

N. B.— Parts II and IV(A) of the Gazette No. 2459 of 17.10.2025 were not published.



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No. 2,460 — FRIDAY, OCTOBER, 24, 2025

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PART I: SECTION (IIA) — ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 14th November, 2025, should reach Government Press on or before 12.00 noon on 31st October, 2025.

Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette."

S. D. PANDIKORALA (Acting),
Government Printer.

Department of Govt. Printing,
Colombo 08,
09th June, 2025.

This Gazette can be downloaded from www.documents.gov.lk



1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5:1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5:2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5:3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5:4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5:5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6:1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations.

Department of Examinations,
Pelawatta, Battaramulla.

Examinations, Results of Examinations & c.

MINISTRY OF PUBLIC ADMINISTRATION PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Competitive Examination for Recruitment to Grade III of the Sri Lanka Grama Niladhari Service- 2025

APPLICATIONS are invited from the individuals of both male/female parties with the following qualifications to sit for the written examination for selecting qualified individuals to be appointed as Grama Niladharies in vacant Grama Niladhari Divisions of the Divisional Secretariats across the island and it is hereby notified that the said examination will be held by the Commissioner General of Examinations in the month of **December 2025**.

02. An applicant may apply for the vacancies existing in the Divisional Secretary's Division for which he or she is eligible, in accordance with the provisions specified in Section 06 below.

03. Details on the Divisional Secretariat and the District and the relevant province are given in Schedule I. Applicants must accurately indicate in the designated section of the application the name and number of the Divisional Secretary's Division applied for, as well as the name and number of the relevant District and Province, in accordance with the details specified in the said schedule. Candidates are not allowed to change it at a later stage. No requests will be considered in respect of any disadvantage that may be caused to an applicant due to the incorrect entry of such details, and applications that do not specify the Divisional Secretary's Division and its number will be rejected.

04. Details on the competitive Examination:

4.1 Medium of Examination- This examination will be held in Sinhala, Tamil and English mediums within the Districts specified in Schedule I. However, the candidates in those Districts where a sufficient number of candidates for the establishment of an examination center have not applied will be directed to an examination center in some other adjoining District. The candidates shall sit the examination only in one language medium. The candidates shall not be allowed

to change the requested language medium subsequently.

4.2 The examination for recruitment of Grama Niladharies will consist of the following 03 question papers.

<i>Subject</i>	<i>Number of Marks</i>	<i>Minimum marks to be secured to pass the examination</i>	<i>Time</i>
01. Language Use and Comprehension	100	40	1 ½ hours
02. General Knowledge on Local and Global Trends	100	40	1 ½ hours
03. Aptitude	100	40	1 hour

4.3 Syllabus of the written Examination:

4.3.1 Language Use and Comprehension:

The question paper will consist of subject-related questions designed to test the candidate's ability to express ideas, comprehension, spellings, language and essay, drafting a given letter, making graphs and tables based on the given data, summarizing given passages, expressing the idea of several sentences given into one sentence and using simple grammar. All questions must be answered.

4.3.2 General Knowledge on Local and Global Trends:

This question paper shall consist of subject-related questions so designed that they will test the candidates' general knowledge about historical, geographical, socially, and economically important information about the county and both local and foreign current affairs. All questions must be answered.

4.3.3 *Aptitude*

This paper shall consist of subject-related questions designed to test the candidates' numerical skills, power of critical reasoning, problem resolution, general intelligence, etc.

4.4 When candidates are arranged in the order of priority based on the highest marks secured at the written examination, only the candidates who have secured 40% or more for each subject shall be considered.

a.	<i>Heads under which marks are allocated</i>	<i>Maximum amount of marks</i>
	Leadership	15
	Sports skills	05
	Other official language or link language proficiency	10
	Computer knowledge	10
	Competence demonstrated at the interview	10
	Total	50

05. Method of recruitment:

- (i) Out of the candidates who have secured the highest marks at the written examination at the divisional secretary's level, the number of candidates two times the number of vacancies available at the divisional secretary's level shall be called for an eligibility evaluation interview. The candidates who qualify with the highest aggregate marks at the written examination and the eligibility evaluation interview will be selected for a training program to fill the number of vacancies existing in the said divisional secretariat.

Under the said procedure, the following exceptions shall include:-

- (a) In the event that an adequate number of qualified applicants is not available within a particular Divisional Secretary's Division to fill the existing vacancies therein, the remaining vacancies shall be filled, in order of merit, from among the applicants who have passed the examination within the District in which that Divisional Secretary's Division is located. (For the purpose of recruitment under this provision only, the phrase "within the Divisional Secretary's Division" stated under paragraph 6.1 of the *Gazette* Notification shall be interpreted as "within the District.")

(i), (ii) Marks will be allocated in the following manner for the interview to access eligibility mentioned in Paragraph 5(i) above.

- (b) When awarding marks, consideration will be given only to certificates formally issued by a government institution/ Department, and to letters of certification bearing the official seal issued by officers at the managerial level of government Departments or institutions who are responsible for verifying the relevant facts. For example, matters such as serving as a Dhamma School Teacher, holding office in a rural development society, or holding office in a sports society must be certified by the Divisional Secretary.

- (c) Since Grama Niladharies are not entitled to political rights, no marks will be allocated for holding official positions in political organizations. For example, the posts such as members of Pradeshiya Sabha/ Urban Councils, Cooperative Societies, etc., obtained through the representation of political parties can be quoted.

