

**MINISTRY OF FINANCE, ECONOMIC
STABILIZATION AND NATIONAL POLICIES**

DEPARTMENT OF SRI LANKA CUSTOMS

**OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE POSTS OF INSPECTOR OF
CUSTOMS, GRADE II OF THE DEPARTMENT OF
SRI LANKA CUSTOMS - 2023**

APPLICATIONS are called from eligible Sri Lankan citizens for the Open Competitive Examination for recruitment to the posts of Inspector of Customs, Grade II of the Department of Sri Lanka Customs. The application for the said post has been published on the www.doenets.lk website of the Department of Examinations and, applications should be submitted only through online system. The closing date for calling applications is **16.10.2023**.

Note 01 : Acceptance of online application starts at 9.00 a.m. on 22.09.2023 and ends at 12.00 mid night on 16.10.2023. After the closing date for accepting application, three days (3) are given to make necessary amendments to the application. Incomplete applications will be rejected without a notice.

The Open Competitive Examination for recruitment to the post of Inspector of Customs, Grade II of the Department of Sri Lanka Customs will be held by the Commissioner General of Examinations **in December 2023** only at the examination centers established in the following main towns throughout the island. The date of the examination will be notified in due course through the newspapers. Director General of Examinations reserves the right to postpone or cancel this examination.

Towns and town numbers where examination centers are established

Province	Town	Town No.
Western	Colombo	01
	Gampaha	02
	Kalutara	03
Central	Kandy	04
	Matale	05
	Nuwara-Eliya	06
Southern	Galle	07
	Matara	08
	Hambantota	09
Northern	Jaffna	10
	Mannar	11
	Vauniya	12
	Mulativu	13
	Kilinochchi	14
Eastern	Batticaloa	15
	Ampara	16
	Trincomalee	17
North Western	Kurunegala	18
	Puttalam	19
North Central	Anuradhapura	20
	Polonnaruwa	21
Uva	Badulla	22
	Moneragala	23
Sabaragamuwa	Ratnapura	24
	Kegalle	25

If there are no adequate applicants who have applied for any of the centers mentioned above, relevant applicants will be sent to the center in the second option or to the next center closer to it. If the number of applicants is not adequate to establish examination centers in all the proposed towns or more towns, the Commissioner General of Examinations will take action to hold the examination only in Colombo.

The applied town will not be allowed to change later as required by the applicants.

Applications for this post are invited from both males and females who have fulfilled the qualifications given below:

02. Eligibility:-

- I. Every applicant should furnish satisfactory proof to prove that he/she:
 - (a) is a citizen of Sri Lanka,
 - (b) is of excellent moral character,
 - (c) is not less than 18 years and not more than 24 years of age to the closing date of applications. (Accordingly, only those who were born on or before 16.10.2005 or born on or after 16.10.1999 are eligible to apply for this post)

Note 02 : No person ordained in any religious sect shall be permitted to sit for this examination.

- II. **Physical fitness** : The height of the male applicants should not be less than 5 feet and 5 inches and the chest should not be less than 33 inches when expanded.

The height of female applicants should not be less than 5 feet and 3 inches.

- III. **Educational qualifications** : Every applicant should have fulfilled the following educational qualifications.

- (a) Should have passed three main subjects at the GCE (A/L) examination in one sitting; and
- (b) Should have passed 06 subjects at the GCE (O/L) examination with five credit passes including credit passes for Sinhala/Tamil Language, and Mathematics as main subjects and at least with a simple pass for the English language in not more than two sittings.

03. Conditions of the service

- (I) The consolidated monthly salary scale entitled to the post is as follows:-
Salary scheme as per Public Administration Circular No.: 3/2016 – salary category of RS-1, Rs.29,540 - 300x7 - 370x27 = 41,630.

- (II) This post is permanent and will be subjected to the policy decision taken by the government, regarding the pension scheme in the future.
- (III) Selected applicants will be appointed to the post subjected to three-year probation period with effect from the date of appointment.
- (IV) The appointees should undergo a medical examination conducted by a Government Medical Officer to certify whether they are physically fit to serve in any part of the island.
- (V) The appointees will have to serve day and night shifts and they are bound to serve in any part of the island.
- (VI) Also attention is drawn to the general conditions relevant to appointments to the posts in public service, published at the beginning of paragraph (IIA), part I of this *Gazette* notification.

02(III) of this notification. However, applicants who have passed the examination for qualifying for application in Tamil or English medium or applicants whose medium of study is Tamil or English may answer the examination in Sinhala medium if they wish. It is not permitted to change the applied medium later.

- (I) Marks will be deducted for unclear handwriting and wrong spelling.
- (II) The Commissioner General of Examinations will send the admissions to applications and receipt of admissions should not be considered as fulfillment of qualifications required to sit for the examination. Applicants are liable to rules and regulations imposed by the Commissioner General of Examinations in relevant to conducting the examination. If these rules and regulations are violated he/she has to be liable to any punishment imposed by the Commissioner General of Examinations.

