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MINISTRY OF JUSTICE AND NATIONAL INTEGRATION DEPARTMENT OF PRISONS

Open Competitive Examination for Recruitment to Grade III Dispenser in Management Assistant Technical Segment- 2 Service Category at the Department of Prisons- 2026

APPLICATIONS are invited from qualified Sri Lankan citizens for the Open Competitive Examination to recruit for the vacant posts of Dispenser (Male/Female) at the Department of Prisons.

i. Recruitment through this examination will be made for the post of Grade III Dispenser at the Department of Prisons- Sri Lanka

ii. Written Examination: This examination consists of following 02 question papers:
   (a) Intelligence Test
   (b) Subject-related General Knowledge

2. Date and Conduct of Examination:

   This examination will be conducted in December 2026 at examination centers established in Colombo.

3. The total number of vacancies to be filled is 27 (Grade III Dispenser (Male) -19 and Grade III Dispenser (Female)- 08. In the event of securing an equal mark for the final vacancy or several vacancies where candidates exceed the available number, the procedure for filling those vacancies will be decided, in terms of the Section 92 of the Procedural Rules, upon order of the Public Service Commission. The effective date of appointment will be decided by the Commissioner General of Prisons.

4. Service Conditions:

   4.1 Candidates will be appointed subject to the general conditions governing public service appointments, provisions of the Establishments Code and Financial Regulations, and the Procedural Rules of the Public Service Commission published in Extraordinary *Gazette* No. 2310/29 dated December 14, 2022.

   4.2 This post is permanent and pensionable. You shall be subject to any policy decision taken by the government in the future regarding your pension scheme. Additionally, you must contribute to the Widows' and Orphans' / Widowers' and Orphans' Pension Scheme as determined by the government from time to time.

   4.3 This appointment is subject to a 3-year probationary period. Within 03 years of recruitment to post of Grade III Dispenser, you must pass the 1st Efficiency Bar Examination; within 03 years of promotion to Grade II, the 2nd Efficiency Bar Examination; and within 05 years of promotion to Grade I, the 3rd Efficiency Bar Examination.

   4.5 Proficiency in official languages must be acquired as per Public Administration Circular No. 18/2020 and related circulars.

   4.6 The Commissioner General of Prisons reserves the right to cancel the appointment of any candidate who fails to assume duties on the scheduled date or refuses to accept duties in the assigned position/ area.

5. Monthly Salary Scale:

   Salary Scale Segment MT- 2 – 2025 of Public Administration Circular No. 10/2025 applies to this post: Rs. 50,630 − 10 × 630 − 11 × 670 − 10 × 1,010 − 10 × 1,190 − Rs. 86,300 (Monthly)

   (In accordance with Public Administration Circular No. 10/2025 dated March 25, 2025, salary will be made at the initial step corresponding to Rs. 50,630/- as stated in Schedule II).

6. (a) Qualifications of Recruitment:

   i. Must be a citizen of Sri Lanka.
   ii. Must be in sound physical health.
   iii. Must possess good character, which will be verified *via* Police Clearance Reports.
   iv. Must possess adequate physical and mental fitness to serve in any part of Sri Lanka and perform the duties of the post.
   v. Height (Male): Not less than 5 feet 4 inches (162.5 cm).
   vi. Height (Female): Not less than 5 feet 2 inches (157.5 cm).
   vii. Chest (Male): Minimum 32 inches unexpanded (81.25 cm).
   viii. Being convicted of an offense involving moral turpitude by any court of law will be a complete disqualification for this post.

   (b) Educational Qualifications:

   I. Passed the G.C.E. Advanced Level (A/L) Examination in one sitting in three (03) subjects under the Science stream (including Chemistry), excluding the Common General Test.

   and

   II. Passed the G.C.E. Ordinary Level (O/L) Examination in six (06) subjects in one sitting with credit passes in Sinhala/Tamil, English, Mathematics, Science, and one other subject.

   (c) Professional Qualifications:

   Completion of a Dispenser Training Course corresponding to National Vocational Qualification (NVQ) Level 06 recognized by the Tertiary and Vocational Education Commission (TVEC) and obtaining the certificate.

   Note: In the absence of candidates with sufficient professional qualifications, candidates meeting the educational qualifications mentioned in Section 6(b) above will be recruited under a Training Grade. They will be enrolled in a 01-year full-time theoretical and internship Dispenser Training Course conducted by the Ministry of Health. Upon passing the examination

at the end of the training, they will be appointed to Grade III Dispenser.

