

Limited Competitive Examination for Recruitment to the post in Grade III of Provincial Internal Audit Officers to Central Provincial Public Service – 2022

Applications are hereby invited from the officers who are possessing following qualifications and holding permanent posts in Central Provincial Public Service and receiving salary under the salary code of MN-2-2016 or above as per Public Administrative Circular No. 03/2016, for the limited competitive examination for recruitment to the posts in Grade III of Provincial Internal Audit Officers to Central Provincial Public Service, to fill the existing vacancies in the post of Internal Audit Officer in the Provincial Internal Audit Unit of the Central Provincial public Service.

1. General Qualifications

- 1.1. Shall be a citizen of Sri Lanka
- 1.2. Shall be of excellent character
- 1.3. Should possess the adequate physical and mental fitness required to serve in any area of Central Province and discharge duties of the post
- 1.4. Shall have completed all the qualifications and conditions prescribed in the notification as at the date mentioned in the recruitment notification
- 1.5. shall not be a person, of an offender from a Court under Penal Code
- 1.6. shall not be a person, blacklisted from Public Service or Provincial Public Service

2. Educational Qualifications and Experiences

Shall have completed all the qualifications as at 2022.11.28

- I. Shall have possessed a degree from a university recognized by the University Grants Commission or from an institute recognized by the University Grants Commission

Or

Shall have passed the Higher National Diploma in Accountancy / Commerce of Technical College of Sri Lanka/ Sri Lanka Institute of Advanced Technological Education

Or

Shall have passed the Licentiate or Intermediate Examination of the Institute of Chartered Accountants of Sri Lanka or an Institute of Chartered Accountants in any other Commonwealth Country

And

Shall be an officer who is holding permanent and pensionable post/ service in Central Provincial Public Service and receiving the salary under the salary code of MN-2-2016 or above as per Public Administrative Circular No. 03/2016 and have completed at least five (05) years of active and satisfactory service period at above the satisfactory performance level.

Or

- II. Shall be an officer who is holding permanent and pensionable post/ service in Central Provincial Public Service and receiving the salary under the salary code of MN-2-2016 or above as per Public Administrative Circular No. 03/2016 and have completed at least ten (10) years of active and satisfactory service period at above the satisfactory performance level.

3. Salary

As per Public Administration Circular No. 03/2016 dated 25.02.2016, monthly salary scale entitled to Grade III, II and I of Provincial Internal Audit Officers in Central Provincial Public Service is MN 4-2016 i.e. Rs. 31,490 - 10 x 445 - 11 x 660 - 10 x 730 - 5 x 750 - Rs. 54,250/-.

The salary will be paid from the effective date of the appointment, should gain promotion to Grade II to be beyond the salary step of Rs. 35,940/- and promotion to Grade I to be beyond the salary step of Rs. 43,200/-. You are entitled to the other allowances paid by the Government to the Public Officers from time to time.

4. Terms of Engagement

Terms of Engagement determined by the relevant scheme of recruitment approved by the Central Provincial Public Service Commission

5. Mode of recruitment

Only officers holding permanent post/ service in Central Provincial Public Service and receiving the salary under the salary code of MN-2-2016 or above as per Public Administrative Circular No. 03/2016 will be admitted for the competitive examination. Candidates may sit for this examination only in one language medium of their preference. A minimum of 40% marks should be obtained for each question paper. 50% of vacancies existing will be filled under the merit of the marks obtained in the competitive examination after scrutinizing their qualifications in the interview.

6. Conditions of Service :-

6.1 Number of appointments and the effective date of appointments shall be determined by the Central Provincial Public Service Commission. Central Provincial Public Service Commission reserves the right to refrain from filling any or all of the vacancies.

6.2 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 recruitment and promotion scheme of Internal Audit officers of the Internal Audit Unit of Central Provincial Public Service approved by the Hon. Governor of Central Province on 31.05.2022, amendment already made and will be made thereto in due course, and provisions of the Establishments Code and Financial Regulations

6.3 Candidates who are successful in this examination will be appointed on an acting basis for one year from the date of the appointment. This post is permanent and pensionable. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Central Provincial Internal Audit Officers Service, as mentioned in the Scheme of recruitment. The officers appointed under the limited basis will be exempted only from the requirement of passing the first Efficiency Bar Examination prescribed in the approval scheme of recruitment, if they have already passed the first efficiency Bar Examination relevant to the post held previously.

6.4 The relevant appointment is subject to the provisions of Public Administrative Circular No. 18/2020 and circulars consequent to it pertaining to implementation of Official Language Policy

7. Method of application

A non-refundable examination fee of Rs. 600 should be credited to the Central Provincial Chief Secretary's Revenue Head 20-03-02-13. This fee could be paid to any Divisional Secretary office in Central Province and the receipt (blue Colour) issued on applicant's name should be firmly affixed to the application. The applications with yellow colour receipt relevant to Central Government and receipts obtained paying to other revenue heads will be rejected. The paid examination fee will not be refunded under any circumstances.

