

INSTRUCTIONS TO COMPLETE ONLINE APPLICATIONS

- A. The online application should be filled on English BLOCK CAPITAL LETTERS only.**
- B. “General Information, Personal Information” sections of the application of this examination should be completed online.**
- C. Check and verify that the completed information is correct and in accordance with the instructions given. (According to Common Instructions and Technical Instructions)**
- D. Then, click on “Submit this application” and “proceed to payment”, pay and click on “Complete and Submit” to submit the application online.**
- E. Download the softcopy of the application and obtain a hardcopy. (printout)**
- F. Educational and other details should be written on the application by the applicant in his/ her handwriting.**
- G. The duly completed hard copy of the application should be mailed in register post. A copy of the application should be kept in hand for any further inquiry.**
- H. Applicants can change payment methods only once.**
- I. Applications submitted contrary to the instructions given will be rejected.**

(A) Common Instructions:

1. Online examination applications should be completed in English medium only.
2. The special characters such as “” ? : { } [] ! ~ # \$ % ^ * < > = + - _ | should not be used when completing applications. Applications completed with such special characters will be rejected.
3. Examination fees should be paid only under the following payment methods as instructed by the online system:

- i. Through any Bank Credit Card
- ii. Through a Bank Debit Card with an online payment facility.
- iii. Through the Bank of Ceylon online banking bill payment method
- iv. Through any Bank of Ceylon branch
- v. Through any Post Office

For details on the above payment methods see **(B) Technical Instructions**

4. The Department of Examinations – Sri Lanka shall not be responsible for any faults that may occur when making payment of examination fees under the methods mentioned in above, and no refund or transfer of payment to any other examination will be possible.
5. Applicant should confirm his or her agreement to the rules and conditions stipulated by the Commissioner General of Examinations, before submitting the perfected application to the online system.
6. A copy of the application should be downloaded and a printout obtained once the application is submitted online after the payment of the examination fee.
7. The following terms and conditions will prevail with regards to the applications:
 - Incomplete applications and those bearing false information will be rejected without any notice.
 - Applications submitted without paying the prescribed fee (except for specific exams) will be rejected.
 - A printed copy of the application should be duly signed and sent through registered post to reach the **Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations – Sri Lanka, P.O. Box 1503, Colombo** on or before the closing date of applications. If the printed copy is not submitted as above, the online application will be rejected.
8. Any further instructions about completing applications may be obtained by contacting the following telephone numbers.
 - Recruitments and qualifications
(Peoples Bank) – 0112481542 / 0112481416
 - Examination applications and organization – 011 – 2785230
 - Payments via post offices – Hotline 1950
 - Payments via BOC branches – 011 – 2205280

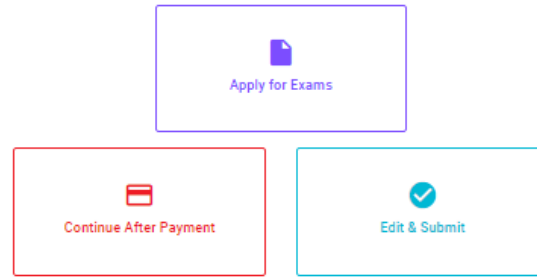
- If your payment have not been updated in the system only, e-mail to “**it@doenets.lk**” with relevant information (Name, NIC, Reference Number, photo of the paid receipt of the payment method)
9. Information contained in the online application shall not be changed under any circumstance after the submission. Therefore, it is the sole responsibility of the applicant to complete and the application accurately before submission.
 10. Any amendments made in the printed copy of the application shall not be considered valid.
 11. Information contained in the soft copy and the hard copy of the application as at the closing date of applications shall be considered accurate.

(B). Technical Instructions:

1. Access to the system

- i. Access the Official Website of the Department of Examinations – Sri Lanka to complete the application. (www.doenets.lk)
- ii. Click on the “**Online Applications (Recruitment Exams)**” tile under the “Our Services” tile.
- iii. Then you can access the webpage shown below:

Online Application Calling System



Apply for Exams

අයදුම් කළ හැකි විභාග ලැයිස්තුව බලා හැකිම මෙන්ම අදාළ විභාගය සඳහා අයදුම් කිරීම
விண்ணப்பிக்கத் தக்க பரீட்சைகளின் பட்டியலைப் பார்த்துக் கொள்வதற்கும் குறித்த பரீட்சைக்கு
விண்ணப்பிப்பதற்கும்