- (ii) The three months training course is conducted under the supervision of the District Secretary, and those who are recommended by the District Secretary to have successfully completed the said training course shall be appointed to Grade III of the Sri Lanka Grama Niladhari Service by me. An allowance of only Rs. 17,800.00 will be paid for the training period, and there is no leave entitlement during the said period. A minimum of at least 80% attendance out of the number of course days shall be maintained. A minimum of 50% of the total marks must be obtained in the written examination conducted under the training programme in order to pass the test. If the said quarterly training course

is not successfully completed, or if a satisfactory security clearance report is not received from the National Intelligence Bureau in accordance with the provisions of Public Administration Circular No. 31/91(1) dated 1991.09.24, the service of this trainee officer shall be terminated. This quarterly training period shall not be counted as part of the period of service, and it shall be considered only for the purpose of pension calculation in accordance with the provisions of the Minutes on Pension.

- (iv) When appointments are made based on the priority list prepared according to merit, in instances where there is a higher number of applicants with equal marks for the final vacancy or for the final few vacancies, the decision regarding the filling of such vacancy or vacancies will be made by me in consultation with the Public Service Commission.

06. The qualifications required by the candidates: The candidates shall have completed, at least, the following qualifications on or before the closing date of applications:-

- 6.1 The candidate shall be a permanent resident for a period of three (03) consecutive years within the divisional secretary's division in which the candidate seeks to be appointed to the post during the six (06) years immediately preceding the closing date of application. It should be confirmed by one of the following certificates:-

1. Electoral Register
2. The certificate of residence issued by the Grama Niladhari

- 6.2 Age Limit - The candidate shall be not less than 21 years and not more than 35 years of age as of the closing date of application. (Accordingly, only the candidates whose birthday falling on or before 24.11.2004 and on or after 24.11.1990 shall be eligible to apply)

- 6.3 Educational qualifications - The candidates shall have fulfilled the educational qualifications in the following manner:-

- (a) Shall have passed six (06) subjects with credit passes for at least four (04) subjects including one of the first languages of Sinhala or Tamil and Mathematics at

the General Certificate of Education (Ordinary Level) Examination **at one sitting;**

and

- (b) Shall have passed all the subjects in General Certificate of Education (Advanced Level) Examination at one sitting (except General Paper and General English). Passing three (03) subjects in one sitting under the old syllabus shall suffice.

6.4 *The candidates -*

1. Shall be a citizen of Sri Lanka;
2. Shall not have been convicted of a criminal offense in the court and shall be of excellent moral character;
3. Shall not be a person dismissed from public service, from the service of a state corporation or a statutory body, or a person who has vacated the post or been sent on retirement upon inefficiency;
4. Shall not be a person who has been declared bankrupt;
5. Shall not be a person ordained in any religion or religious sect;
6. If any applicants with special needs are to appear for this examination, such information must be clearly indicated in the application, and copies of the relevant medical certificates should be submitted to the Department of Examinations, Sri Lanka, together with the printed copy of the application.

07. **Monthly salary scheme applicable to the post:**

Salary scale – Rs.50,630 - 10x540 - 11 x 630 - 10 x 1010 - 10 x 1190 – Rs.84,960. (Payments shall be made subject to the provisions mentioned in Schedule (ii) of the Public Administration Circular No.10/2025 dated 25.03.2025.)

08. **Terms and conditions of service:**

- 8.1 Recruitments shall be made to Grade III of the Sri Lanka Grama Niladhari Service.
- 8.2 This post is permanent and pensionable. The pension scheme entitled for the Officers shall be subject to a policy decision taken by the government in the future. Candidates shall

contribute to the Widows'/Widowers' & Orphans' Pension Scheme. The three (03) months training period will not be counted for Grama Niladhari service period.

- 8.3 It is mandatory to serve within the Divisional Secretary's Division to which the initial appointment is made for a period of three years from the date of first appointment.
- 8.4 The candidates are entitled to one off-day per week, and except that day, they shall be bound to perform their duties during 24 hours of the remaining days of the week, within the Grama Niladhari division they are appointed to.
- 8.5 A person appointed to this post shall be subject to the provisions and regulations stipulated in the approved Recruitment Scheme, Public Service Commission Procedural Rules, Establishment Code, and the Financial Regulations and the provisions and regulations already imposed and to be imposed in the future by the government.

09. Method of application:

- 9.1 The application has been published on the Department of Examinations, Sri Lanka website — www.doenets.lk — under "Our Services" → "Online Applications – Recruitment Exams/E.B. Exams," and applications can only be submitted online. The online application system will open at **9.00 a.m. on October 24, 2025**, and will close at **9.00 a.m. on November 24, 2025**.
- 9.2 Officers currently serving in the Public / Provincial Public Service should hand over a copy of their application to their Heads of Institutions to be included in their personal files, and upon being called for the interview, they must submit a copy of the application certified by the Head of Institution together with a letter confirming their service.
- 9.3 The applicant shall have to bear any disadvantage caused by delay in forwarding the application until the last date.
- 9.4 The online examination application shall only be completed in the English language. The

fact that the soft copy submitted online by the applicant has been accepted/not accepted by the Department as a valid application will be notified *via* a text message (SMS) to the mobile number used to access the system, or *via* email. Before completing the online application, download the instructions prepared to apply for the examination. Strictly adhere to the said instructions in completing the application. No amendment made to the application after obtaining its printed copy shall be considered valid. Incomplete applications will be rejected without any prior notice. Applications received after the closing date of application will not be accepted.

- 9.5 The examination fee is Rs. 1,000/-. In paying the examination fees, the payments should be made only under the following payment methods provided through the online system.

