

**Recruitment on an Open Basis for Grade III of the Management Service Officer Service of the Uva Provincial Council Public Service – 2026**

1. Applications are invited from applicant with the following qualifications and permanent residence in Uva Province for the recruitment of 76 vacancies of Management Service Officer Grade III in the Uva Provincial Council Public Service on an open basis up to 26<sup>th</sup> June 2026
2. The qualifications mentioned below are applicable for recruitment to Grade III of the Management Service Officer Service;
  - 2.1. Must be a citizen of Sri Lankan.
  - 2.2. The age limit on the last date of accepting the applications should not be less than 18 years and not more than 30 years. (Accordingly, only those who have their date of birth on or before 26<sup>th</sup> June 2008 and on or after 26<sup>th</sup> June 1996 are eligible to apply for this post).
  - 2.3. Must be of good behaviors.
  - 2.4. All applicants must be physically and mentally fit to serve in any area of the Uva Province and to perform the duties of the position.
  - 2.5. Applicants must have resided in the Uva Province for a minimum of 03 consecutive years on the closing date for applications and must provide proof of residency through the prescribed form provided by the Grama Niladhari.
  - 2.6. Must have full filled the educational qualifications mentioned below.
    - 2.6.1. Must have passed the G.C.E. (G.L.) Examination in six (06) subjects at one sitting with credit passes in four (04) subjects including Language (Sinhala / Tamil / English) and Mathematics.
    - 2.6.2. Must have passed all subjects (except General Examination and General English) in the G.C.E. (A/L) Examination at the one sitting.

Note: The language in which the candidate is appearing for the competitive examination is considered to be the language in which he/she must have passed in the G.C.E. (O/L) examination.

Please note - It is mandatory for every applicant to have completed all the qualifications relevant to the position on or before 26<sup>th</sup> June 2026

**3. Submission of applications:**

- 3.1. Candidates sitting for this examination should access the online application portal via the link <https://exams.psc.up.gov.lk/> and complete the online application form for the examination on or before 11.59 pm on 26<sup>th</sup> June 2026 and after completing the application form and submitting it to the system (Submit), the soft copy of the application should be downloaded (Access Application in the menu). The receipt for payment of the examination fee should be affixed with the hard copy of the downloaded application form in the prescribed place, and after the attestation of the signature and the application should be sent by registered post to the address **"Secretary, Uva Provincial Council Public Service Commission, No. 14/4, Peelipothagama Road, Pinarawa, Badulla"** on or before 03<sup>rd</sup> July 2026 The caption **"Open Recruitment for the Post of Management Service Officer of the Uva Provincial Public Service – 2026"** should be written on the top left corner of the letter.
- 3.2. Applicants who are currently serving in the Provincial Public Service or in the Central Government should submit their application forms through the Head of Department.
- 3.3. Similarly, no changes will be allowed to any information submitted through the online system. Therefore, it is important to carefully check the information before submitting it to the Uva Provincial Council Public Service Commission. All applications that are not properly filled

and contain incomplete or incorrect information will be rejected without any notice. It would be beneficial for applicants to keep a copy of the application form and the payment receipt.

3.4. The Online Examination Application Form should be completed in English. Only those parts where instructions are given to be completed in Sinhala and Tamil should be completed correctly in the original language. Before completing the online applications, the Common Instructions prepared for applying for the examination should be downloaded and read and the instructions should be followed while completing the application form. Incomplete application forms will be rejected without any notice. Whether the soft copy submitted by the applicant through the online application form is accepted / not accepted by the Uva Provincial Council Public Service Commission as a valid application form will be notified through the Short Message Service (SMS) to the mobile phone number used to access the system or by the e-mail.

3.5. Applicants must accept any inconvenience caused by delaying the submission of the application form until the last date.

Note: Acceptance of online application forms will be opened on 05<sup>th</sup> June 2026 at 9.00 AM and will be closed on 26<sup>th</sup> June 2026 at 11.59 PM.