Applications for this examination are to be called through an online procedure as an alternative measure to reduce the stationery costs and excessive postal costs incurred by each institution in sending applications by post. Steps to be followed during the online procedure are,

(i) A Google Form will be prepared to enter the information to be included in the application, and its extension (hyperlink) will be sent to the official email of your institution.

(ii) Particulars of the candidates who wish to apply by each institution should be collected by the respective institution and the relevant Google Form should be filled and submitted by the officer in charge of subject (or appropriate officer)

(Applicants shall have to prepare the applications in accordance with the specimen application annexed at the end of the notification and duly perfected application should be submitted to the officer in charge of subject of relevant institute. The subject in charge (or an appropriate officer) should get the recommendation of the head of the institute and enter the information correctly in the Google form.)

(iii) Where the head of the institution should check and confirm the eligibility and accuracy of the relevant application according to the personal file and make a recommendation.

(iv) If the personal file is maintain in an institute outside the office where one serves, application should be sent to that institution and its concerned subject officer (or an appropriate officer) is responsible for filling the relevant Google form.

(v) Applicants have to hand over the applications by pasting the blue colour receipts to the subject in charge (or an appropriate officer). Subsequently, the subject in charge (an appropriate officer) should upload the soft copy of the receipts by scanning or taking a clear photograph of it, in the Google form. Likewise, following documents should also be scanned and converted into PDF format and uploaded into the Google Form.

(a) Application form,

(b) Copy of the relevant appointment letter certified by the head of institute.

(c) Copies of the certificates proving the prescribed educational qualifications certified by the head of institute.

(vi) The receipt of the application will be notified personally to the applicants by SMS or by e-mail to the concerned institution.

(vii) The original copies of the applications submitted by the applicant should be filed in the personal files of the respective institutions.

(viii) Applications should not be sent by post and applications will be accepted only through Google Forms.

(ix) The Google Form will be withdrawn after the closing date of application.

Note :

Duly perfected application should be handed over to the subject in charge of the institute where the applicant serves along with the copy of the letter of appointment for the position currently held, certified by the head of institute, copies of the certificates proving the educational required qualifications. The applicants should submit the completed application to the service station where they serve in advance as the last date online submission of application is 28.11.2022.

8. examination medium

The examination will be held in Sinhala, Tamil and English medium. Medium applied for the examination should be indicated clearly in the application and not allowed to change the medium later

9. Examination Center

This examination will be held only in Kandy city or in the cities of Kandy, Matale and Nuwara Eliya depending on the number of applicants and their permanent residential district as decided by the Central Provincial Public Service Commission. Central Provincial Public Service Commission will notify about the Examination Centre in the admission card.

10. Syllabus: applicants shall sit for the written examination for following subjects with given syllabus

Subjects	Syllabus	Maximum Marks	Pass marks
Establishment Code and Office Systems	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 by presenting to him a case/ cases built up connecting one or several problems that may arise in different environments in the public service and to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge,	100	40%
Knowledge of Financial Regulation, Provincial financial Rules and Internal Auditing	Chapters I, II, III, IV, V of the Financial Regulation, Chapters I, II, III, IV, V of the Provincial Financial Rules and the concepts and theory of Internal Audit	100	40%

11. Instructions for filling out the application (important for applicant)

- 11.1. A specimen of the application for this examination is appended to the end of this notification. The application should accordingly be prepared only on A4 size paper using both sides of the paper, so as paragraphs 01 to 03 in the first page, and the rest in other pages of the application. Applications could be typed or prepared in legible handwriting.
- 11.2. Mention 02 cities in order where you prefer to sit for the examination (amongst Kandy/Matale/Nuwara Eliya)
- 11.3. The head of the department should submit a recommendation as shown in the specimen application
- 11.4. All relevant information must be completed

12. Instructions for filling out the Google Form (important for officer in charge of subject or an appropriate officer)

- 12.1. At first check whether all the required information has been filled in the application. Also verify following documents which is to be attached in the Google form has been submitted to you
 - a) A blue colour receipt paying examination fee
 - b) Copy of the appointment letter pertaining to the post certified by the head of the institution
 - c) Copies of the certificates proving the required educational qualificationsIf there are any shortcomings, get them completed before filling the Google form
- 12.2. As the above documents of each applicant have to be uploaded separately in the Google form, scan them separately and convert them into PDF format
- 12.3. Access your institution's official email address
- 12.4. Access the Google Form using the link sent to your Institution's official email address through the email address of exam.psc.cp.gov@gmail.com which is the email address used by this Commission only for the examination activities
- 12.5. First enter the official email address of your organization where the Google form will be filled.
- 12.6. Enter the information included in the application very accurately into the Google Form. Fill out the form in Sinhala language in all places except where the language medium to be entered is specifically mentioned.
- 12.7. Only Unicode fonts should be used to enter information. (Iskoola Pota)
- 12.8. In the final section, upload the candidate's paying receipt, certified copy of the appointment letter and the documents proving the educational qualification as required.
- 12.9. Finally complete the information entry by clicking "Submit".

