

Examinations, Results of Examinations &c.

MINISTRY OF PUBLIC ADMINISTRATION HOME AFFAIRS PROVINCIAL COUNCILS & LOCAL GOVERNMENT

Limited Competitive Examination for Recruitment to Grade III of Management Service Officers Service - 2024

- 1.0 APPLICATIONS are hereby called for the Limited Competitive Examination for Recruitment to Grade III of Management Service Officers' Service. The application for this purpose is available in the website of Department of Examinations, Sri Lanka www.doenets.lk and applications can strictly be submitted online. The closing dated of applications is **27.05.2024**. This examination shall be held in the month of **August 2024**.
- 2.0 This examination shall be held in the following towns for the officers who hold permanent posts in public service and have been confirmed in the said posts and receive salaries under the Salary Code in the category of PL at Primary Level as per Public Administration Circular 03/2016 and the officers who receive salaries under Salary Code MN-01-2016. 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.

<i>Town</i>	<i>Town No.</i>	<i>Town</i>	<i>Town No.</i>
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		

Note – Accepting online applications commences on 26th of April 2024 at 9.00 a.m. and ends on 27th of May 2024 at 9.00 p.m.

- 3.0 (i) This examination shall 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 shall 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 Salary -

As per the Public Administration Circular No. 03/2016 dated 25.02.2016, the monthly salary scale applicable to Grade III, II and I of the Management Service Officers service is Rs. 28,940 - 10x300 - 11x350 - 10x560 - 10x660 - 47,990/-. Officers should obtain promotion to Grade II and Grade I to go beyond the salary point of Rs. 31,940/- and 35,790/- respectively. In addition, you are entitled to other allowances paid to the public officers by the government from time to time.

Note:-

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

5.0 Service Conditions -

- (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 Service Minute of Management Service Officers Service published in the *Gazette extraordinary* of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013, revisions 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. 2310/29 dated 14.12.2022.
- (iii) Candidates who are successful in this examination shall be appointed on an acting basis for one year from the date of the appointment. Their posts shall be permanent and pensionable. First Efficiency Bar Examination

shall be passed within 03 years from the date of recruitment to Grade III of Management Service Officers Service, as mentioned in the service minute.

- (iv) Candidates who receive appointments on the results of the examination shall be liable to transfer and may be posted to any station in Sri Lanka.
- (v) The officer shall compulsorily serve at the service station to which he/she is appointed at first for three years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.
- (vi) Prescribed official language proficiency should be achieved before the lapse of 05 years from the date of appointment in terms of the provisions of Public Administration Circular 18/2020 and circulars consequent to it.

6.0 Selections for Appointments -

The officers who hold permanent posts in public service and have been confirmed in the same posts and further receive salaries under Salary Code in the category of PL at Primary Level as per Public Administration Circular 03/2016 and the officers who receive salaries under Salary Code MN-01-2016 should strictly be allowed to sit for the competitive examination. Candidates may sit for the examination strictly in one language medium of their preference. At least fifty percent (50%) should be obtained from the total marks of the examination. Appointments shall be made on the order of merit and the number of existing vacancies.

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

7.0 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-01-2016 as per Public Administration Circular No.03/2016.
- (ii) Shall have completed at least 5 years active service period in a permanent post and should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 for the closing date of application and that 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 not more than two sittings.

Note: - Public Service Commission has decided to grant two consecutive sittings for all the officers receiving salaries under the salary codes of PL Category of Primary Level, who have been confirmed in service before 26.11.2001 and completed an active service period of 22 years as at the closing date of applications and satisfied the qualifications prescribed in Para. 7.ii of this notification, to sit for this examination by the letter dated 02.09.2019. Accordingly, the officers, who were recruited before 26.11.2001 and receiving salaries under salary codes of PL category, can apply for this examination as their last 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 the qualifications prescribed for recruitment to the post shall have been satisfied as at 27.05.2024.**

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 Head of Department should be prepared to release the officer if he/she is selected for an appointment.
- 3) 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 shall not be eligible to sit this examination. For example, employees in engineering and industrial grades and Public Health Officers in the Department of Health shall 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 the Director General of Combined Services through Head of Department.

When inquired by the Director General of Combined Services regarding the eligibility of any employee in this regard, 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.

- 4) Temporary and casual employees in public service, Employees of Boards, Corporations and similar bodies are not eligible to compete in this examination.
- 5) Except the employees in the Combined Services, Any other employee in Postal Department who have been given a training according to the above 3, are not eligible to appear for this examination
- 6) 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 satisfying the qualifications prescribed in this notification shall be disqualified, even if they obtain a required level of marks at the examination.

