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**SRI LANKA EXCISE DEPARTMENT****Open Competitive Examination for Recruitment to the Post of Male/Female Excise Guard - 2023**

APPLICATIONS are called for the post of Male/Female Excise Guard in the Sri Lanka Excise Department from applicants who are currently holding posts in the primary service category of the public service.

Applications have been posted on the website [www.doenets.lk](http://www.doenets.lk) of the Sri Lanka Examinations Department and, the applications should be submitted only through online system. A copy of the examination application should be handed over by the applicant to the relevant authorities to include into his/her personal file, and a copy of the application certified by the head of the institution and a letter of proof of service should be furnished at the time of being called for the interview.

The examination will be held only in examination centers established in major cities across the island. (The document containing city and city numbers is attached at the end of this notice.) The city/cities applied for sitting to the examination should be as per Schedule No. 01 and, it is not allowed to change the applied city/cities to be changed later. If adequate number of candidates have not applied for the establishment of an examination center in a particular city, those applicants will be directed to an examination center to be established in the city indicated as their second preference or in another nearby city. Further, if adequate number of candidates have not applied for the establishment of examination centers in all or more of the proposed cities, the Examination Commissioner General will conduct the examination only in Colombo.

**01. Method of recruitment**

Number of Male/Female Excise Guard Vacancies: - 100

10% thereof will be reserved for female applicants.

Those who are qualified will undergo a competitive examination and those who pass the interview will be recruited by awarding the marks.

If unable to fill the number of posts to be filled under the limited basis, the said posts will be filled from the candidates selected under the open basis.

Recruitment will be based on the results of Written Examination and Interview for Assessment of Eligibility. The written examination will be conducted first and, three times the expected number to be recruited who pass the written examination are called for the Interview for Assessment of Eligibility. Recruitment will be done on the basis of the total marks obtained in the written examination and Interview for Assessment of Eligibility. After verifying that there are no excise or other criminal records against them, the selected applicants will be recruited for six (06) months of training, of which 03 months will be in the training school and the remaining three (03) months will be field training. Those who successfully complete the training will be recruited for the post of Excise Guard.

#### 02. General Job Description of the Post

To find and report information related to excise crimes, to support such raids and to provide assistance in related court proceedings, to assist in the up-to-date maintenance and presentation of excise crime/industrial reports and documents, including ancillary duties of the office under the Excise Ordinance and other Ordinances under the purview of the Excise Department while carrying out field duties within the assigned area, Poisonous Opium and Dangerous Drugs and Ordinance, Tobacco Tax Act, No. 8 of 1999, National Tobacco and Alcohol Authority No. 27 of 2006 under the Act. Performing the duties in factories, distilleries and stores.

Inspection and raid of toddy collection centers.

#### 03. Salary Scale

A monthly salary of RS.- 1 -2016 Rs. 29,540-7x300-27x370-Rs. 41,630/= eligible for this post (According to the P.A.C 03/2016).

#### 04. Age Limit :

Applicants age should be not less than 18 years and not more than 35 years as at the date that the applications are called. "Accordingly, born on or before 22.03.2006 and on or after 22.03.1989 Only those who have applied the date are eligible to apply for this."

**Eg:-** If age should be not less than 18 years and not more than 35 years to the date **22.03.2024**, only those whose birthday is on or before 22.03.2006 and on or after 22.03.1989 able to apply .

#### 05. Education and Other Qualifications:

*Every applicant*

- i. Should have obtained at least 06 credit passes for the Sinhala/Tamil language, Mathematics including the English language at the General Certificate of Education (O/L) Examination in the first sitting.
- ii. should have minimum height (without shoes) should be 5 feet 06 inches and the chest should not be less than 33 inches without expanded for male applicants and height should be 5 feet 2 inches for female applicants.
- iii. should have visual acuity of at least 6/6 and 6/12 without glasses or contact lenses including the vision for goods recognition.
- iv. should possess an excellent moral character
- v. should be physically and mentally fit to work in any part of the island
- vi. Priority will be given for Sports skills and other extracurricular activities.
- vii. All applicants shall be unmarried.

The above qualifications shall have been fulfilled in all respects by the date mentioned in the notification of calling applications.

#### 06. Details of written competitive examination

The examination will be held in Sinhala and Tamil mediums only. Later changes to the application medium will not be allowed.

Question Paper	Time	Total Score	Passing Marks
01. IQ Test	1 hour	100	40 %
02. General Knowledge Paper	1 hour	100	40 %

Syllabus for the examination

Name of the Question Paper	Syllabus
01. IQ Test	This is paper is to measure the applicant's understanding ability,intelligence, logical, Analytical and decision-making ability by examine the applicant's inferences and responses to problems presented in word, numerical and graphical displays.
02. General Knowledge Paper	This is to measure information and general knowledge about current and social incidence in Sri Lanka and the world.

**07. Marks will be awarded for the following qualifications at the interview for assessment of eligibility**

- I. Additional educational qualifications: 20 marks (Post Graduation/Graduation-10 Marks/Diploma-07 marks/Certificate Course-03 marks)
- II. Sports Skills: - (09 marks)
- III. Scout/Cadet: - (09 marks)
- IV. Self Defense Training:- (09 marks)
- V. Post held in relation to the social services :-(09 marks)
- VI. Driving License: - (09 marks)
- VII. Computer Skills: - (15 marks)
- VIII. Language Proficiency: - (15 marks)
- IX. Skills shown in the interview: - (05 marks)

**08. Fees for the Examination:**

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. Any amendment made to the Application after taking a printed copy thereof, will not be deemed as a valid amendment. Incomplete applications will be rejected without a notice.

Examination fee is **Rs. 600/-**. Payment of examination fee shall be made only by the following methods providing by the Online System.