04. Examination procedure – Recruitment Examination consists of 03 question papers as follows:-

1) Aptitude test (01 hour)	100 marks
2) Mathematics (01 hour)	100 marks
3) English Language (01 ½ hours)	100 marks
Total	300 marks

Aptitude Test Paper -This paper will consist of 50 questions of multiple-choice and questions for short answers to measure applicants' language skills and logical ability. All the questions should be answered.

Mathematics Test Paper - This paper will consist of questions to test the mathematical skills of the applicants. All questions should be answered. It consists of structured-type questions.

English Language Test Paper - This is to test the reading, writing, comprehension, and communication skills of the applicants.

Note 03 : This examination will be conducted in three mediums; Sinhala, Tamil, and English. Applicants should sit for this examination in the same medium in which they passed the qualifying examination referred to in paragraph

(III) **Method of evaluation** : The minimum mark to be obtained for each question paper to pass the examination is 60%. Twice the number of applicants who have scored 60% or more marks for each question paper will be selected and a list of the names of applicants prepared in the order of index numbers/ in alphabetical order will be submitted to the Director General of Customs by the Department of Examinations. Applicants of the said list will be called for the structured interview. In this structured interview basic qualifications are examined and 10 marks will be given for sports skills. At the time of recruitment, only the marks obtained at the examination and structured interview will be considered and the appointing authority will approve the detailed marking procedure for sports skill at the structured interview.

05. Basis of selection - Applicants who have passed the written examination and qualified at the interview will be selected for granting appointments subject to

the number of vacancies approved by the Ministry of Finance Economic Stabilization and National Policies. Not more than 10% of the number of vacancies will be reserved for female applicants.

(I) **Release of Results** - The final priority list will be prepared by the Department of Examinations by adding the total marks of the written examination and the marks of the interview subsequent to the marks of the interview of the qualified applicants who passed the written examination and qualified for the interview which submitted to the Department of Examinations and the final priority list will be submitted to the Director General of Customs. Once the priority list is submitted and consequent to informing the appropriate date for the release of results by the Director General of Customs, the Department of Examinations will take action to inform the marks of each subject/ total marks to all the applicants who sat for the examination, via the post or official website of the department www.results.exams.gov.lk.

Note 04 : As per the nature of duties in Sri Lanka Customs, the female officers will also have to work night shifts.

06. It is compulsory to fulfill all the required qualifications relevant to the post before the closing date of calling applications.

(I) Candidates are liable to terms and conditions imposed by the Commissioner General of Examinations in relevant to conducting examination and issuance of results. In case of violation of such terms and conditions, he/she should have to be subject to any punishment imposed by the Commissioner General of Examinations.

07. Procedure of applying:

I. Online applications should be completed only in the English language. It will be notified that the department accepts/does not accept the application as a valid application via an SMS to the mobile phone number, used to access to the system or to the e-mail address. Before completing the application, download the common instructions, prepared to apply for the examination. Strictly follow these instructions when filling out the application. Incomplete applications will be rejected without a notice.

Applicants who are currently working in the Public Service / Public Corporations / Statutory Boards should apply for this examination after obtaining the consent of the Head of the organization by the way of a certified letter that he / she will be released from the existing service / post at the time of calling for the structured interview after passing the written examination.

II. The examination fee is Rs. 600/-. Payment of examination fee should be made only by the following methods, provided by the online system.

- i. Any bank credit card
- ii. Debit card with online payment facility
- iii. Online banking method, Bank of Ceylon
- iv. Slip Payment at any of the branches of Bank of Ceylon

Note 05 :

Instructions on the above method of payment have been given under the technical instructions for the examination on the website.

III. Receipt of payment will be notified by a SMS or an e-mail. The full amount for the examination fee should be paid and applications that pay less or more examination fees will be rejected. The Department of Examinations will not be responsible for the delays in the payment of examination fees by aforesaid methods. Instructions on the above method of payment have been given under the technical instructions for the examination on the website.

IV. The fee paid for this examination will not be refunded or transferred to another examination for any reason.

V. Applicant's signature on the admission for the examination should be attested. The signature of an applicant who is already in the Government Service/ Provincial Government Service/ State Corporation should be attested by the respective head of the department or by an officer authorized to do so. The signature of the other applicants should be attested by a Head of a Government School/ Retired Officer, Grama Niladhari of the division, a Justice of Peace, a Commissioner of Oath, an Attorney at Law, a Notary Public, a commissioned officer of

Tri-Forces or by a permanent Staff Grade Officer in Public Service/ Provincial Public Service or a Chief Incumbent or a Head of a Buddhist temple or a person in charge of any other place of worship or holding any important position in any religion.

