five years immediately preceding the date of receiving applications
- 3) The Head of Department should be prepared to release the officer if he/she is selected for an appointment.
- 4) Employees who are engaged in semi-technical work, who have been trained on a certain task or who have been given special training by the government will not be eligible to sit this examination. For example, employees in engineering and industrial grades and Public Health Officers in the Department of Health will not be eligible to sit for this examination. In case there are any doubts as to whether a particular employee is eligible or not, the applicant should consult his department, which, in turn, will consult the Ministry of Public Administration and Home Affairs.

When consulting the Ministry of Public Administration and Home Affairs regarding the eligibility of any employee to sit this examination, the Department concerned should submit a comprehensive description of the job held by the employee with the salary scale and state whether the applicant had been given any training to equip himself to hold the job and the nature and duration of such training, if any.

- 5) Temporary and casual employees in public service, employees of Boards, Corporations and similar bodies are not eligible to compete in this examination.
- 6) Any other employee in Postal Department, except the minor employees in the Combined Services are not eligible to appear for this examination
- 7) The candidates, before forwarding their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who present themselves for the examination without fulfilling the prescribed requirements will be disqualified, even if they attain a required standard of marks in the examination.

9.0 Applications –

- (a) (i) Application forms should be prepared using A4 (21cmx29) (Normal Half sheet) size papers, in such a manner that paragraphs from No: 01 to 03 appear on the first page, and the paragraphs from No.4 onwards on the other pages .
- (ii) The title of the examination should be indicated in English language as well, in the application forms prepared in Sinhala, and Tamil languages. A specimen form of application for admission to this examination is appended to this notification. The application should be prepared only as per the specimen appended to this and a candidate should not send more than one application form. It is further informed that photocopies or advanced copies should not be sent. Relevant information should be given legibly by candidate's own handwriting. Applications which are incomplete and not prepared in accordance with the specimen form will be rejected without any notice. It would be advisable to keep a photocopy of the completed application form. 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, as otherwise the application may be rejected.
- (iii) Appointments are issued to the selected candidates strictly by the name with initials mentioned in the application and therefore 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.
- (b) Examination Fees – The fee for this examination is Rs. 500/-. This is payable at any District Secretariat or Divisional Secretariat under revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained thus to the name of candidate should be affixed firmly in the relevant cage on the application form. (A photo copy of the receipt should be kept with the applicant for future use). The fee will not be refunded under any circumstance, while money orders and stamps will not be accepted in respect of the fee.
- (c) The application form must be completed correctly and legibly in the candidates own handwriting and sent by registered post to reach the

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

on or before 2014.09.29 through the Heads of Departments in which the candidates are serving.

- 10.0 Heads of Departments are required to furnish a certificate as indicated at the end of the application form. Any application received after the due date will be rejected. The name of the examination should be clearly written on the top left hand corner of the envelope enclosing the form. If any candidate fails to comply with this procedure, his/her application is liable to be rejected. Candidates are requested to forward their applications to the Heads of their Departments well in advance enabling them to forward the applications to the Commissioner General of Examinations on or before 2014.09.29.

The post and the service station of the candidate at the time of applying for the examination will be applied for all the actions of the examination. Any changes taken place after submitting application will not be taken into consideration.

- 11.0 The Commissioner General of Examinations will issue a copy of the examination time table along with the admission card to all candidates whose applications have been received. Concurrent to this, newspaper advertisement will be published by the Commissioner General of Examinations, informing the same. Candidates appearing for the examination should get the admission card attested in advance and produce it to the supervisor of the examination hall. Without such admission card, no candidate will be allowed to sit for the examination. 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. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. 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. 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.
- 12.0 Admission to the examination does not constitute acceptance of eligibility. Such admission will be subjected to scrutinization at a later stage. The candidature of any applicant, who is subsequently found to have been ineligible to compete at the examination, is liable to cancelled at any stage prior to, during or after the examination
- 13.0 The results will be released to the Director-General of Combined Services by the Commissioner-General of Examinations. In addition to the above results will be informed to each candidate by the commissioner General of examination by post or via the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).
- 14.0 Identity of Candidates - Candidates will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents will be accepted.
- (a) The National Identity Card issued by the Department of Registration of Persons  
(b) a valid passport
- 15.0 Heads of Departments should approve duty leave to officers to whom admission cards have been issued by the Commissioner General of Examinations enabling them to appear for the exam. Traveling expenses are not payable.
- 16.0 Penalty for Furnishing False Information – Candidates should take care to furnish correct information when filling the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled prior to, during or after the examination, if his/her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false at any stage he/she will be liable to dismissal from the public service.

17.0 Scheme of Examination -

The subjects of the examination and the marks assigned to each subject are given below:

<b>Subjects</b>	<b>Maximum Marks</b>	<b>Pass Mark</b>	<b>Duration</b>
Language Proficiency and Aptitude Test of Management Assistants' Service	100	40	2 ½ hours
Aptitude	100	40	1 hour

**Language Proficiency and Aptitude test of Management Assistants' Service (duration 2 ½ hours)**

The question paper shall consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence making graph based on the given data, and use of simple grammar.

Questions designed to test the knowledge of the candidate on basic rules and regulations applied in taking action regarding the documents of an office and Management Assistant's knowledge on duties such as action to be taken on a letter containing matters on which the officer should take action.

Questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use.