- i. Any bank credit card
- ii. Any Bank Debit cards
- iii. Bank of Ceylon Online Banking Method
- iv. Bank of Ceylon Teller Slip Payment

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

Payment will be notified by a SMS. 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 the aforesaid method.

Fees paid for the examination will not be refunded or transferred for any other examination for any reason.

#### 09. Training period:

All selected candidates will first be appointed as Male/Female Trainee Excise Guards and for appointment to the post of Male/Female Excise Guard they will have to undergo minimum 06 months training and then pass the prescribed tests. Three (03) months thereof will be in the training school and the remaining three (03) months will be field training. Those who successfully complete the training will be recruited for the post of Excise Guard.

A training allowance will be paid for a training period of at least six (06) months from the date of primary appointment for Excise Guard Trainee. (Training Allowance will be decided at the time of recruitment.)

#### 10. Probation Period:

Applicants who complete the training successfully will be appointed to the post of Excise Guard subject to a 03-year probationary period. At the end of the probationary period, if they pass the efficiency bar examinations conducted as per the approved recruitment procedure, they will be confirmed in the relevant post.

#### 11. Conditions of Employment:

- i. This position is permanent. Pensionable.
- ii. May be appointed to serve in any part of the island.

#### 12. Conditions of Service

- i. It shall be bound to act according to the official language law and all laws and regulations enacted by the government from time to time.
- ii. Chapter III, Chapter VII and Chapter VIII of group I of the procedural Rules published in the *Gazette* dated 14.12.2022 are applicable.
- iii. Applicants will be checked for physical fitness before the structured interview.

13. The Commissioner General of Sri Lanka Excise Department has the power to terminate the appointment of applicants who fail to assume the duties of the post conferred to him/her on the due date and who refuse or avoid assuming the duties of an appointed post or an appointed area.

14. 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 presumption 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 immediately after the issuance of admissions. If admissions have not been received as mentioned in the notice, those applicants should inquire about it from the Institutional Examination Organization Branch, Department of Examinations. Such applicants should clearly mention the name of the examination they applied for, the applicant's full name, National Identity Card number, and the address. 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 and a copy of the receipt obtained on payment of the examination fee will be more fruitful to verify any information inquired by the Department of Examinations.

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

The attested admission should be handed over to the examiner in charge of the examination on the first day of the examination.

15. 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.

Applicants who fail to produce any of the above documents are not allowed to sit for the examination. Also, the candidates should expose their identity without covering their face 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.

16. Signature of the applicant placed on the admission card as well as on the application should get his/her signature attested by the Head of institution or any other officer authorized to sign on behalf of such Head of institution.
17. Applicants will be liable to rules and regulations imposed by the Commissioner General of Examination in relevant to conducting examination and issuance of results. If in case of violation of such rules and regulations, he/she will be liable to any penalty imposed by the Commissioner General of Examinations.
18. In the event of any mismatch or inconsistency between the language texts of this Notice that published in Sinhala, Tamil and English, the Sinhala medium notice shall prevail.

M.J.GUNASIRI,  
Excise Commissioner General.

Sri Lanka Excise Department.

Include headings 1-6 on the first page of the application and the rest on other pages as appropriate.

**Schedule 01**

Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Ratnapura	09

**SPECIMEN APPLICATION**

**OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF MALE/ FEMALE  
EXCISE GUARD OF THE EXCISE DEPARTMENT OF SRI LANKA - 2023**

1. Medium

1.1 Medium that sitting for the examination

Sinhala - 1

Tamil – 2

English – 3

(Write the relevant number in the box)

1.2 Medium that sitting for the examination

City	City No.

(See Schedule 1)

2. (i) Full Name (in Sinhala/Tamil) : .....  
(ii) Full Name (in block letters) : .....  
(iii) Name with Initials: .....  
(In block letters)

3. (i) Permanent address (In block letters) : .....  
(ii) Divisional Secretary's Division: .....  
(iii) Grama Niladhari Divisions : .....  
(iv) Nearest Police Station: .....  
(v) Nearest Excise Station: .....  
(vi) Postal Address : .....  
(for sending exam admissions)

4. Gender: -

Male - 0

Female - 1

(Write the relevant number in the box)

5. National Identity Card Number :

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6. Mobile Number :

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7. Date of Birth :

Years : ..... Months : ..... Days : ..... to the Date 22.03.2024

8. Are you a Sri Lankan citizen ?

( State whether you are a Sri Lankan Citizen by descend or a registration)

9. Nationality: .....

10. Civil Status:.....

11. Educational Qualifications -

(I) Passes in G.E.C. (O.L) Examination

Year : .....	
Index No. : .....	
Subject	Pass

(II) Passes in G.E.C. ( A.L ) Examination

Year : .....	
Index No : .....	
Subject	Pass

(III) Other Educational Qualification - .....

12. Occupations done/courses followed after school

Name of the Occupation or Course	Period (from-to)	Institute	If an occupation, reasons to resign

13. Details of sports and extra curricular activities :

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 .....

14. Details of other special training /Volunteer Force Services ,if any .....  
.....  
.....

15. (I) Height: cm (Feet: ..... Inches: .....)  
(II) Chest size (without expanding) cm. ....  
(inches .....)

16. Have you been convicted for a criminal offence by a Court of Law, if any, please state the offence and the punishment:  
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17. Attestation of the Applicant  
I do hereby declare that information furnished by me in this application is true and correct. I understand that any information furnished herein is found to be false or inaccurate prior to selection, which may result in my disqualification and if discovered after appointment, may result in my dismissal. I also declare that I will abide- by the rules and regulations imposed by the Commissioner General of Examinations regarding the hold of the examination and the release of the results. I also declare that the relevant examination fee has been paid.

.....  
Date

.....  
Signature of Applicant