- I. Through any bank credit card
- II. Through any bank debit card with the facility of internet transactions
- III. Online banking method of Bank of Ceylon
- IV. Through any branch of the Bank of Ceylon

- (a) The instructions on how to make payments *via* the above methods have been published on the website under the technical guidelines applicable to the examination.
- (b) Receipt of payments will be notified either through an SMS or email message. The full amount of the examination fee must be paid, and applications with underpaid or overpaid fees will be rejected. The Department of Examinations, Sri Lanka, will not be held responsible for the errors that may occur in making payments through the above-mentioned paying methods.
- (c) The amount paid for the examination will not be refunded or transferred to any other examination for any reason.

10. Sitting the examination and issuing of results

10.1. The candidates shall be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they appear for. For that purpose, any of the following documents will be accepted.

- I. National Identity Card
- II. A valid Passport
- III. A valid Driving License of Sri Lanka

Furthermore, examination candidates must enter the examination hall without covering their ears and in a manner that allows their faces to be visible, so that their identity can be verified and it can be confirmed that they are not wearing any electronic communication devices. Applicants who refuse to establish their identity in this manner will not be allowed to enter the examination hall. In addition, from the moment they enter the examination hall until they leave after completing the examination, candidates must remain without covering their faces or ears.

10.2. A candidate shall appear for the examination at the stipulated examination hall under the assigned index number. Each candidate appearing for the examination must hand over their admission card, with the signature duly certified, to the supervisor on the day of the examination. A candidate who does not submit the admission card shall not be permitted to sit the examination.

10.3 The signature of the applicant in the admission card for the examination should have been certified. An applicant who applies for this examination from any public institution shall get his/her signature attested by the Head of the Department or any other officer delegated by the said Department Head, while other applicants shall get it attested by the Grama Niladhari of the division, the Head of a government school, a Justice of the Peace, a Commissioner for Oaths, a Lawyer, a Notary Public, a Chief Incumbent or Head Monk of a Buddhist temple, or a person holding a responsible position in another recognized religious institution or organization.

10.4 Issuing of results

According to Paragraph 4.4 of the *gazette* notification, the lists of qualified candidates from the written examination will be provided to the Secretary, Ministry Public Administration, Provincial Councils, and Local Government separately based on the number of vacancies available in each divisional secretariat, for the eligibility evaluation interview. Following the allocation of marks at the interview, the result sheets of the qualified candidates from the interview, prepared at the divisional secretariat level, based on the order of merit of the aggregate marks secured at both the written test and the interview, will be forwarded to Ministry Public Administration, Provincial Councils, and Local Government.

Thereafter, in accordance with item 05.(i)(a) and paragraph 4.4 of the *Gazette* Notification, the lists of candidates who qualify from the written examination will be submitted separately to the Ministry of Public Administration, Provincial Councils and Local Government, based on the number of vacancies available at the district level, for the purpose of the eligibility evaluation interview. Following the receipt of marks at the interview, the result sheets of the qualified candidates from the interview, prepared at the district level, based on the order of merit of the aggregate marks secured at both the written test and the interview, will be forwarded to the Secretary, Ministry of Public Administration, Provincial Councils, and Local Government.

As ordered by the Secretary, Ministry of Public Administration, Provincial Councils, and Local Government, results of the examination will be either sent personally to all applicants who sat the examination or will be posted on the website www.results.exams.gov.lk.

11. All candidates shall be familiar with the examination rules and regulations published in the *gazette* notification and shall be bound to abide by them. The candidates shall be bound by the rules and regulations imposed by the Commissioner-General of Examination for the purpose of conducting the examination. Candidates shall be liable to be subject

to any punishment imposed by the Commissioner-General of Examination if they are found to have violated these rules and regulations.

12. The issuing of an admission card to a candidate does not necessarily mean that he/she has fulfilled the requirements to sit the examination, and the candidate shall be responsible for any disadvantage caused due to the submission of incorrect or incomplete applications. Any request made on such matters shall not be considered.
13. **This recruitment is carried out to fill the number of vacancies calculated at the level of respective divisional secretariat divisions, in accordance with Cabinet approval granted under reference No. අමප/25/0855/802/004 – IV dated 26.05.2025 and it is emphasized to the attention of the applicants that, by the date of recruitment, due to annual transfers and other transfer arrangements, the vacancies in some of the divisional secretariat divisions mentioned in Schedule 1 may have already been filled. It is hereby emphasized that candidates applying from such Divisional Secretariat Divisions shall not be entitled to be considered for vacancies existing in other Divisional Secretariat Divisions at the time of recruitment conducted at the divisional level.**
14. Based on the presumption that only applicants possessing the qualifications specified in the *Gazette* Notification have applied, the Commissioner General of Examinations will issue admission cards for the examination, exclusively through online means, to those applicants who have correctly submitted their applications and paid the prescribed examination fee on or before the closing date for applications. Soon after the examination admission cards are issued, the Department of Examinations will inform the same through a web notice/an SMS to the candidates. If

a candidate has not received his or her admission card, inquiries in this regard should be made from the Institutional Examinations Organization Branch of the Department of Examinations, Sri Lanka, as specified in the notice. When making such an inquiry, it will be more effective for the candidate to send a request letter to the email address mentioned in the notice, clearly stating the name of the examination applied for, the candidate's full name, National Identity Card number, and address. When making such an inquiry, it will be useful to keep the printed copy of the duly completed application ready at hand, in order to verify any information requested by the Department of Examinations. If any corrections are required after examining the admission card, the applicant should contact the Department of Examinations without delay and make the necessary amendments in accordance with the application. Requests for corrections made at the examination hall or during the interview will not be considered.