To see the list of examinations you can apply and also to apply for the relevant exam

Continue After Payment

කැපුල් කාර්යාල හෝ ලංකා බැංකුව මගින් මුදල් මෙවීමෙන් පසු ඉදිරියට යාම
தபாற் காரியாலயம் அல்லது இலங்கை வங்கியின் மூலம் கொடுப்பனவைச் செய்த பின்னர் முன்னோக்கிச்
செல்லல்

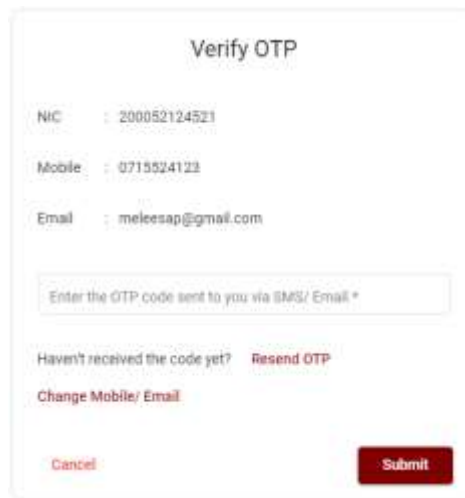
To proceed after paying money through post office or Bank of Ceylon

Edit & Submit

"Submit" නොකරන ලද අයදුම්පත්වල සංශෝධන සිදුකිරීම හෝ මෙවීමේ ක්‍රමය වෙනස් කර ඉදිරියට යාම
"Submit" செய்யப்படாத விண்ணப்பப் படிவங்களில் திருத்தங்களை மேற்கொள்ளல் அல்லது கொடுப்பனவு
முறையை மாற்றிக் கொண்டு முன்னோக்கிச் செல்லல்

To make amendments or change the payment method and proceed in applications not submitted yet

- The following window (Verify OTP Window) will appear. Enter the **OTP verification code** received to your mobile phone number (SMS) or e-mail address and then click **“Next.”**



The image shows a 'Verify OTP' window with the following content:

Verify OTP

NIC : 200052124521

Mobile : 0715524123

Email : melesap@gmail.com

Enter the OTP code sent to you via SMS/ Email *

Haven't received the code yet? [Resend OTP](#)

[Change Mobile/ Email](#)

[Cancel](#) [Submit](#)

3. Completing the Application:

Follow the given instructions when completing the following items:

- i. It is compulsory to fill all the items marked with * in the online application.
- ii. Use ENGLISH BLOCK CAPITALS as in the following example to enter the **Name in Full** and **Name with Initials** in relevant fields.

Personal Information

* Name in full (in Block Capitals)

HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

e.g : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

* Name with initials at the end (In Block Capitals)

GUNAWARDHANA H. M. S. K

- iii. Consider the following example to fill the Permanent address

- Enter the correct Permanent address under the relevant fields

When entering an address, it is mandatory to enter commas as shown in the example below. Failure to follow the instructions may result in not received of exam admission cards.

(III). Permanent address (Must use commas (,) and type in ENGLISH CAPITAL LETTERS as shown in the example)

NO. 15, HIGHLEVEL ROAD, MAHARAGAMA.

- iv. Fill the Medium, Gender, National Identity Card Number and other fields correctly.

- Medium

Medium : *

Sinhala Tamil English

Medium cannot be changed once you submitted the application.

- Gender

Sex : *

Female

National Identity Card

National Identity Card Number *

858660895V

- Date of Birth

Date of Birth :*

6/15/1985

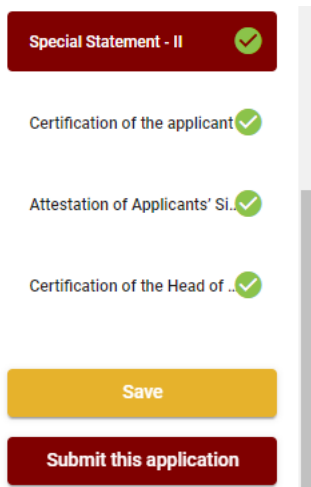


v. Attestation of Signature of Applicant

- Statements are displayed only to read and understand to attest the declaration and the signature of the applicant in the online application.
- Then, it should be attested by signing on the printed copy.

vi. Making amendments in the completed application

You will see two buttons on the left side as given in the picture below after completing the application.