(d) Limitations on Eligibility:

i. Members of the clergy/priesthood are not permitted to apply or sit for this examination.
ii. All qualifications required for this examination must be fully completed on or before the closing date for applications.
iii. Qualifications under 06 (a) apply until the candidate is recruited to the post of Grade- 111 Dispenser

(e) Age Limit:

Must be not less than 18 years and not more than 35 years of age on the closing date for applications. (Accordingly, only candidates born on or before October 25, 2008, and on or after October 25, 1991, are eligible to apply).

7. **Examination Fee:**

The examination fee is Rs. 600.00. The fee must be paid before the closing date for applications at any Bank of Ceylon branch, credited to the official account of the Commissioner General of Prisons (BOC Borella Super Grade Branch, A/C No. 7041491). The receipt issued in the applicant's name must be attached by one edge to the designated space on the application form. Examination fees will not be refunded or transferred under any circumstances. (Keeping a photocopy of the receipt is recommended).

8. **Method of Application:**

8.1 The application must strictly follow the specimen format provided. It must be prepared on an A4 sheet (8.27 × 11.69 inches) using both sides, and completed in the candidate's own handwriting. Computerized/ typed applications are also accepted. Headings 01 to 10 must be on Page 1, 11 to 15 on Page 2, and 16 to 18 on Page 3. Incomplete applications or those not conforming to the specimen will be rejected without notice.

8.2 The application must be completed in the same language medium in which the candidate intends to sit for the examination.

8.3 Completed applications must be sent by registered post on or before October 25, 2026, to the following address: Commissioner General of Prisons, Establishments Branch, Prisons Headquarters, No. 150, Baseline Road, Colombo 09. The top left corner of the envelope must be marked: "Open Competitive Examination for Recruitment to the Post of Dispenser in the Department of Prisons - 2026". The title of the examination on the application must appear in English in addition to Sinhala (for Sinhala applications) or Tamil (for Tamil applications).

8.4 The applicant's signature must be attested by a Principal of a Government School, Justice of the Peace, Commissioner for Oaths, Attorney-at-Law, Notary Public, Commissioned Officer of the Armed Forces, gazetted officer of the Police Service, or a Permanent Staff Grade Officer in Civil/Public Service. Applicants already in public service must forward their applications through their heads of departments before the closing date.

8.5 Applications lacking required qualifications, missing certified copies of certificates, unpaid exam fees, or received late will be rejected without notice. Any loss incurred due to incomplete or incorrectly filled application forms must be borne by the applicant. Loss or delay in post will not be considered.

8.6 Applications will not be acknowledged. Admission cards will be issued, followed by a notice in newspapers/website of the Department of Prisons. If an admission card is not received within 2–3 days of the notice, contact the Sri Lanka Institute of Development Administration (SLIDA) with your full name, address, NIC number, and exam title. If you reside outside Colombo, you may request your examination admission card by faxing a letter containing the above details to the fax number stated in the notice. Please ensure you include your own fax number in the letter. For verification purposes, it is recommended to keep a copy of your completed application, the examination fee receipt, and the registered post receipt readily available.

9. **Examination Entrance:**

(a) Candidates must sit for the examination at their assigned center. The admission card must be presented with an attested signature to the supervisor on the first day. Admission without an admission card is prohibited. Rules applicable to all candidates are published at the beginning of this

Gazette. Candidates shall be subject to the rules and regulations laid down by the Director General of the Sri Lanka Institute of Development Administration regarding the conduct of the examination and the release of results. In the event of a violation of these rules and regulations, the Commissioner General of Prisons may decide to withhold or cancel the candidate's examination results, or decline to consider them for appointment.

(b) Issuance of an admission card does not constitute acceptance that the candidate meets the eligibility criteria for the post.

10. **Proof of Identity:**

Candidates must prove their identity to the satisfaction of the examination supervisor for each subject using one of the following documents:

a. National Identity Card (NIC)
b. Valid Passport
c. Valid Sri Lankan Driving License

11. **Penalty for False Information:**

Applicants must ensure that all details provided in the application are accurate. If a candidate is found to be disqualified under the examination rules, their candidature may be revoked at any time before, during, or after the exam. Furthermore, if an applicant knowingly provides false information or intentionally conceals any vital fact, their appointment shall be liable to cancellation.

12. **Examination Scheme and Medium:**

(a) The examination will be conducted in Sinhala, Tamil, and English.

(b) The language medium chosen in the application cannot be changed later.

13. **Method of Recruitment:**

(I) Written Examination:
Candidates must sit for all the following papers:

Subject	*Maximum Marks*	*Pass Marks*
(01) Intelligence Test	100%	40%
(02) Subject related General Knowledge	100%	40%

(II) Syllabus:

Name of the Paper	*Syllabus*
(01) Intelligence Test	The duration of this examination paper is 01 hour, carrying a total of 100 marks. It is a multiple-choice question paper comprising 50 questions aimed at assessing the candidates' logical reasoning, analytical thinking skills, decision-making ability, and mathematical aptitude.
(02) Subject-related General Knowledge	The duration of this examination paper is 01 hour, carrying a total of 100 marks. This paper is formulated to test candidates' technical knowledge relevant to the subject field, along with their awareness of current affairs of national and international significance, as well as developments in science and technology.