13. If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during, or after the examination. If any of the particulars furnished by a candidate is found to be false within his/her knowledge or if he/she has willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.
14. Applicant should forward the application through the Head of Department and the Head of Department should agree to release the officer if he/she is selected for an appointment.
15. Candidates will be required to prove their identity by any of following documents for every subject at the examinations hall to the satisfaction of the supervisor of the examination hall.
 - I. The National Identity card.
 - II. A valid passport.
 - III. A valid driving license
16. The Central Provincial Public Service Commission will make the final decision on any matter not referred to herein and of any matter not covered by these regulations
17. In the event of any inconsistency between the Sinhala, Tamil and English text of this examination notification, the Sinhala text shall prevail.

8th of November 2022
Central Provincial Public Service Commission,
No. 244, Katugastota Road,
Kandy

T.A.D.W. Dayananda,
Secretary,
Provincial Public Service Commission,
Central Provincial Council

(For office use only)

**Limited Competitive Examination for Recruitment to the post in Grade III of Provincial
Internal Audit Officers to Central Provincial Public Service - 2022**

Medium Applied for:

Sinhala -1

Tamil -2

English - 3

(Indicate the relevant code in the cage)

Town No	Town
1	
2	

(Town in which you intend to sit for the examination as per recruitment notification, it will not allowed to change later)

1. 1.1 Full Name (in English capital letters) :

.....

1.2 Full Name (in Sinhala/ Tamil) :

.....

1.3 Name with initials (in English capital letters) :

.....

2. Place of work and Address:

2.1. Name and address of office/Department/Institution (in English capital letters):

.....

.....

2.2. Name and address of office/Department/Institution (in Sinhala/ Tamil):

.....

.....

2.3. Official email address of the place of work:

(As to send the admission card)

3. 3.1 Sex :- (Male- 0, Female – 01)

(Indicate the relevant code in the cage)

3.2. Date of Birth: year

Month

Day

3.3. National Identity Card No.

3.4. Mobile No.

3.5. Permanent residential district:

4. Service particulars :

- 4.1. Name of the institute in which you are serving at present:
-
- 4.2. Ministry or Department to which it belongs:
-
- 4.3. Name of the office and the head of institute where your personal file is maintained:
-
- 4.4. Post held at present:
- 4.5. Date of appointment to the present post:
- 4.6. Whether the present post is permanent or temporary? :
- 4.7. Whether confirmed in the present post? :
- 4.8. The date on which you qualified for confirmation in service:
- 4.9. Reference number and date of the letter issued confirming in present post:
-
- 4.10. Present annual salary (consolidated):
- 4.11. Salary scale (Salary Code as per P.A. Circular No. 03/2016 dated 25.02.2016):-
.....
- 4.12. Whether the present appointment is pensionable:
- 4.13. Period of service in the present post as at 28.11.2022:

5. Educational qualifications

Institution	course followed	time period	Grade	certificate No and date

6. Particulars of the receipt obtained for the examination fee:
- 6.1. Divisional Secretary Office to which the payment was made:
- 6.2. Receipt number and date:
- 6.3. Amount paid:

Affix the blue colour receipt in this cage firmly

I do hereby declare that the information furnished here by me true and 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 before selection or to be dismissed if such detection is made after selection. Furthermore, I agree to be bound by rules and regulations and decisions taken of issuing of results imposed by the Central Provincial Public Service Commission regarding the conducting of the examination.

Date:

.....
Signature of the applicant
(In the presence of the Head of Department)

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

Attestation of Applicant’s Signature:

I do hereby certify that Mr./Mrs./Miss,
who serves in this office is personally known to me and he/she placed his/her signature in my
presence on

Date: -

.....
Signature and the official stamp of the
of the person attesting

Name :

Designation :

Address :

Certificate of the Head of Department

I do hereby certify that

1. this applicant (Mr./Mrs./Miss.) is an employee of this institute
2. he/she is holding a permanent post
3. he/she has been confirmed in a permanent post as at 28.11.2022
4. he/she has been issued a letter confirming in a permanent post
5. he/she has completed at least **5/ 10** years of active and satisfactory service period possessing at above the satisfactory performance level
6. he/she is drawing a salary / or is on a scale of salary which is within the limits prescribed in para 2.0 of the notification
7. he/ she has not been subjected to any disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020 as at 28.11.2022
8. he/she could be released from the present post, if selected for an appointment on the results of this examination ;
9. he/she has paid the examination fee of Rs. 600 and pasted the receipt on the application
10. the particulars given in the 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 notification relating to this examination
(Cross off irrelevant words)

.....
Signature and the official stamp of the
Head of department

Date :
Name :
Designation :
Address :

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 applicant who does not satisfy the required qualification should not be forwarded to the Central Provincial Public Service Commission