#### **4. Certification of the applicant's signature:**

4.1. Signature attestation of applicant working in Provincial Public Service / Central Government Service:

The signature of the applicant should be attested on the application form and on the admission card. The candidate should have his signature attested by the Head of his institution or an officer authorized by him.

4.2. Attestation of signature of applicants not in Public Service;

The applicant's signature in the application should be attested by the Principal of a Government School / Divisional Grama Niladhari / Justice of the Peace / Commissioner of Oaths / Solicitor General / Authorized Officer of the Tri-Services / Officer holding a Gazetted post in the Police Service / Officer holding a permanent executive post in the Government or Provincial Public Service.

5. Examination fees and administrative expenses are Rs. 1250/-. This amount should be credited to the revenue head 20.03.02.13 of the Chief Secretary of Uva Province in cash to any Divisional Secretariate of the Uva Province and the original copy of the receipt obtained in the name of the applicant should be sent by pasting in the prescribed place in the application form. It is mandatory to attach the original copy of the receipt to the application form and it is useful to keep a photocopy of the receipt for future use. Receipts, money orders or stamps obtained by paying money to institutions other than those obtained by paying money to a Divisional Secretariates of Uva Province will not be accepted and such applications will be rejected. The fee paid for the examination will not be refunded or transferred to another examination for any reason.

6. This competitive examination will be conducted only in the examination centers of the town mentioned in Annexure-II. All applicants should indicate the town and town code in which they intend to sit for the examination as per Annexure-II. The Uva Provincial Council Public Service Commission will decide the town where the examination will be conducted, depending on the number of applicants.

7. Applicants who have fulfilled the qualifications on the basis of merit as per the results of the written examination conducted by the Uva Provincial Council Public Service Commission will be selected

for appointment to the posts of Management Service Officer Grade III based on the proportion of the district population.

8.

- (a) The number of posts to be appointed and the effective date of the post shall be determined by the appointing authority. The appointing authority shall have the power not to fill any or all vacancies.
- (b) The selected candidate will be appointed to Grade III of the Service subject to the terms and conditions specified in the Service Minute of the Management Service Officers Service, the amendments made to it from time to time, the provisions of the Establishment Code and the Financial Code and the procedural rules of the Public Service Commission.
- (c) If selected for an appointment, it is mandatory to serve at least five (05) years in the place of first appointment. However, if for any special reasons determined by the appointing authority, before the expiry of that period, the appointing authority has the power to transfer an officer.
- (d) This appointment is subject to three years of probationary period. A Management Service Officer recruited to Grade III of the Service must pass the first efficiency bar examination as specified in the Service Minutes within three (03) years of the time from the appointment date.
- (e) If selected for an appointment, must complete the language proficiency prescribed in accordance with the Public Administration Circular 18/2020 dated 16.10.2020 and its subsidiary circulars published from the medium of language in which qualified for the appointment.

9. In the Public Administration Circular No. 10/2025 dated 25.03.2025, the salary code MN 2 - 2025 will be applicable to this post and the corresponding salary scale will be Rs. 48,470 - 10 x 540 - 11 x 630 - 10 x 1010 - 10 x 1190 - 82,800/- and the said salary will be entitled on 2027.01.01. The salary mentioned in the Appendix III to this circular will be paid from the effective date of appointment.

10. This post is permanent. It is pensionable. Officers recruited to the Management Service Officer Service Grade III through this examination will be subject to future policy decisions taken by the government.

11. Selection based on district population ratio is shown in Annexure-I. While completing the online application, the applicant should correctly indicate the district and its number as per Annexure-I from where they are sitting the competitive examination.

- a) Recruitment to the service shall be made on a representative basis. Each administrative district shall be allotted a certain number of vacancies in proportion to the population of that district. Only candidates from the district shall be eligible to sit for the competitive examination for the number of vacancies to be filled in that district.
  - I. In the event that the number of vacancies allocated as mentioned above for any district cannot be filled by the eligible candidates who have applied for the district, the number of vacancies will be reallocated to the nearest district on the basis of population ratio.
  - II. If the total number of vacancies to be filled is less numbers, and due to that reason, qualified candidates will be selected on the basis of merit as it is not possible to base the district population on the number of vacancies.

