

Public Administration Circular : 07/2024

My number : R/1/3/2022
 Ministry of Public Administration, Home Affairs,
 Provincial Councils and Local Government
 Independence Square
 Colombo 07

01.04.2024

Secretaries of Ministries
 Chief Secretaries of Provinces
 Secretaries of Commissions
 District Secretaries / Government Agents
 Heads of Departments.

**Competitive Examination for Recruitment to Grade III of the Sri Lanka Administrative Service
 under the Merit Stream -2024**

01. Applications are hereby called from qualified Sri Lankan citizens for recruitment under the merit stream to posts in Grade III of the Sri Lanka Administrative Service. Accordingly, one competitive examination will be held to fill vacancies that existed as at 31.12.2014, 31.12.2015, 01.07.2018 and 31.12.2020. The last dates prescribed for satisfying qualifications relevant to each of the above dates are given in the following table.

Code	Examination	Number of vacancies	Date on which the qualifications should be completed
SLASM14	Competitive Examination for Recruitment to Grade III of the Sri Lanka Administrative Service under the Merit Stream – 2014 (2024)	7	31.12.2014
SLASM15	Competitive Examination for Recruitment to Grade III of the Sri Lanka Administrative Service under the Merit Stream - 2015-II (2024)	12	31.12.2015
SLASM18	Competitive Examination for Recruitment to Grade III of the Sri Lanka Administrative Service under the Merit Stream – 2018 (2024)	13	01.07.2018
SLASM21	Competitive Examination for Recruitment to Grade III of the Sri Lanka Administrative Service under the Merit Stream - 2021 (2024)	10	31.12.2020

02. (a) In this notification, the term, "Secretary" shall mean the "Secretary of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government".

(b) The term, "Service" shall mean the "Sri Lanka Administrative Service".

03. Method of recruitment:

Recruitment shall be made considering the total marks obtained at a written examination, an evaluation of seniority and a structured interview.

Accordingly, recruitments shall be made on the order of the merit of the applicants, as per the total marks scored in the written examination, seniority and structured interview, to fill the existing number of vacancies in Grade III of the Sri Lanka Administrative Service.

The relevant vacancies will be filled considering the recruitments applied for by the applicants and whether the applicants have completed the required qualifications related to those recruitments by the date on which those qualifications should be completed.

The number of appointments and the effective date of the appointment shall be determined as per the order of the Public Service Commission.

3.1 Written examination:

The written examination shall consist of the following three (03) question papers.

1. General intelligence.
2. Establishments Code, Procedural Rules of the Public Service Commission
3. Government Financial Regulations and Government Procurement Process

3.2 Date of examination:

This examination will be held in the month of July, 2024 only in Colombo. The Secretary reserves the right to postpone or cancel this examination, subject to the instructions of the Public Service Commission.

3.3. Interview:

The general and structured interviews will be held for the candidates who appeared for all the question papers of the written examination and obtained the highest aggregate marks for the written examination and seniority as determined by the Public Service Commission as adequate. The date of the interviews shall be determined by the Secretary as per the instructions of the Public Service Commission.

04. Conditions of Service:

- 4.1 A selected candidate will be appointed to Grade III of the service subject to the general conditions governing the appointments of the public service, the terms and conditions set out in the Minute of the Sri Lanka Administrative Service published in Gazette Extraordinary No. 1842/2 dated 23.12.2013 of the Democratic Socialist Republic of Sri Lanka and any amendments made or to be made to the Minute hereinafter, the provisions of the Establishments Code and Financial Regulations of the Democratic Socialist Republic of Sri Lanka and the Procedural Rules of the Public Service Commission published in Gazette Extraordinary No. 2310/29 dated 14.12.2022.

- 4.2 This post is permanent and pensionable. The candidates are required to contribute to the Widows'/ Widowers' and Orphans' Pension Scheme.
- 4.3 This appointment is subject to a probation period of one year. The candidates should pass the first efficiency bar examination within 03 years from the date of appointment as mentioned in the service minute.
- 4.4 The candidates who are appointed to this post should acquire proficiency in the prescribed other official language / official languages as per Public Administration Circular No. 18/2020 dated 16.10.2020.
- 4.5 The appointments of the applicants who fail to assume duties of the post offered to him and / or reject or avoid the assumption of duties in a post or an area where he is appointed, on the prescribed date shall be cancelled upon the orders of the Public Service Commission.