15. In the event of any inconsistency between the Sinhala, Tamil, and English texts of this notification of examination, the Sinhala text shall prevail.
16. The Secretary to the Ministry of Public Administration, Provincial Councils, and Local Government shall have the right to decide on any matter not provided for in this notification.

S. ALOKABANDARA,
Secretary.
Ministry of Public Administration,
Provincial Councils, and Local
Government.

“Nila Medura”, Elvitigala Mawatha,
Colombo 05,
On 16th October, 2025.

Schedule I

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Colombo	1103	01 Colombo	01 Western Province
Kolonnawa	1106		
Kaduwela	1109		
Homagama	1112		
Seethawaka (Hanwella)	1115		
Padukka	1118		
Maharagama	1121		
Sri Jayawardanapura Kotte	1124		
Thimbirigasyaya	1127		
Dehiwala	1130		
Rathmalana	1131		
Moratuwa	1133		
Kesbewa	1136		
Negombo	1203	02 Gampaha	
Katana	1206		
Divulapitiya	1209		
Meerigama	1212		
Minuwangoda	1215		
Wattala	1218		
Ja –Ela	1221		
Gampaha	1224		
Attanagalla	1227		
Dompe	1230		
Mahara	1233		
Kelaniya	1236		
Biyagama	1239		
Panadura	1303	03 Kalutara	
Bandaragama	1306		
Horana	1309		
Ingiriya	1310		
Bulathsinghela	1312		
Madurawala	1315		
Millaniya	1318		
Kalutara	1321		
Beruwala	1324		
Dodangoda	1327		
Mathugama	1330		
Agalawatta	1333		
Palindanuwara	1336		
Walallawita	1339		

Schedule I

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Thumpane	2103	04 Kandy	02 Central Province
Poojapitiya	2106		
Akurana	2109		
Panwila	2115		
Ududumbara	2118		
Minipe	2121		
Medadumbara	2124		
Kundasale	2127		
Gangawata Korale	2130		
Harispattuwa	2133		
Hataraliyadda	2134		
Yatinuwara	2136		
Udunuwara	2139		
Doluwa	2142		
Pathahewaheta	2145		
Delthota	2148		
Udapalatha	2151		
Gangaiyala Korale	2154		
Pasbage Korale	2157		
Galewela	2203	05 Matale	
Dambulla	2206		
Naula	2209		
Pallepola	2212		
Yatawatta	2215		
Matale	2218		
Ambangaga Korale	2221		
Laggala Pallegama	2224		
Wilgamuwa	2227		
Raththota	2230		
Ukuwela	2233		
Kothmale	2303	06 Nuwara Eliya	
Kothmale West	2304		
Haguranketha	2306		
Mathurata	2307		
Walapane	2309		
Nildandahinna	2310		
Thalawakele	2313		
Norwood	2316		

Schedule I

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Benthota	3103	07 Galle	03 Southern Province
Balapitiya	3106		
Karandeniya	3109		
Elpitiya	3112		
Niyagama	3115		
Neluwa	3121		
Nagoda	3124		
Baddegama	3127		
Waduramba	3128		
Welivitiya Divithura	3130		
Ambalangoda	3133		
Madampagama	3138		
Gravets	3139		
Bope Poddala	3142		
Akmeemana	3145		
Yakkalamulla	3148		
Imaduwa	3151		
Gonapeenuwala	3154		
Habaraduwa	3157		
		08 Matara	
Pitabeddara	3203		
Kotapola	3206		
Pasgoda	3209		
Mulatiyana	3212		
Athuruliya	3215		
Akuressa	3218		
Welipitiya	3221		
Malimbada	3224		
Kamburupitiya	3227		
Hakmana	3230		
Kirinda Puhulwella	3233		
Weligama	3239		
Matara	3242		
Devinuwara	3245		
		09 Hamban-thota	
Sooriyawewa	3303		
Lunugamwehera	3306		
Thissamaharama	3309		
Hambanthota	3312		
Ambalanthota	3315		
Angunakolapelessa	3318		
Weeraketiya	3321		
Katuwana	3324		
Okewela	3327		
Beliatta	3330		
Tangalle	3333		
Walasmulla	3336		

Schedule I

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Kayts (Island North)	4103	10 Jaffna	04 Northern Province
Chankanei (Walikamum West)	4106		
Sandilipay (Walikamum South West)	4109		
Thelippalei (Walikamum North)	4112		
Uduvil ((Walikamum South)	4115		
Kopai (Walikamum East)	4118		
Karaweddi (Wadamarachchi South West)	4121		
Maruthankerny (Wadamarachchi East)	4124		
Point Pedro (Wadamarachchi North)	4127		
Chawakachcheri (Thenmarachchi)	4130		
Nallur	4133		
Jaffna	4136		
Velanai (Island South)	4139		
Kareinagar	4145		
Mannar	4203	11 Mannar	
Manthai West	4206		
Madu	4209		
Nanaddan	4212		
Musali	4215		
Vavuniya North	4303	12 Vavuniya	
Vavuniya South	4306		
Vavuniya	4309		
Vengalacheddiku-lam	4312		
Thunukkai	4403	13 Mullativu	
Manthai East	4406		
Pudukuduirippu	4409		
Oddusudan	4412		
Maritimepattu	4415		
Welioya	4418		
Karachchi	4509	14 Kilinochchi	
Punakari	4512		