III. Selection based on district population will not be made when the number of candidates who obtain the minimum required marks in the examination is less than the number of vacancies allotted.

Note: Please note that the number of vacancies allocated to a district refers to the number of vacancies allocated to candidates appearing for the competitive examination from that district on a proportional basis to the population of that administrative district and not the number of vacancies for the relevant service in government institutions within that administrative district.

b) Qualifications to be eligible for the district – To compete for the number of vacancies allocated to the district, at least one of the items mentioned below must be fulfilled.

I. The applicant must be born in that district.

Or else

II. He / She must have been a permanent resident of the district for at least three (03) consecutive years within the five (05) years preceding the last date for completing the qualifications for the examination.

Or else

III. He / She must have completed his/her secondary school education within the district for a continuous period of 05 years.

Note:

1. Candidates selected in the written examination must produce the following documents as required to prove their belonging to the above district during the interview or at any time requested.

I. Birth Certificate

II. Certificate from the Grama Niladhari and a voter list to prove continuous residence for three (03) years.

III. Student Performance Report.

2. However, if an applicant's father or mother is in a transferable position in the Government Service, Provincial Government Service or a Government Corporation, that applicant will be allowed to choose the place of birth of his father or mother as the district of his residence. (For this, the applicant will have to produce documents confirming the place of birth of his parents and the document that confirms serving in the Public, Provincial Public Service or Government Corporation at the interview or at any time when requested).

3. No candidate will be allowed to sit the examination in more than one district. Once the district for sitting the examination is selected as per the eligibility criteria mentioned in 11(b) while applying online application, it cannot be changed again.

12. 3% of the vacancies from the vacancies to be filled through this competitive examination will be reserved for the differently abled applicants. Out of the maximum marks scored by the differently abled candidates in the examination, only 3% will be selected for appointment on the basis of merit. To qualify for this, applicant must obtain at least forty (40%) marks out of the marks allotted for each subject in the examination and must also obtain fifty (50%) marks out of the total marks in the examination. The provisions of Public Administration Circular No. 27/88 shall apply to recruitment on the basis of differently abled applicants.

Note: When filling the online application form, applicant must indicate that they are applying on a conditional basis and a non-disabled candidate should not falsely state that they are disabled.

### 13. Exam Syllabus:

The examination will be conducted in Sinhala, Tamil and English. An applicant must choose one language in which he/she will sit the examination and must answer all the question papers in the same language. The applied language medium cannot be changed later. There will be two question papers available for the examination.

<i>Serial No..</i>	<i>Description</i>	<i>Marks</i>	<i>Time</i>
01	<i>Language Skills</i>	100	2 ½ Hours
02	<i>Aptitude</i>	100	1 Hour

#### (01) Language Skills:

This question paper will consist questions that test the candidates' skills to express their opinions, understanding, spelling, language and essay writing, draft a given letter, prepare graphs and tables based on the data provided, summarize a given text, write the meaning of several given sentences in a single sentence and use simple grammar. All questions must be answered.

#### (02) Aptitude:

This question paper is designed to measure the candidates' statistical skills, reasoning ability and general knowledge. It consists of 50 multiple choice and short answer questions. All questions must be answered.

Note:

- (a) These question papers are prepared to assess the qualifications and abilities of the candidates for the duties. To be eligible for appointment through this competitive examination, candidates must obtain at least forty (40%) of the marks allotted for each subject and must obtain at least fifty (50%) of the total marks in the examination. Appointments will be made strictly in the order of priority of the marks obtained to fill the number of vacancies allotted for the competitive examination.