(III) General Interview: No marks will be awarded. Conducted to verify physical qualifications and basic eligibility. An interview panel will be appointed by the Commissioner General of Prisons.

14. Vacancies for this post will be filled in order of merit, based on the aggregate marks obtained in the two question papers for the written examination mentioned above.

15. Applications must be submitted in accordance with the prescribed specimen form. Applications that do not conform to this model, or are improperly filled and incomplete, will be rejected without any prior notice. Applicants shall bear full responsibility for any loss or disadvantage resulting from failure to complete the application form properly.

16. Candidates who obtain the highest total marks in the written examination will be recruited for the post of Dispenser in order of merit.

N.B .: Participation in the interview shall not be treated as an qualification for the award of an appointment.

- The appointing authority reserves the right not to fill any or all of the vacancies.
- If a sufficient number of female candidates are not selected to fill the allotted quota of vacancies, the

remaining vacancies will be filled by male candidates.

- Any matter not provided for herein shall be determined by the Commissioner General of Prisons. All candidates are bound to abide by the general examination rules and regulations stated in this Gazette notice.
- In the event of any inconsistency or mismatch between the Sinhala, Tamil, and English texts of this notification, the Sinhala text shall prevail.

R. PRASAD HEMANTHA KUMARA,
Commissioner General of Prisons (Covering up Duties.)

Prisons Headquarters, No. 150,
Baseline Road, Colombo 09.

Specimen Application Form

The Open Competitive Examination for Recruitment to the Post of - Grade III -Dispenser in Management Assistant Technical Segment 2 at the Department of Prisons - 2026

Mark a tick (√) in the relevant box for the medium of examination:

Sinhala ☐ Tamil ☐ English ☐

1. i. Full Name : .....
   ii. Name with Initials : .....

2. Permanent Address : .....

3. National Identity Card (NIC) No.: .....

4. i. Telephone Number : Mobile: ..... Landline: .....
   ii. Email Address : .....

5. District of Residence : .....
   i. District : .....
   ii. Police Station : .....

6. Date of Birth : Year: ☐ Month: ☐ Date: ☐

7. Age as of 2026/10/25 : Years: ☐ Months: ☐ Days: ☐

8. Gender : Male: ☐ Female: ☐

9. Citizenship (By descent / By registration): .....

10. Marital Status: ☐ Married - 1 | Unmarried - 2 (Write the No. in the box)

11. Educational Qualifications (Must be stated clearly)
    G.C.E. (O/L) Examination Results
    (Attach a photocopy of the certificates)

Index Number: ..... | Year: ……

No.	*Subject*	*Results*
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

12. G.C.E. (A/L) Examination Results (Attach a photocopy of the certificates)
Index Number: ..... | Year: .....

No.	*Subject*	*Results*
01		
02		
03		

13. i. Experience (Years) : .....
ii. Special Qualification : .....

14. Professional Qualifications : .....
(Attach a photocopy of the certificates)
Note: Photocopies of certificates proving qualifications must be mandatorily attached. Applications submitted without attached copies of certificates will be rejected without prior notice.

15. Physical Qualifications:
i. Height: Feet: ..... Inches: .....
ii. Chest (Unexpanded): Inches: ..... *(For male applicants only)*

16. Have you ever been convicted of an offense in a court of law? Yes / No
(If yes, give details): .....
.....

17. Payment of the Examination Fee:

Amount Paid	*Bank Branch Paid*	*Date Paid*	*Receipt Number*

Paste the payment receipt here.

18. Applicant's Declaration:
I, hereby certify that the information provided by me in this application is true and correct. I am, fully aware that if any information provided by me is found to be false or incorrect before the examination, I will be disqualified, and if revealed after appointment, my appointment will be canceled without any compensation.

Date: ....,
Signature of the Applicant.

19. Attestation of Signature:
I certify that Mr./Mrs./Miss ..... who presents this application is, personally known to me, signed above in my presence on ....., paid the prescribed examination fee, and pasted the receipt in the relevant space.

.....,
Date: ..... Signature of Attester.

Full Name of Attester: .....
Designation: .....
Address: .....
(Please place the Official Stamp)

20. For Applicants Employed in Public / Provincial Public Service Only:
I declare that ..... is employed as a ..... in this institution, that his/her work and conduct are satisfactory, that there are / are no disciplinary inquiries or actions against him/her, and that he/she can / cannot be released from the current post if selected for the post.

Date: ....,
Signature of Head of Department / Institution.

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