Schedule I

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Koralepattu North	5103	15 Batticaloa	05 Eastern Province
Eravurpattu	5112		
Manmunei North	5118		
Manmunei West	5121		
Kaththankudi	5124		
Manmuneipattu	5127		
Manmunei South West	5130		
Porativupattu	5133		
Manmunei South	5136		
Koralepattu South	5139		
Dehiaththakandiya	5203	16 Ampara	
Uhana	5212		
Nawindaweli	5216		
Samanthurei	5218		
Kalmuna – Tamil	5224		
Saindamarudu	5225		
Akkaraipattu	5236		
Alayadivembu	5239		
Damana	5242		
Thirukkkovil	5245		
Pothuvil	5248		
Kuchchaveli	5306	17 Trincomalee	
Gomarankadawala	5309		
Morawewa	5312		
Town and Gravets	5315		
Thambalagamuwa	5318		
Kanthale	5321		
Kinniya	5324		
Muthur	5327		
Seruvila	5330		
Giribawa	6103	18 Kurunegala	06 North Western Province
Galgamuwa	6106		
Ehetuwewa	6109		
Ambanpola	6112		
Rasnayakapura	6118		
Nikaweratiya	6121		
Mahawa	6124		
Polpithigama	6127		
Ibbagamuwa	6130		
Ganewatta	6133		

Schedule I

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>	
Wariyapola	6136	18 Kurunegala	06 North Western Province	
Kobeigane	6139			
Bingiriya	6142			
Bamunakotuwa	6149			
Maspotha	6151			
Kurunegala	6154			
Mallavapitiya	6157			
Mawathagama	6160			
Rideegama	6163			
Weerambugedara	6166			
Kuliyapitiya East	6169			
Kuliyapitiya West	6172			
Udubaddawa	6175			
Pannala	6178			
Narammala	6181			
Alawwa	6184			
Polgahawela	6187			
Paduwasnuwara East	6190			
Paduwasnuwara West	6193			
Kalpitiya	6203	19 Puttalam		
Wanathavilluwa	6206			
Karuwalagaswewa	6209			
Nawagaththegama	6212			
Puttlam	6215			
Mundalama	6218			
Mahakumbukkad-awala	6221			
Anamaduwa	6224			
Pallama	6227			
Arachchikattuwa	6230			
Chilaw	6233			
Madampe	6236			
Mahawewa	6239			
Naththandiya	6242			
Wennappuwa	6245			
Dankotuwa	6248			
Kebithigollewa	7106			20 Anuradha-pura
Medawachchiya	7109			
Mahawilachchiya	7112			

Schedule I

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Nuwaragampalatha Central	7115	20	06 North Western Province
Rambewa	7118		
Kahatagasdigiliya	7121		
Horoupathana	7124		
Galenbindunuwewa	7127		
Mihinthale	7130		
Nuwaragampalatha East	7133		
Nachchaduwa	7136		
Nochchiyagama	7139		
Rajanganaya	7142		
Thambuttegama	7145		
Thalawa	7148		
Thirappane	7151		
Kekirawa	7154		
Palugaswewa	7157		
Ipalogama	7160		
Galnewa	7163		
Palagala	7166		
Higurakgoda	7203	21	Polonnaruwa
Medirigiriya	7206		
Lankapura	7209		
Welikanda	7210		
Dimbulagala	7212		
Thamankaduwa	7215		
Elahera	7218		
Mahiyanganaya	8103	22	08 Uva Province
Rideemaliyadda	8106		
Meegahakiula	8109		
Soranathota	8115		
Passara	8118		
Lunugala	8119		
Badulla	8121		
Hali Ela	8124		
Uwa Paranagama	8127		
Welimada	8130		
Bandarawela	8133		
Ella	8136		
Haputhale	8139		
Haldummulla	8142		

Schedule I

<i>Divisional Secretariat</i>	<i>Divisional Secretariat Number</i>	<i>Relevant District & Number</i>	<i>Relevant Province & Number</i>
Bibila	8203	23	08 Uva Province
Madulla	8206		
Medagama	8209		
Siyambalanduwa	8212		
Monaragala	8215		
Badalkumbura	8218		
Wellawaya	8224		
Kataragama	8227		
Eheliyagoda	9103	24	09 Sabaragamuwa Province
Kuruwita	9106		
Rathnapura	9112		
Imbulpe	9115		
Opanayake	9121		
Pelmadulla	9124		
Niwithigala	9136		
Kahawatta	9139		
Godakawela	9142		
Embilipitiya	9148		
Kolonna	9151	25	Kegalle
Kalthota	9154		
Rambukkana	9203		
Mawanella	9206		
Aranayake	9209		
Kegalle	9212		
Galigamuwa	9215		
Warakapola	9218		
Bulathkohupitiya	9224	25	Kegalle
Yatyanthota	9227		
Deraniyagala	9233		

Schedule II

Detailed Marking Scheme for the Interview to Access Eligibility for Recruitment to Grade III of the Sri Lanka Grama Niladhari Service

Only qualifications and related certificates acquired before the closing date of application will be considered for the interview. The relevant certificates should have been duly certified by the designated officers at the relevant times.

01. Leadership - (School & Community Leadership) Maximum of 15 marks

1.1 School Level

<i>Field in which marks could be allocated</i>	<i>Maximum amount of marks</i>
School Prefect	05
Sports Captain/Leader	05
Holding leadership positions in teams such as the Scouts/Cadets/Red Cross	05

- 1.1.1 Marks for school activities or leadership will be awarded only once for a single position. Holding different positions in the same Society or organization on multiple occasions will not be taken into consideration.
- 1.1.2 School activities or leadership should have been certified by the Principal.
- 1.1.3 The number of marks allocated for one position is 05.

