

Public Administration Circular : 17/2026

My number : SLAS/R/Merit/2026
Ministry of Public Administration,
Provincial Councils and Local Government
Independence Square
Colombo 07.

10.08.2026

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

**Competitive Examination for Recruitment to Grade III of the Sri Lanka Administrative Service
under the Merit Stream -2026**

Applications are hereby called from qualified Sri Lankan citizens for recruitment under the merit stream to 10 posts in Grade III of the Sri Lanka Administrative Service which have fallen vacant.

01. In this notification, the term, "Secretary" shall mean the "Secretary to the Ministry in charge of the subject of Public Administration". The term, "Service" shall mean the "Sri Lanka Administrative Service".
02. Method of Recruitment:

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

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

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

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

2.1 Written Examination:

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

1. General intelligence.
2. Establishments Code, Procedural Rules of the Public Service Commission

3. Government Financial Regulations and Procurement Process

2.2 Date of Examination:

This examination will be held in the month of November 2026 only in Colombo. The Secretary reserves the right to postpone or cancel this examination, subject to the instructions of the Public Service Commission.

2.3. Interview:

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

03. Conditions of Service:

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

3.2 This post is permanent and pensionable. The candidates are required to contribute to the Widows'/ Widowers' and Orphans' Pension Scheme.

3.3 This appointment is subject to a probation period of one year. The candidates should pass the first efficiency bar examination within 03 years from the date of appointment as mentioned in the service minute.

3.4 The candidates who are appointed to this post should acquire proficiency in the prescribed other official language / official languages as per Public Administration Circular No. 18/2020 dated 16.10.2020.

3.5 The appointments of the applicants who fail to assume duties of the post offered to him and / or reject or avoid the assumption of duties in a post or an area where he is appointed, on the prescribed date shall be cancelled upon the orders of the Public Service Commission.

04. Monthly Salary Scale:

The Monthly Salary Scale applicable to this post as per the provisions of Public Administration Circular No. 10/2025 dated 25.03.2025 is Rs. 82,150-10x2,400-8x2,940-17x3,900 -195,970/- (SL-1-2025). In addition to that, you will also be entitled to other allowances paid to public officers by the government from time to time.

05. Qualifications for Recruitment:

5.1 Relevant Qualifications and Experience -

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

Note:

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

5.2 Age and Other Qualifications to be Completed

- i. Should be not more than fifty five (55) years of age.
- ii. Should have been confirmed in a service / post mentioned in 5.1 above.
- iii. Should have a satisfactory service record and in accordance with the provisions of Public Service Commission circular no 01/2020 and its' amendments should not have been subjected to any disciplinary punishment during his / her entire period of service.
- iv. Should have earned all salary increments in the immediately preceding five years as at the date on which qualifications should be completed.

5.3 Restrictions Regarding Qualifications:

- i. No candidate is allowed to sit for the Competitive Examination for Recruitment on Merit Basis more than three (03) times.
- ii. All the qualifications required to apply for this examination shall have been satisfied in every respect as at 10.08.2026
- iii. No person who is ordained in any religious order shall be allowed to sit for this examination.
- iv. Officers who have retired from service before the closing date of applications are not eligible to apply for this competitive examination.

06. Method of Recruitment:

6.1 Written Examination:

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

	Subject	Duration	Marks	Minimum marks required for passing
1	General intelligence.	1 ½ hours	100	50
2	Establishments Code, Procedural Rules of the Public Service Commission	3 hours	100	50
3	Financial Regulations of the government and Procurement Process	3 hours	100	50

Syllabus:

i. General Intelligence.

It is expected to assess the intelligence level of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.

This question paper consists of multiple-choice questions. All questions should be answered.

ii. Establishments Code, Procedural Rules of the Public Service Commission.

It is expected to assess the candidates' knowledge of the Establishments Code and the Procedural Rules of the Public Service Commission.

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

iii. Financial Regulations of the government and Procurement Process

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

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

6.2 Seniority

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

(a)

- i. Ten marks (10) for each year served in a post in a Supra Class of Management Service Officers' Service

- ii. Eight marks (08) for each year after completing an active period of twenty (20) years in the Management Service Officers' Service, for officers in Class I of the Management Service Officers' Service
- (b) Marks shall be allocated only for active and satisfactory period of service
- (c) No marks shall be given for a period less than six months. However, for a period of more than 06 months and less than one year, five (05) marks shall be allocated for an officer in Supra Class of the Management Service Officers' Service, and four (04) marks for an officer in Class I of the Management Service Officers' Service.
- (d) Dates on which an appointment was granted on supernumerary basis or appointments were antedated shall not be considered when calculating marks for seniority, and the period of service shall be calculated on the basis of the date on which duties of the relevant post were assumed.
- (e) If there is a period which is covered from a (ii) above, marks relevant for such period shall be allocated when calculating marks for the seniority of an officer who is in Supra Class of Management Service Officers' Service or Provincial Management Service Officers' Service.
- (f) Marks for seniority for the applicants who secure 50 marks or above for all 03 subjects of the written examination as mentioned in Section 6.1 of this circular shall be calculated by the Secretary with the approval of the Public Service Commission. Applicants should forward the following documents to the Secretary with the certification of the respective Head of the Department as true copies, when notified.
 1. First appointment letter by which he / she was appointed to the Management Service Officers', Clerical, Stenographers', Typists', Book Keepers', Shroffs' or Store Keepers' Service in the public or provincial public service and the letter of assumption of duties.
 2. Relevant letters of promotions (Class II, Class I, Supra Class)
 3. Letter of assumption of duties in Supra Class
 4. Particulars of release from the provincial public service or the central government, if any
 5. Letter of absorption to Class III of Public Management Assistants' Service
 6. Particulars of disciplinary orders
 7. Service Confirmation Letter
 8. The copy of the application certified by the Head of the Institution, which has been included in the personal file
 9. Letter of confirmation of service