05. Monthly salary scale:

The Monthly Salary Scale applicable to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47,615 - 10 x 1,335 – 8 x 1630 -17 x 2,170 - 110,895/- (SL - I -2016). In addition to that, they will also be entitled to other allowances paid to public officers by the government from time to time.

06. Qualifications for recruitment:

6.1 Relevant qualifications and experience -

- i. Should be an officer in a permanent and pensionable post in Supra Class of the Management Service Officers' Service or Provincial Management Service Officers' Service.
- or
- ii. Should be an officer with an active and satisfactory service period of not less than twenty (20) years in the Management Service Officers' Service or Provincial Management Service Officers' Service, including an active and satisfactory service period of ten (10) years in Grade I of the said service.

Note:

The total of the continuous periods of service in the public service and /or provincial public service is considered when calculating the above mentioned period of service. When calculating marks on seniority, an event of appointing to a certain post on a supernumerary basis, antedating appointments or an event of acting / performing duties in a certain post will not be considered, and the substantive post will only be considered.

6.2 Age and other qualifications to be completed

- i. Should be not more than fifty five (55) years of age.
- ii. Should have been confirmed in a service / post mentioned in 6.1 above.
- iii. Should have a satisfactory service record and should not have been subjected to any disciplinary punishment during his / her entire period of service.

- iv. Should have earned all salary increments in the immediately preceding five years as at the date on which qualifications should be completed.

6.3 Restrictions regarding qualifications:

- i. As mentioned in the table under No. 01 above, the qualifications of the applicants in relation to each recruitment will be verified as at the date indicated in the table as the date on which the qualifications should be completed.
- ii. No person who is ordained in any religious order shall be allowed to sit for this examination.
- iii. Officers who have retired from service before the closing date of applications are not eligible to apply for this competitive examination.

07. Method of recruitment:

7.1 Written examination:

A written examination constituting three (03) question papers in the following subjects will be conducted. The subjects and the minimum marks required for passing each subject are as follows. The applicants should sit for all the question papers.

	Subject	Duration	Marks	Minimum marks required for passing
1	General intelligence.	1 1/2 hours	100	50
2	Establishments Code, Procedural Rules of the Public Service Commission	3 hours	100	50
3	Financial Regulations of the government and Public Procurement Process	3 hours	100	50

Syllabus:

- i. General Intelligence.
It is expected to assess the intelligence level of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.
This question paper will consist of multiple-choice questions and questions for short answers. All questions should be answered.
- ii. Establishments Code, Procedural Rules of the Public Service Commission.
It is expected to assess the candidates' knowledge of the Establishments Code and the Procedural Rules of the Public Service Commission.
This question paper will consist of multiple-choice questions, questions for short answers and structured essay type questions. All questions should be answered.
- iii. Financial Regulations of the government and Public Procurement Process

It is expected to assess the candidates' knowledge of the financial regulations of the government and the public procurement process.

This question paper will consist of multiple-choice questions, questions for short answers and structured essay type questions. All questions should be answered.

7.2 Seniority

The maximum marks given for seniority is one hundred (100). Marks for seniority shall be calculated in the following manner.

- (a)
- i. Ten marks (10) for each year served in a post in a Supra Class of Management Service Officers' Service
 - ii. Eight marks (08) for each year after completing an active period of twenty (20) years in the Management Service Officers' Service, for officers in Class I of the Management Service Officers' Service
- (b) Marks shall be allocated only for active and satisfactory period of service
- (c) No marks shall be given for a period less than six months. However, for a period of more than 06 months and less than one year, five (05) marks shall be allocated for an officer in Supra Class of the Management Service Officers' Service, and four (04) marks for an officer in Class I of the Management Service Officers' Service.
- (d) Dates on which an appointment was granted on supernumerary basis or appointments were antedated shall not be considered when calculating marks for seniority, and the period of service shall be calculated on the basis of the date on which duties of the relevant post were assumed.
- (e) If there is a period which is covered from a (ii) above, marks relevant for such period shall be allocated when calculating marks for the seniority of an officer who is in Supra Class of Management Service Officers' Service or Provincial Management Service Officers' Service.
- (f) Marks for seniority for the applicants who secure 50 marks or above for all 03 subjects of the written examination as mentioned in Section 7.1 of this circular shall be calculated by the Secretary with the approval of the Public Service Commission. Applicants should forward the following documents to the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government with the certification of the respective Head of the Department as true copies, when notified.
1. First appointment letter by which he / she was appointed to the Management Service Officers', Clerical, Stenographers', Typists', Book Keepers', Shroffs' or Store Keepers' Service in the public or provincial public service and the letter of assumption of duties.
 2. Relevant letters of promotions (Class II, Class I, Supra Class)
 3. Letter of assumption of duties in Supra Class
 4. Particulars of release from the provincial public service or the central government, if any
 5. Particulars of disciplinary orders