- **“Save”** - By clicking this, you will be able to fill in your information until the closing date and time of applications. That means you could access the online system again and enter your details. To access the online system again, click on

the tile “**Online Applications (Recruitment Exams)**” under “**Our Service**” and click “**Edit & Submit.**”

However, if you do not click “**Submit this application**” and do not proceed to further activities, your application will be rejected after the closing date and time.

- “**Submit this application**” - Click to proceed after entering all the information in the application.

The information you entered can be previewed as in the image given below once you click “**Submit this application.**”

Language Medium

Language Medium	Sinhala
Are you appearing at the examination under the disabled rehabilitation condition as per para 01 (ii) of the gazette notification?	No

Personal Informations

Name in full (In Block Capitals)	HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA
Name with initials at the end (In Block Capitals)	GUNAWARDHANA H.M.S.K.
National Identity Card No	200111111111
Permanent Address (In Block Capitals)	No: 234/1/A, SADAHAM MAWATHA, SOYZAPURA,
Postal Town of Permanent Address (In Block Capitals)	MORATUWA.

Certification of the applicant

Attestation of Applicants' Signature

Certification of the Head of the Institution (Government/ Provincial Government/Government and Non-Government Co-operation applicants only)

I hereby confirm that the information provided here is accurate, correct and complete.

Proceed to payment

If it is necessary to edit your information, go back to the application (←) edit (“**Edit**”) and click “**Submit this application**” to proceed.

If the information entered is correct, you may proceed by conveying the consent as given in the following image.

I hereby confirm that the information provided here is accurate, correct and complete.

Proceed

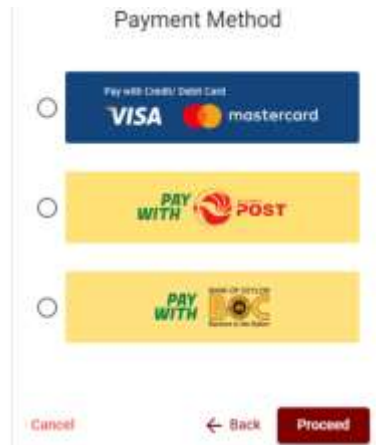
You will be directed to the payments page of online examination applications by clicking **“Proceed to payment.”**

Payment verification	
Exam	Fee
Open Competitive Examination for Recruitment to Class 1-Grade III of the Sri Lanka Information & Communication Technology Service -2018	1,200.00 LKR
Total	1,200.00 LKR

[← Back](#) [Proceed to payments](#)

4. Payment of examination fees.

- ✚ Applicants can be allowed to change the payment method only once.
- ✚ Select the payment method through which you intend to pay as given in the image below.



Payment Method

Pay with Credit/ Debit Card
VISA mastercard

PAY WITH POST

PAY WITH

Cancel Back Proceed

➤ Method of **pay with Credit/ Debit Card**

- ✚ 1.7% of the examination fee will be charged as the service fee.
- ✚ Make sure that your **Credit/ Debit Card has activated with an online payment facility.**
- ✚ Only those Credit/Debit cards can be proceeding to pay by entering the details of your card as given in the image below and clicking “**Pay Now.**”
- ✚ Otherwise, your payment will be rejected.



Department of Examinations, Sri Lanka

Recent payment

Card number *
4800 4800 4800 4800

Expiry month * Expiry year *
05 25

Cardholder name *
U.S.S. GANAPATHIRAJA

Security code *
000

Order details

* 1.7% of service charge will be added to the total of this order transaction.

TOTAL LKR: Rs1,221.88

Cancel Pay Now

➤ Method of **pay with Post**

When you pay through the method of “**Pay with Post**”, you will be given a reference number as given below. You should take it to any post office, and make the payment and return it to the online system.

N.B.: Rs. 20.00 per application will be charged as a service fee by the Post Office when payments are made through the Post Office network.



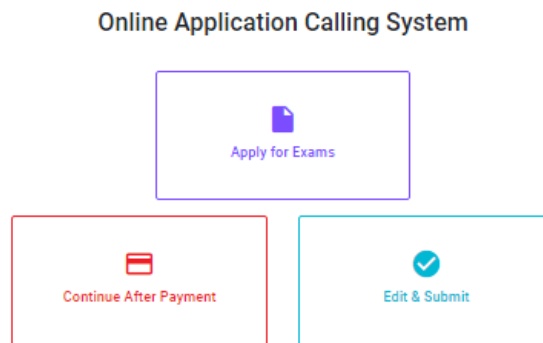
➤ Method of **pay with BOC**

When you pay through the method of “**Pay with BOC**”, you will be given a reference number as given below. You may pay at any branch of BOC using this reference number or pay through the BOC online banking bill payment method (do not pay for the DOE account number directly) and return to the online system.