1.2 Community Level

<i>Field in which marks could be allocated</i>	<i>Maximum amount of marks</i>
For holding a main Office (President, Secretary, or Treasurer) in an organization or society registered with the Divisional Secretariat, District Secretariat, or a Government institution, which is free from political activities.	05
Having served as a teacher for a minimum period of one year in a Dhamma school.	05

- 1.2.1 Whether a person has held several positions in the same society at different times or multiple positions at the same time, marks will be awarded for only one position.
- 1.2.2 The number of marks allocated for one position is 05.
- 1.2.3 The holding of such positions must be duly certified with the Official seal by an authorized officer of the relevant registering authority or by the Divisional Secretary.
- 1.2.4 Having served as a Teacher in a Dhamma School for a period of one year (Should have been certified with the Official seal by the Divisional Secretary or a relevant officer of the Divisional Secretariat).
- 1.2.5 It should be verified that the relevant organization or society is registered under a recognized authority, either by producing the certificate of registration or by indicating on the letterhead the name of the registering authority and the registration number.

02. **Sports Skills**- Maximum marks 05 (Awarding of marks in sports competitions at School, Divisional/Congregation/ Zonal, District levels, is limited to sporting events in recognized sports club/youth club sports competitions. Marks shall not be allocated for sports events *etc.*, held on occasions such as New Year Festivals.)

- The achievements obtained should be substantiated by the certificates issued at the respective occasions, and confirmations made through letters will not be considered.
- Marks will be allocated separately for different events.
- Marks are awarded for each event only once for maximum performance.
- Only the first, second, and third places will be considered as achievements.

2.1 Schools

<i>Achievements</i>	<i>Amount of marks</i>
Achievements at the school level (Inter-house competitions)	01
Achievement at the divisional level	02
Zonal level achievements	03
Achievements at the provincial level	04
Achievements at the all-island level	05

2.2 Sports Clubs/Youth Clubs

<i>Achievements</i>	<i>Amount of Marks</i>
Achievement at the divisional level	02
Achievement at the district level	03
Achievement at the Provincial level	05
Achievement at the national level	05

03. Language Proficiency – Maximum marks 10

- 3.1 In addition to the mother (first) language, marks will be awarded for proficiency in the other Official language and the link language (Sinhala/Tamil/English) as specified below.
- 3.2 Only certificates issued by a recognized University, an institution of higher education recognized by the University Grants Commission, or a Government institution/department entrusted with responsibilities for language education will be considered.

<i>Examination/Course</i>	<i>Amount of Marks</i>
A Distinction Pass at the G.C.E. (Ordinary Level)	02
A Credit Pass at the G.C.E. (Advanced Level)	04
A Distinction Pass at the G.C.E. (Advanced Level)	06
A part-time course of more than 06 months	08
A full-time course of more than 06 months	10
Graduation in link language (English). (Only degrees obtained from a University or institution of higher education recognized by the University Grants Commission will be considered.)	10

04. Computer Knowledge – Maximum Marks 10

<i>Examination/Course</i>	<i>Amount of Marks</i>
For a Distinction Pass for the subject of Information and Communication Technology (ICT) at G.C.E. (Ordinary Level)	05
For a General Pass or above for the subject of Information and Communication Technology (ICT) at G.C.E. (Advanced Level)	06

<i>Examination/Course</i>	<i>Amount of Marks</i>
Certificate issued at the end of a course of more than 06 months /NVQ 03 or above qualification	10

- **When awarding marks for computer courses**, only the certificates issued for courses completed within the valid registration period of the respective institution, which are conducted and issued by a recognized university, a higher educational institution approved by the University Grants Commission, or an institution accredited by the Tertiary and Vocational Education Commission, will be considered.

05. For the skills demonstrated at the interview- Maximum marks 10

- Marks will be allocated by the interview panel (board) for personality and communication skills.

10-301

THE CHITHTHA ADVANCED PSYCHOLOGICAL STUDIES OPEN INSTITUTE OF SRI LANKA

(Arrangements have been made to incorporate under the Parliament Act, Bill No. 18 of 2025)

DIPLOMA IN HUMAN RESOURCE DEVELOPMENT & GENERAL OFFICE ADMINISTRATION DEPARTMENT OF BUSINESS STUDIES AND HUMAN RESOURCE DEVELOPMENT 2025 (MAIN INTAKE)

APPLICATIONS are invited from those aspiring to study the Diploma in Human Resource Development and General Office Administration conduct by the Business Studies Department & Human Resource Development of the Chiththa Advanced Psychological Studies Open Institute of Sri Lanka. Through this course, public and private officials who wish to acquire the professional educational qualification required to become a recognized professional human resource manager or human resource development Officer or for higher position in the field can apply for the course.

Qualifications : G. C. E. A/L 3S pass grades in any stream
and ;

18 years of age on 30.11.2025, of good
character and in good health

Nature of Course : Online (Open and Distance Learning)

Medium : English or Sinhala

Course Duration : One year part time course. Lecture
recording and additional readings links are will be provided
meanwhile the lecturers which can be viewed at convenient
times.

Course fees and Student Registration Fee : The total
course fee is Rs. 36,000.00. While registering for the
course, the student registration fee of 1000.00 must be paid.
Rs. 36,000.00 can be paid at once or Rs. 3000.00 payable in
twelve monthly instalments.