7.3. Interviews

The interview consists of two (02) parts: the general interview and the structured interview.

(a) General Interview

(i) The general interview is held to verify whether the candidate has satisfied qualifications for recruitment mentioned in No. 07 above and whether the qualifications fall within the prescriptions made in the note therein.

(ii) The general interview board is appointed by the Public Service Commission.

(b) Structured Interview

(i) A structured interview will be conducted in line with the below-mentioned procedure by an interview board appointed by the Public Service Commission to measure the management skills, leadership qualities, communication skills and personality of the candidates. The maximum marks that can be obtained at the interview are twenty five (25).

	Subject area	Maximum marks
01	Management Skills	10
02	Leadership qualities	05
03	Communication Skills	05
04	Personality	05
	Total	25

- I. Candidates who secure the highest marks according to the total marks, which is the aggregate of marks obtained for all subjects and the marks for seniority, shall be qualified to appear for the general interview out of the candidates who secure minimum of 50% of marks or above for each subject. Out of the candidates who were qualified, a number of candidates which shall be the aggregate of the number of recruitments to be made according to the number of vacancies and 25% of the number of vacancies to be filled, shall strictly be called for the general interview. In instances where the number of qualified candidates is less than the above number, only the qualified candidates shall be called for the general interview.
- II. The general interview shall be conducted before the structured interview for verification of qualifications, and marks shall not be allocated at the general interview. Only the candidates who are proved to have possessed all the qualifications for recruitment at the general interview shall be eligible to be called for the structured interview. If a certain number of candidates called for the general interview are not qualified to be called for the structured interview, no other candidates shall be called for the general interview in place of the disqualified candidates.
- III. The officers who have retired from the service before the date of the interview shall not be called for the interview.

N. B.

Participation in the interview does not necessarily mean that the candidate has satisfied the qualifications to be granted an appointment.

08. Number of sittings for the examinations:

The candidates who apply for this examination can choose to compete for the vacancies that exist as at 31.12.2014, 31.12.2015, 01.07.2018 and 31.12.2020 according to the date on which they satisfy the qualifications mentioned in paragraph 06 above. Even if more than one selection is made, an applicant who appeared for this examination will be considered an applicant who has appeared for only one sitting of the examination.

09. Examination fees:

Examination fee is Rs.1200.00. When the examination fee is paid, payments should be made only through the following payment methods provided in the online system.

- i. Any Bank Credit Cards
- ii. Any Bank Debit Card with internet payment facility
- iii. Bank of Ceylon Online Banking Method
- iv. Bank of Ceylon Teller Slip Payment

Note: Instructions on the manner in which the payments are made through the above methods are published under Technical Instructions related to this examination on the website of the Department of Examinations.

The acknowledgment of the payment will be informed by an SMS or email. The full amount of the examination fee should be paid, and applications for which the payments have been made less or more than the examination fee will be rejected. The Department of Examinations will not be responsible for the errors occurring in the payment of examination fees by the above payment methods.

10. Method of application:

- (a) An online application facility has been provided to select the examination for which he/she will appear from among the examinations mentioned in the notification. The relevant application has been published on the website of the Department of Examinations, Sri Lanka, www.doenets.lk and applications can be submitted only through the online system. Once the application is submitted online, it should be downloaded, and the signature of the applicant should be attested in the printed copy with the certification of the Head of the Institution. Thereafter, the printed copy of the application should be sent by registered post to reach the “Commissioner General of Examinations, Institutional Examination Organization Branch, Department of Examinations, Sri Lanka, P. B. 1503, Colombo,” on or before the closing date of applications. The name of the examination applied for should be clearly and accurately marked on the top left corner of the envelope. Acceptance of applications will commence at 9.00 a.m. on the 04th of April 2024 and will end at 9.00 p.m. on the 02nd of May 2024.