Note 06 : Applicants will not be allowed to enter the examination hall without admission cards. Only the attested admission card should be submitted to the in charge of the examination hall on the commencing date of the examination. Issuing an admission to the candidate does not confirm that he/ she has fulfilled all the requirements to sit for the examination.

08. Admission cards to the Examination -

The Commissioner General of examinations will issue the admission cards to the applicants who have paid the prescribed examination fee, submitted the duly completed online applications on or before the closing date of applications, on the prior assumption that only the applicants who have fulfilled the qualifications referred to in the *Gazette* notification have forwarded the applications. The Department of Examinations will publish a notice on newspapers and on the official website of the Department of Examinations of Sri Lanka immediately after the issuance of admissions to the applicants. If admissions have not been received even after 2-3 days of this notice, those applicants should inquire it from the Institutional Examination Organization Branch, Department of Examinations, Sri Lanka as mentioned thereof. Such applicant should clearly mention the name of the examination he/she applied, the applicant's full name, National Identity Card number, and the address.

- (I) If the applicant lives outside Colombo, it is more fruitful to inquire with a request letter mentioning a fax number to fax a copy of the admission to the applicant. Keeping a copy of the completed application, a copy of receipt obtained on payment of the examination fee will be more fruitful to verify any information inquired by the Department of Examinations.

Note 07 : Issuing an admission to the candidate does not confirm that he/ she has fulfilled all the requirements required to sit for the examination.

09. Identity - Applicants should prove their identity to the satisfaction of the examiner in charge of the examination center for all subjects of the examination. Any of the following documents will be accepted.

- I. National Identity Card ;
- II. Valid Passport ;
- III. Valid Sri Lankan Driving License.

The candidature of applicants who fail to produce any of the above documents could be cancelled at the discretion of the Commissioner General of Examinations.

Also, the candidates should expose their identity without covering their faces and ears when they enter the examination hall. Applicants who refuse to do so will not be allowed to enter the examination hall. Further, the applicants should remain with their faces and ears uncovered till they leave the examination hall, enabling the examination authorities to identify the applicant.

10. Documents of eligibility:

- (I) All the required particulars should be provided in the application. Incomplete applications will be rejected.
- (II) Applicants, who are qualified calling for the interview, should provide relevant documents to prove their eligibility.
- (III) The originals of the following documents will be required to be furnished at the interview.
 - (a) A character certificate certified by a responsible person.

Note 08 : The character certificates may be obtained from a Justice of the Peace, an Attorney-at-law, a Divisional Secretary of the area of residence, or a staff grade officer holding a permanent post in government, a reputed person in a society who can be referred directly for obtaining information. The name, designation, and address of the person who issues the certificate should be clearly indicated. Candidates who hold a permanent post in government service are not required to furnish character certificates.

- (b) A certified copy of the entry of the registration of the birth of the applicant or

a Special Certificate of age issued by the Register General (in case of applicants whose birth has not been registered)

- (i) The special Certificate of Birth issued for school or educational purposes, or a certified extract from the entry of the registration of the birth is not accepted.
- (ii) Affidavits or Baptism Certificates will not be accepted for birth certificates. If the name/names appearing on the Birth Certificate differs from the name/names that the applicant generally uses and the name under which the candidate sits for the examination, immediate action should be taken to correct the name/names in the Birth Certificates in terms of Section 27 or 28, of the Births and Deaths Registration Act, (Chapter 110) as the case may be.
- (iii) Certificate of Registration as a citizen of Sri Lanka or official letter of acceptance issued by the government certifying citizenship by descent (as applicable).
- (iv) Originals of educational certificates or if such certificates are not issued, other relevant official documents.
- (v) Documents to prove achievements in sports at zonal/district/national levels.
- (vi) Applicants are advised to keep the required documents ready at the time of forwarding the application. Applicants who fail to furnish required documents or delay in producing such documents whenever requested will be disqualified from being appointed to this post.

11. Furnishing False Information - In the event of revealing disqualification of an applicant his/ her candidature could be canceled before the examination or during the examination or after the examination or at any time. If it reveals that a candidate has furnished false information knowingly or any special detail is purposely concealed or if it is proved that he/ she was disqualified to appear for this examination at any instance during his/her tenure, he/ she shall be dismissed from the service immediately. The candidature of applicants who have not fulfilled the requirements stipulated in this notification will be canceled.

12. Matters not included in these regulations if any, will be decided at the discretion of the Director General of the Customs.

13. In the event of any inconsistency between the Sinhala, Tamil, and English texts of this *Gazette* Notification, the Sinhala text shall prevail.

Director General of Customs,

Sri Lanka Customs,
“Customs House”,
No.40, Main Street,
Colombo 11.

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