N.B.: Rs. 20.00 per application will be charged as a service fee by the Bank of Ceylon when payments are made through the branch network.

- After the payment is made, return to the online system and click “**Continue after Payment.**”



- Then proceed by entering your **reference number** into the system as given in the image below.

The screenshot shows a web page titled 'Continue After Payment'. Below the title, there is a small text block: 'If you have already made the payment, you can see your reference number which was sent to the mobile number/email when requesting the application'. Below this text is a text input field with the placeholder text 'Enter reference number *'. At the bottom left of the page is a '← Back' button, and at the bottom right is a red 'Proceed' button.

“If your payment has not been updated in the system only, e-mail to “it@doenets.lk” with relevant information (Name, NIC, Reference Number, photo of the paid receipt of the payment method)”

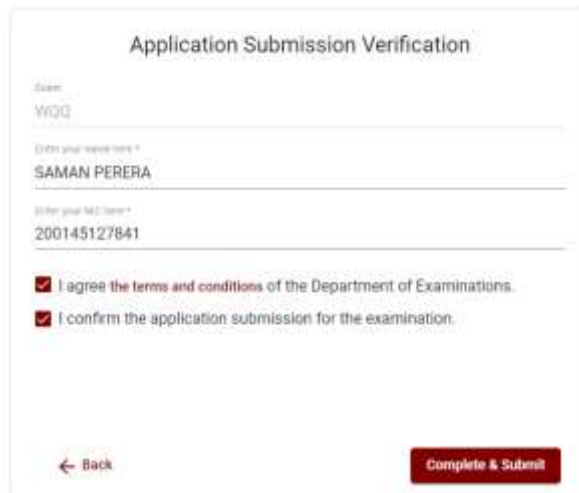
- After the payment is made utilizing one of the methods given above, the respective **receipt** will be displayed and you may print it. In addition, this information will be sent to your mobile number (through an SMS) and/or to your e-mail address.

Invoice	
Exam	Price
OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS I (II) OF SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE - 2019	1000.00 LKR
Convenience fee	17.50 LKR
Total	1017.50 LKR

 [Print](#)

5. Submission of the application online

You should agree with the **Terms and Conditions** of the Department of Examinations, Sri Lanka and **confirm** the submission of the application to submit online after the payment is made as given in the image below. Then click **“Complete & Submit.”**



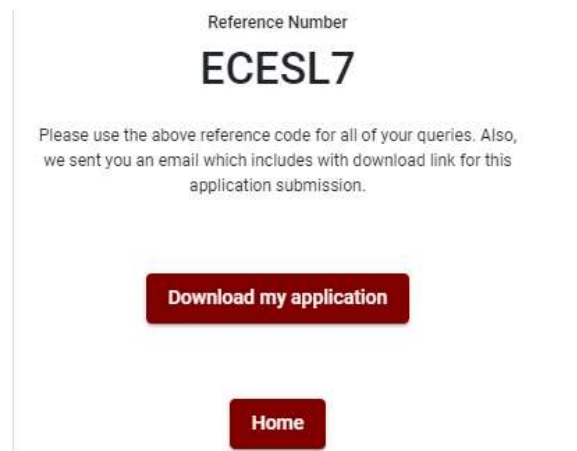
The screenshot shows a web form titled "Application Submission Verification". It contains the following fields and elements:

- Exam:** WQQ
- Enter your name here *:** SAMAN PERERA
- Enter your M.C. Code *:** 200145127641
- Agreement checkboxes:**
 - I agree the terms and conditions of the Department of Examinations.
 - I confirm the application submission for the examination.
- Navigation buttons:** A "← Back" button on the left and a red "Complete & Submit" button on the right.

6. Downloading the application and obtaining the printed copy.

You can download your application by clicking “**Download my application**” as given in the picture below. After downloading, obtain a printed copy of it. No amendment should be made in the printed copy of the online filled details.

A duly completed application should be sent to the Department of Examinations by Registered Post.



7. Notification of the verified applications

Once the hard copy of the application is received and verified by DOE system, it will be notified to the applicant via SMS.