8.0 Examination Rules –

- (i) The examination shall be held in Sinhala, Tamil and English languages. Candidates can sit for the examination in the language of their preference. Candidates shall answer all the question papers of this examination in the same language. The language medium indicated in the application shall not be allowed to change subsequently. Every candidate shall answer both question papers.
- (ii) Online applications shall be perfected in English medium only. It shall be informed through SMS to the mobile number used to access the system or through e-mail as to whether the Department of Examination accepts/ does not accept the softcopy submitted online by the applicant as a valid application. Download the common instructions sheet prepared for applying for the examination before perfecting the online application. Strictly follow these instructions when perfecting the application. Any change made in the application once a printout is taken shall not be considered as a valid change. Candidates are given three days from the closing date of applications to rectify the defects in their applications. Incomplete applications shall be rejected without notice.
- (iii) Examination fee is Rs. 600/-. Payment of examination fees should be made strictly using the following methods provided by the online system.
 - (i) Through any Bank Credit Card;
 - (ii) Through any Bank Debit Card;
 - (iii) Through Bank of Ceylon Online Banking Method;
 - (iv) Through Bank of Ceylon Teller Slip Payment.

Note: The instructions on payment through the above methods are published under the technical instructions related to the examination in the website.

- (iv) The receipt of payment shall be acknowledged through SMS or e-mail. The total examination fee should be paid and applications of the candidates, who have made payments more or less than the prescribed examination fee, shall be rejected. Department of Examinations shall not bear responsibility on the errors that occur when paying the examination fees through the above methods.
- (v) Under no circumstances the examination fee shall be refunded/ allowed to be transferred in favor of another.
- (vi) The signature of the applicant placed on the admission card shall have been attested by the Head of the Institution or an officer authorized by him.

Note: Candidates are not allowed to enter the examination hall without the admission card. The admission card in which the signature has been attested should only be produced to the supervisor of the examination center on the first day of the examination. Issuance of an admission card to an applicant does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

- (vii) If the **applicant having special needs** appear for this examination, that matter should essentially be mentioned in the application, and the copies of the relevant medical certificates should be presented together with the printed copy of the application by post to the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations - Sri Lanka, Pelawatta, Battaramulla.
 - (viii) The Commissioner General of Examinations shall issue admission cards strictly online to the applicants, who have paid the examination fee and correctly submitted the applications online on or before the closing date, on the supposition that only those who possess the qualifications indicated in the Gazette notification have applied. A notification shall be published in newspapers and website of the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Institutional Examination Organization Branch of the Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating the name of the examination, full name of the applicant, national identity card number and address. In case of applicants outside Colombo, it would be more effective to send a letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent to the fax number indicated in the advertisement. It would be advisable to keep the copy of the application, copy of the receipt relevant to payment of examination fee to prove any information requested by the Department of Examinations.
- 9.0 The results shall be released to the Director General of Combined Services by the Commissioner General of Examinations. In addition to the above results shall be informed to each candidate by the Commissioner General of examination by post or via the website www.results.exams.gov.lk
- 10.0 Identity of Candidates - Candidates shall 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 shall be accepted.
- (a) The National Identity Card;
 - (b) A valid passport;
 - (c) Valid driving license of Sri Lanka.

Candidates should be dressed in a manner which exposes the full face (including ears) ensuring their clear identification. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily.

- 11.0 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.
- 12.0 **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 shall be liable to dismissal from the public service.
- 13.0 **Scheme of Examination -**
The subjects of the examination and the marks assigned to each subject are given below:

Subjects	Maximum Marks	Pass Mark	Duration
Language Proficiency and Aptitude	100	40	2 ½ hours
Test of Management Service Officers Service			
Aptitude	100	40	1 hour

Marks shall be deducted for illegible hand writing and spelling mistakes in every written answer paper. Candidates may sit for the examination strictly in one language medium of their preference. At least fifty percent (50%) should be obtained from the total marks of the examination. Appointment shall be made on the order of merit and the number of existing vacancies.

- 14.0 **Syllabus –**

Language Proficiency and Aptitude Test of Management Service Officers Service (duration 2 ½ hours)

The question paper shall consist of subject related questions designed to test the candidates' 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 Service Officer'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 essay type questions on a case, statement or paragraph in order to test the aptitude for Management Service Officers 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.

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

S. ALOKABANDARA,
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Local Government.

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