Note: The printed copy of the application should be sent compulsorily by registered post. The complaints about the loss or delay of the printed copy in the mail will not be considered. (The inconveniences that may arise due to the delay in sending applications until the closing date should be borne by the applicant himself.)

- (b) The post and service station of the applicants at the time of applying for the examination is considered for all matters with regard to the examination, and the changes that occur after sending the applications will not be considered.

- (c) Applications that are not completed in every aspect will be rejected. No complaints about the loss or delay of the applications will be entertained.
- (d) A notice shall be published in the newspapers and the official website by the Department of Examinations as soon as admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such notice, steps should be taken to make inquiries thereon from the Department of Examinations in the manner specified in the notice. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for a candidate outside Colombo to fax a letter of request along with a fax number of the candidate to the Department of Examinations through the fax number mentioned in the notification for sending a copy of the admission. It would also be advisable to keep the copy of the application form, receipt of payment of the examination fee and receipt of postal registration in hand to confirm any matter inquired about by the Department of Examinations.
- (e) It is the responsibility of the Head of the Department / Secretary of the Ministry to place the official day stamp on the same day the perfected application of the candidate reaches the office, to certify the particulars mentioned by the candidate as true by placing the official seal and to send the applications to the address mentioned above before the closing date of applications along with the date of certification.
- (f) Applications of the officers who have been released temporarily or on secondment basis, to serve in a cooperation or a statutory board shall be certified and sent as above by the Secretary of the Ministry.

11. Admission to the Examination :-

- (a) On the assumption that only those who possess the qualifications mentioned in the Gazette Notification have sent applications, the Commissioner General of Examinations will issue admission cards to the applicants who fall within the age limit specified in the notice and who have paid the relevant examination fees and duly submitted their applications through the online system and sent the printed copy by registered post on or before the closing date of applications.
- (b) Candidates should sit the examination at the examination hall assigned to them. Every candidate should get his admission card attested in advance and produce it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning of this Gazette. Candidates shall be subjected to the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. They are liable to be subjected to a punishment imposed by the Commissioner General of Examinations for breach of these rules and regulations.

Note: The issuance of an admission card to a candidate does not necessarily mean that he or she has fulfilled the requisite qualifications to sit the examination.

12. Identity of Candidates :

Candidates of the examination shall be required to prove his / her identity at the examination hall to the satisfaction of the supervisor for each subject he / she appear for. For this purpose, any of the following documents will be accepted.

- (a) National Identity Card
- (ii) Valid Passport.
- (iii) Valid Driving License

13. Penalty for Furnishing False Information:

If a candidate is found to be ineligible, his / her candidature is liable to be canceled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that it is false, or if he / she has willfully suppressed any material fact, he/she shall be liable for dismissal from the Public Service.

14. Any matter not provided for in these regulations shall be dealt with as determined by the Secretary subject to the instructions given by the Public Service Commission.

15. Procedure of Examination and Medium of Examination:

- (a) This examination will be held only in Sinhala, Tamil and English Languages.
- (b) Candidates should sit the examination in the language medium in which they sat the examination/ interview for recruitment to the public service or in one of the official languages.

Note-

- i. Candidates should answer all question papers in one medium of language.
- ii. Candidates will not be allowed to change the medium of examination mentioned in the application form.

16. The Public Service Commission will take a decision regarding the appointment of any candidate who becomes disqualified under the regulations and provisions that are in effect at the time of appointment or due to the unsatisfactory work and conduct of the candidate.

17. The Public Service Commission shall reserve the right not to fill a certain number of vacancies or all the vacancies and to take decisions on the matters not referred to herein.

18. In the event of any inconsistency between the Sinhala, Tamil and English texts of this Public Administration Circular, the Sinhala text shall prevail.

On the order of the Public Service Commission,

Sgd/ Pradeep Yasaratne
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