How to Apply for the Course : The applicants should send
their-

1. G.C.E (A/L) Examination results sheet's original
photograph;
2. Original National Identity Card photo/ Passport photo
(front and rear sides);
3. Service letters (if applicable).

To - 070 550 8778 (Whatsapp) Number

**The last date for enrolling students for the course is : 07th
December, 2025.**

For more information : Can inquire through the phone
Number 037-3170999 at Office hours from 8.30 a.m. to
4.30 p.m.

Registrar,
Department of Business Studies & Human Resource
Development,
The Chiththa Advanced Psychological Studies Open
Institute of Sri Lanka.

10-295

MINISTRY OF PUBLIC ADMINISTRATION PROVINCIAL COUNCIL AND LOCAL GOVERNMENT

Third Efficiency Bar Examination for the Officers in Grade I of Sri Lanka Technological Service - 2021 (2025)

(Three Months Certificate Course on Management)

IT is hereby notified that the aforesaid course shall be
commenced from February 2026 as a weekend course to
be conducted on Saturdays for 15 weeks, by the Faculty
of Management Studies and Commerce, University of
Sri Jayawardhanapura as per the Minute of Sri Lanka
Technological Service published by the *Gazette Extra
Ordinary* of the Government No. 1930/12 dated 01.09.2015.

02. (i) This course shall be conducted in English medium at
the Faculty of Management Studies and Commerce
of the University of Sri Jayawardhanapura and
a final examination will be held for each subject
at the end of the course. On the result of the
said examination the passing of the course is
Determined and the applicants who have passed
this course are treated as completed the Efficiency
Bar Examination mentioned above. The applicants
shall be subjected to the rules and regulations
imposed by the Dean of the Faculty with regard
to selection of Officers for the course, conducting
the course, conducting the examinations and
issuing the results, issuing certificates and granting
concessionary periods for the course. They shall
be subjected to any punishment imposed by the
University of Sri Jayawardhanapura an provisions
of the Establishments Code for violation of the
rules and regulations imposed by the University.

(ii) You shall be informed with regard to the
relevant rules and regulations and the course by
the University of Sri Jayawardhanapura at the
beginning of the course.

03. The specimen application for this course is published
at the end of this notification. Applicants should
prepare their own applications according to the
specimen. In case where the officer belongs to the
Sri Lanka Technological Service under the Central
Government, application of such Officer shall be
sent through the Head of the Department and in the
meantime the Officers of Sri Lanka Technological
Service under the Provisional Public Service shall
send their applications through the Secretary of
the Provincial Public Service Commission in the
Provincial Council where they serve. The applications
should be sent through registered post to Director

(Scientific, Architectural and Technological Service), Ministry of Public Administration, Provincial Councils and Local Government, Independence Square, Colombo 07 on or before 24th of December, 2025. “Third Efficiency Bar Examination for the Officers in Grade I of Sri Lanka Technological Service - 2021 (2025)” shall be indicated on the top left-hand corner of the envelope in which the application is forwarded. The Dean is empowered to reject the applications received after the closing date of applications without any inquiry.

04. Identity :

Candidates shall be required to prove their identity to the satisfaction of the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayewardenepura. For this purpose, one of the following documents shall be kept at the possession of the applicants at the beginning and also during the course in order to submit on requirement -

- (a) The National Identity Card;
- (b) Office Identity Card issued by the respective institution; or

A document issued by the respective institution to prove the identity.

05. Application :

- i. Applications should be prepared in a paper of A4 size. The application could be typewritten, but it should be filled in correctly and legibly in candidate's own handwriting. At the occasions where it is specially mentioned, the applications shall be filled in the language medium specially mentioned. Special attention should be paid to the name of the officer, since the name is used as it is indicated in the application at all occasions within the course duration. If the said particulars are changed within the course duration, it should be informed to the Dean, Faculty of Management Studies and Commerce of University of Sri Jayewardenepura in writing along with the recommendations of the Head of the Department.
- ii. Please indicate the title of the examination appearing in the specimen in English language as well, on both Sinhala and Tamil application forms. Applications that do not comply with the specimen and that have not been perfected properly will be rejected without notice. It is the responsibility of the candidate to make sure that the application

form perfected by him/her complies with the specimen given in the notification and further it would be advisable to keep a photocopy of the completed application form.

- iii. Two stamp size colour photographs of the applicant taken recently shall be produced and one of the same should be pasted in the cage on the top right hand corner of the first page of the application and the other photograph shall be attached to the application.

06. Course fee and Examination fees :

- i. The successful applicants will be formally notified in writing by the Dean of the Faculty of Management Studies and Commerce, University of Sri Jayewardenepura, regarding the procedure for the payment of course fees, following the submission of their applications to the University of Sri Jayewardenepura by the Ministry of Public Administration, Provincial Councils and Local Government.
- ii. The course fee is LKR 24,000.00. This fee is inclusive of institutional charges, printing costs, examination fees, resource person allowances, and coordination charges. The course fee must be credited to the relevant bank account, either in cash, by cheque, or by bank draft, as instructed by the University of Sri Jayewardenepura to the applicant, and should be facilitated by the institution where the applicant is employed.
- iii. In case the officers fail to pass the examinations pertaining to the course on the initial attempt, they shall be required to pay a registration fee and an examination fee for subsequent attempts. Action regarding the payment of these fees must be taken in accordance with the instructions provided by the Dean of the Faculty of Management Studies and Commerce, University of Sri Jayewardenepura.
- iv. Under no circumstances, the course fee shall be refunded. The examination fee shall not be allowed to transfer in respect of any other examination or course or officer.