6.3. Interviews

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

(a) General Interview

(i) The general interview is held to verify whether the candidate has satisfied qualifications for recruitment mentioned in No. 05 above and whether the qualifications fall within the prescriptions made in the note therein.

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

(b) Structured Interview

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

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

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

N. B.

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

07. Examination fees:

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

- i. Any Bank Credit Card
- ii. Any Bank Debit Card with internet payment facility

- iii. Bank of Ceylon Online Banking Method
- iv. Bank of Ceylon Teller Slip Payment

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

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

08. Method of Application:

- (a) The application has been published on the website of the Department of Examinations, Sri Lanka, www.doenets.lk under “Our Services” through “Online Applications – Recruitment Exams/ E.B. Exams” and applications should be submitted strictly online. Accepting online applications will commence on 14th of August 2026 at 9.00 a.m. and end on 14th September of 2026 at 9.00 p.m.
- (b) Whether the soft copy submitted online by the applicant has been accepted or not accepted by the Department as a valid application will be notified via SMS to the mobile phone number used to access the system or to the email address. The instructions sheet should be downloaded before completing the online application and the instructions therein should be strictly followed. No revision made to the application after obtaining a printed copy shall be considered valid. Incomplete applications shall be rejected without notice.
- (c) Officers must hand over a copy of the application to their Heads of Institution to be included in their personal file. The official date stamp should be placed on the applications completed and submitted by the officers on the date on which the office receives the application and it is the responsibility of the Head of the Department / Secretary of the Ministry to place the official stamp certifying that the particulars provided by the candidates are correct and include it in the personal file.
- (d) Applications of the officers who have been released temporarily or on secondment basis, to serve in Cooperation or a Statutory Board shall be certified and sent in the above manner by the Secretary of the Ministry.
- (e) The applicant must bear any adverse consequences resulting from delaying the submission of applications until the closing date.
- (f) The post and place of work of the applicants at the time of applying for the examination is considered for all matters with regard to the examination and the changes that occur after sending the applications will not be considered.
- (g) Applications that are not completed in every aspect will be rejected. No complaints about the loss or delay of the applications will be entertained.

09. Admission Cards:

On the assumption that only those who possess the qualifications mentioned in the Gazette Notification have sent applications, the Commissioner General of Examinations will issue admission cards strictly online to the applicants who have paid the relevant examination fees and duly perfected the application along with the said receipt on or before the closing date of applications submitted their applications. Applicants will be notified by the Department of Examinations, Sri Lanka via an SMS or web notice as soon as the admission cards are issued to them. In case where the admission card is not received, steps should be taken to make inquiries thereon from the Institutional Examination Organization Branch, Department of Examinations in the manner specified in the notice. When informing, it will be productive to send a letter of request to the email address mentioned in the notification indicating the name of the examination applied for, full name, address and the National Identity Card number of the candidate in the letter and send it. It would be advisable to keep the photo copy of the perfected application form in hand to confirm any matter inquired about by the Department of Examinations. If any revisions are required after checking the admission card, the Department of Examinations of Sri Lanka should be contacted early and the relevant revisions should be made as per the application. Requests made at the examination hall or interview to make revisions will not be considered.

10. Admission to the Examination :

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

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

11. Identity of Candidates :

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

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

Candidates should enter the examination hall without covering their faces, enabling the verification of their identity and without covering ears enabling the verification of the fact that they are not wearing electronic devices which are used for communication. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should keep their faces and ears uncovered until they leave the examination hall.

12. Penalty for Furnishing False Information:

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

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

14. Procedure of Examination and Medium of Examination:

(a) This examination will be held in Sinhala, Tamil and English languages.

(b) Candidates should sit the examination in the language medium in which they have passed the qualifying examination / interview for entry into the public service or in one of the official languages.

Note-

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

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

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

17. Upon being informed of the appropriate date for releasing the results by the Appointing Authority, the Department of Examinations, Sri Lanka, will take steps to send a result sheet containing the marks obtained for each subject/ total marks to all candidates who sat for the examination by post or to release the results through the website www.results.exams.gov.lk.

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

On the order of the Public Service Commission,

Sgd/ S. Alokabandara

Secretary

Ministry of Public Administration, Provincial Councils and Local Government

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