### 14. Instructions for the Examination:

- I. Candidates who have paid the relevant examination fee and submitted the application form correctly online on or before the closing date for accepting the application form will be issued an examination admit card online only by the Uva Provincial Council Public Service Commission.
- II. Admission cards will be sent via e-mail at least two weeks before the examination and the correct e-mail address should be mentioned while applying for the examination. If the admission card is not received one week before the examination date, a request should be made to the Uva Provincial Council Public Service Commission to send the admission card along with a certified copy of the application form and a certified copy of the payment receipt, specifying a WhatsApp number. In addition, facilities will be made to download the exam card through the link <https://exams.psc.up.gov.lk/admission/>. Accordingly, the admission card should be downloaded from the website and reviewed, and if there are any corrections to be made, in the relevant line the manner in which the corrections should be made has to be indicated along with the signature of the applicant. The issuance of an admission card for a

competitive examination does not constitute that the applicant is full filled all the qualification to the post.

- III. The candidates must have their signatures attested on the admit card for the examination. An applicant who has applied for the examination through any Government institution must have his signature attested by the Head of the institution or an officer authorized by him. Other applicants' signature on the application form should be attested by a Principal of a Government School / a Grama Niladhari of the Division / a Justice of the Peace / a Commissioner of Oaths / a Notary Public / a Superintending Authorized Officer of the Tri-Forces / an Officer holding a gazette post in the Police Service / an Officer of the Permanent Staff Grade holding a permanent post in the Government or Provincial Public Service or the Head of a Buddhist Temple or the Head Monk or the Head of other religious places or a person holding the status specified in the list of religious leaders.
- IV. Candidates must comply with the rules and regulations set by the Uva Provincial Council Public Service Commission regarding the conduct of the examination and the issuance of results. If the rules are violated, the punishment imposed by the Uva Provincial Council Public Service Commission must be obeyed.

15. Admission to the Examination:

- (a) Applicant appearing for the examination must submit the admission card, bearing their attested signature, to the In-charge of the Examination Hall on the first day of the examination. A candidate who does not submit such an admission card will not be allowed to appear for the examination.
- (b) A candidate must appear for the examination in the examination hall assigned to him/her.

Note: The issuance of an examination admission card to a applicant shall not be considered as acceptance of his/her qualifications to sit for the examination.

16. Identification of the Candidate:

Candidates must prove their identity in a manner in which acceptable by the In-charge of the Examination Hall for all subjects appearing in the examination hall. The documents mentioned below will be accepted to prove the identity of the candidate.

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

Candidates must enter the examination hall without covering their face to prove their identity and without covering their ears to ensure that electronic communication devices are not being used. Candidates who fail to do so will not be allowed to enter the examination hall. Candidates must also keep their face and ears uncovered from the moment they enter the examination hall until the examination is over and they leave.

17. Results of Examination:

The Uva Provincial Council Public Service Commission will notify the results of the examination to the applicant by post or website.

18. Punishments for Providing false information:

- I. While filling the application form the information should be carefully and correctly provided. In case any candidate is found to be ineligible as per the rules of this examination, his/her right to appear for the examination may be cancelled before, during or after the examination or at any time.
- II. In the future, if it is discovered that any information furnished by a candidate is false or that he/she has deliberately suppressed accurate information he / she will not be considered for appointment and if he / she is appointed as a result of this examination will be liable to cancellation of the appointment granted or removal from service.

19. If there are any matters not mentioned herein, will be decided by the Uva Provincial Council Public Service Commission as per the advices of the Honorable Governor of Uva Province.

If there is any inconsistency between the language medium of this announcement published in the Sinhala, Tamil and English medium, in such a case, action will be taken as per the Sinhala medium notice.

20. 12. More information on this can be obtained by calling the Uva Provincial Council Public Service Commission office on telephone numbers 0552222400, 0552231460 during office hours.

(L.A. Somarathne)  
Secretary

Uva Provincial Council Public Service Commission

On 26<sup>th</sup> may 2026

Badulla.

at the Uva Provincial Council Public Service Commission Office.

*Sub-document – I*

Names and numbers of the districts

District	District Number
Badulla	22
Monaragala	23

*Sub-document – II*

Town where the exam center is located.

<i>Number</i>	<i>District</i>	<i>Town</i>	<i>Town No.</i>
22	Badulla	Badulla	01
		Bandarawela	02
		Mahiyangana	03
23	Monaragala	Monaragala	04
		Wellawaya	05
		Bibile	06