07. Requirements to apply for the course :

- i. All the officers shall pass the Third Efficiency Bar Examination for officers in Grade I of Sri Lanka Technological Service before the lapse of five (05) years from the date of promotion to Grade I.

Note : Kindly note to pay the attention of the Head of the Department regarding the seniority of each officer and the matters indicated in Para. 7 i above.

08. Selection for the course :

When officers are selected for the course, priority shall be given depending on the order of the seniority of the appointment of the officers who have satisfied qualifications as in 7 i above.

09. Particulars of all the officers who have submitted applications shall be included in the data base maintained by the Dean of the Faculty of Management Studies and Commerce of University of Sri Jayewardenepura and only one batch, consisting of a minimum of 150 officers and a maximum of 400 officers will be enrolled in this course. The list of names of the applicants who are selected for the course shall be published on the official web site of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government and it will be informed to the officers selected by the University of Sri Jayewardenepura.

Following such notification, neither the University of Sri Jayewardenepura nor the Ministry of Public Administration, Provincial Councils, and Local Government shall be bound to re-inform the same to the applicants who do not participate in the course; and action shall be taken considering it as an opportunity granted to an officer.

10. Syllabus of the course :

Serial No.	Syllabus	Number of credits	Credit Hours
01	Public Finance Management	02	30
02	Human Resource Management (Basic theories)	02	30
03	Conflict Management (Practical application of the theories on conflict Management in achieving the goals and objectives of the organization)	02	30
04	Organizational Behavior	02	30
05	Project Report A research paper either on an issue in the professional field of candidate or the professional field itself	02	30
		10	150

11. The decision of the Secretary of the Ministry of Public Administration, Provincial Councils and Local Government shall be the final with regard to any matter not referred to herein.
12. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

S. ALOKABANDARA,
Secretary,
Ministry of Public Administration,
Provincial Councils and Local
Government.

Ministry of Public Administration, Provincial Councils and
Local Government,
Independence Square,
Colombo 07,
15th October, 2025.

(The *Gazette* Notification and the specimen application can be downloaded at www.pubad.gov.lk).

Specimen Application

Affix a
Stamp size
photograph
here

(Office use only)

**Third Efficiency Bar Examination for the Officers in
Grade I of Sri Lanka Technological Service - 2021
(2025)**

(Three months Certificate Course on Management)

01. (a) Name with initials : (Indicate the initials at the end of the name)
.....
(In English block capital letters)
eg. GUNAWARDHANA M.G.B.S.K.
- (b) Name in full:.....
(In English block capital letters)
- (c) Name in Full :
(In Sinhala/ Tamil)

02. Indicate whether you belong to Provincial Public Service, if not to which public service you belong

(Public Service - 10/ Western Provincial Public Service - 01/ Central Provincial Public Service - 02/ Southern Provincial Public Service - 03/ Northern Provincial Public Service - 04/ Eastern Provincial Public Service - 05/ North Western Provincial Public Service - 06/ North Central Provincial Public Service - 07/ Uva Provincial Public Service - 08/ Sabaragamuwa Provincial Public Service - 09)

03. Designation (In English Block Letters) :.....

04. Sub Department/ Division to which you belong:
(In English Block Capital Letters) :.....
(In Sinhala/ Tamil) :.....

05. Department to which you belong :
(In English Block Capital Letters) :.....
(In Sinhala/ Tamil) :.....

06. Official Address :
(In English Block Letters) :.....
(In Sinhala/ Tamil) :

07. (i) Personal Address :
(In English Block Letters) :
(In Sinhala/ Tamil)

(ii) District of residence :

08. E-mail :

09. Telephone Number:

Official :

Personal :

10. Gender :

Male - M ☐

Female - F (Indicate the relevant letter in the cage)

11. National Identity Card :

(Affix a copy of the national identity card signed by the candidate to the effect that it is a true copy)

12. (i) Date of promotion to Grade I :

Year : Month : Day :

(ii) Active service period in Grade I as at 24.12.2025:

Years : Months : Days :

(Submit the copy of the letter of promotion to Grade I certified to the effect that it is a true copy, as an attachment)

I declare that the foregoing particulars are correct and I am bound by the rules and regulations imposed by the Dean of the Faculty of Management Studies and Commerce, University of Sri Jayewardenepura with regard to conducting the course, examination and issuing results and the provisions specified in the Establishments Code and the application has been prepared in conformity with the specimen application.

Date :

.....
Signature of the Candidate

Attestation of the Signature

I hereby certify that Mr./ Mrs./ Miss. who is an officer working at my office and is known to me personally placed his/her signature before me on

Date :

.....
Signature of the Attester and
Official Stamp

Certification of the Head of the Department

I hereby certify that the particulars mentioned in paragraphs 01 to 12 are accurate and the candidate is an officer of Sri Lanka Technological Service who is eligible to follow this course as per the note in paragraph 07 and subject to the provisions in para 08 and 09 and it is possible for the Department to pay the prescribed course fee.

Date :

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

Check List

- | | |
|---|--------------------------|
| 1. A copy of the Birth Certificate signed by the candidate to the effect that it is a true copy is attached. | ☐ |
| 2. A copy of the National Identity Card signed by the candidate to the effect that it is a true copy is attached. | ☐ |
| 3. A stamp size photograph is affixed on the top right hand corner of the application. | ☐ |
| 4. A stamp size photograph is attached with the application. | ☐ |
| 5. Copy of the letter of promotion to Grade I certified to the effect that it is a true copy is attached. | ☐ |

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