**All questions should be answered.**

**Part I** - Structural questions on comprehension in order to test the language skills, summarization and Essay writing, (1 hour 15 minutes – 50 marks)

**Part II** - Short questions, structured questions and Essays based on a case, statement or paragraph in order to test the aptitude for Management Assistants' Service. ( 1 hour 15 minutes – 50 marks)

**Aptitude (Duration 1 hour)**

This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence.

This consists of 50 questions of Multiple Choice and Short Answer model. (Duration 01 hour)

**All questions should be answered.**

**Note:-**

- I) These question papers are designed to test the candidate's aptitude and ability to undertake duties of the service.
- II) In all written answer papers, marks will be deducted for spelling mistakes and illegible handwriting.

- 18.0 The decision of the Director General of Combined Service will be the final regarding any matter not provided for in this notice of examination.
- 19.0 In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

K. V. P.M.J. Gamage

Director General of Combined Services

Ministry of Public Administration and Home Affairs,

15<sup>th</sup> of August 2014

Ministry of Public Administration and Home Affairs,  
Independence Square, Colombo 07.

**Specimen Application Form**

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(For office use only)

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF  
PUBLIC MANAGEMENT ASSISTANTS' SERVICE – 2013(2014)**

Language medium of Examination

**Sinhala – 2,**

**Tamil – 3,**

**English – 4**

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<b>Town</b>	<b>Town No.</b>
1.	
2.	

(indicate the relevant number in the cage)

(Town in which you intend to sit the examination as per the gazette notification)

(It will not be allowed to change this subsequently)

1.0 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)

2.0 Place of Work and Address :

2.1 Name and address of office/Department/Institution : .....

(in English block capitals)

2.2 Name and address of office/Department/Institution : .....

(in Sinhala/Tamil)

2.3 Address to which the admission card should be sent : .....

(in English block capitals)

3.0 3.1 Sex: 



 Female - 1, (indicate the relevant number in the cage)

Male - 0

3.2 Date of Birth: Year 



 Month 



 Date

3.3 National Identity Card No:

3.4 Telephone No:

4.0 Service particulars:

- 4.1 Name of the Department in which you are serving at present : .....
- 4.2 Ministry or Department to which it belongs.....
- 4.3 Designation of present post: .....
- 4.4 Date of appointment to the present post : .....
- 4.5 Whether the present post is permanent or temporary : .....
- 4.6 Whether confirmed in the present post : .....
- 4.7 The date on which you qualified for confirmation : .....
- 4.8 Reference No. and date of letter issued confirming you in the present post : .....
- 4.9 Present annual salary (consolidated) : .....
- 4.10 Salary Scale (Salary code as per Public Administration Circular No 06/2006 (iv) dated 24.08.20007) : - P. L.1-2006A/P. L-2-2006A/P.L.-3-2006 A/MN-01-2006A (cross off irrelevant words)
- 4.11 Whether the present appointment is pensionable: .....
- 4.12 Period of service in the present post as at 29/09/2014 .....

5.0 Particulars of the receipt obtained by paying the examination fee:

- i. Office to which the fee was paid : .....
- ii. The date and number of the receipt : .....
- iii. Amount paid : .....

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

I hereby certify that the information furnished here by me are correct. I am also aware that if any particulars contained herein are found to be false or incorrect before appointment, I am liable to be disqualified and if found after appointment, I am liable to be dismissed. Further, I state that I am bound by the rules and regulations and decisions taken to issuing of results imposed by the Commissioner General of Examination for the conduct of examination.

Date : .....  
Signature of candidate  
(In the presence of the Head of Department)

**Note:-**

The applicant should place his/her signature in the presence of his/her Head of Department or an officer authorized to sign on behalf of him.

**Attestation of Signature**

I certify that Mr./Mrs./Miss. .... employed at my place of work and who is personally known to me, placed his/her signature in my presence on .....

.....  
Signature and official stamp of the person attesting  
Name : .....  
Designation : .....  
Address : .....  
Date : .....

***Certificate of the Head of Department***

I hereby certify,

- (01) that this candidate (Mr./Mrs./Miss.) .....is an employee in this Department.
- (02) that he/she is holding a permanent post.
- (03) that he/she has been confirmed in a permanent post as at 29/09/2014
- (04) that he/she has been issued a letter confirming him/her in a permanent post.
- (05) that he/she has completed at least 5 years of continuous service on or before 29/09/2014
- (06) that he/she is drawing a salary / or is on a scale of salary which is within the limits prescribed in para 8.0 of the gazette notification.
- (07) that his/her work and conduct during the 5 years immediately prior to 29/09/2014 have been satisfactory.
- (08) that he/she could be released from his/her present post, if selected for an appointment on the results of this examination.
- (09) that the application bears a receipt to the value of Rs. 500/-
- (10) that the particulars given in his/her application have been checked with records available in this departments and that he/she is eligible to sit this examination according to the regulations prescribed in the gazette notification relating to this examination.

.....  
Signature and official stamp of Head of Department

Name : .....

Designation : .....

Address : .....

Date : .....

**Note:**

- (1) This certificate should be signed only by the Head of Department or by a Staff Officer duly authorized to sign on his behalf. The officer issuing the certificate should satisfy himself that the contents of the certificate are correct in all aspects.
- (2) The application of any candidate who does not satisfy all the requirements of eligibility should not be forwarded to the Commissioner General of Examinations.