

**OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF THE  
SRI LANKA ADMINISTRATIVE SERVICE – 2013 (2014)**

Applications are hereby called from the qualified citizens of Sri Lanka for the open competitive examination for recruitment to the posts in Grade III of Sri Lanka Administrative Service.

1. In this Notice "Secretary" shall mean the "Secretary to the Ministry in – charge of the subject of Public Administration". "Service" shall mean the "Sri Lanka Administrative Service" at the instances not specified in other way.
2. The appointments through this examination shall be made to Grade 111 of Sri Lanka Administrative Service.

**Written Examination** - The Examination shall consist of the following five (05) question papers.

- (01.) General Intelligence
- (02.) Social, Economic, Political background and trends in Sri Lanka
- (03.) Global Trends
- (04.) Aptitude for Management
- (05.) Creative, analytical and communication skills

**Date of Examination:** - This examination shall be held in Colombo in September 2014. The Secretary reserves the right to postpone or cancel this examination subject to the instructions given by the Public Service Commission.

**Interview:** - A general and structured interview shall be held for the candidates who sat for all the papers in the written examination and obtained a higher aggregate of marks as determined by the Public Service Commission as sufficient. The date of the interview shall be determined by the Secretary as per the instructions of the Public Service Commission.

3. Number of persons to be appointed is 172. At the instances where there are candidates, who have secured equal marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Public Service Commission as per Section 80 of Procedural Rules. The effective date of the appointment shall be determined on the order of the Public Services Commission.

4. **Conditions of Service:** -

4.1 A selected candidate shall be appointed to Grade III of the Service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the Minute of Sri Lanka Administrative Service, (published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1842/2 of 23.12.2013) and subject to any amendments made or to be made hereafter to the Minute, provisions of the Establishments Code and Financial Regulations and Procedural Rules of Public Service Commission published in the Gazette Extraordinary No. 1589/30 of 20.02.2009.

4.2 This post is permanent and pensionable. Shall contribute to the Widows' and Orphans' Pension Scheme/ Widowers' and Orphans' Pension Scheme.

4.3 Appointment is subject to an Acting Period of one year. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Sri Lanka Administrative Service as mentioned in the service minute.

4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

4.5 Public Service Commission reserves the power to cancel the appointment of any candidate who fails to assume duties of the appointed post on due date and/or rejects or avoids serving in an area where he/she is appointed.

5. Monthly Salary Scale:

S.L 1-2006 salary segment of Public Administration Circular 06/2006 is applied to this service and the salary scale entitled to the said salary segment is as follows

Rs.22,935/-10 X 645-8X790-17X1050-Rs.53,555/- (Monthly)

6. **Qualifications for recruitment:-**

- (a) i. Shall be a citizen of Sri Lanka.  
ii. Shall have a excellent moral character  
iii. Shall be physically and mentally fit to serve in any part of the Island.

(b) Educational qualifications

Shall have possessed a degree from a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as an institution for awarding degrees.

Note: Effective date of the degree shall be a date on or before the application closing date.

(c) Age

Shall not be less than twenty two (22) years of age and not have reached 28 years of age on the application closing date.

(d) **Restrictions regarding qualifications**

i. No person is allowed to sit the open competitive examination for more than two (2) sittings. (Number of sittings at the examinations to recruit Grade III of Sri Lanka Administrative Service under previous service minutes will not be considered)

ii. Requisite qualifications for this examination shall have been completed in every aspect by on or before the application closing date.

iii. No person ordained in any religious sect shall be permitted to apply or sit for this competitive examination.

7. **Examination Fee:** - The examination fee is Rs 1000/-. It should be paid before the closing date of applications at any District Secretariat/Divisional Secretariat to be credited to Revenue Head 2003-02-13 of Commissioner General of Examinations. The receipt obtained from the District Secretariat/Divisional Secretariat should be pasted in the relevant cage of the application form. This fee is non-refundable. It is advisable to keep a photocopy of the receipt with the candidate.

8. **Method of Application -**

- (a) The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 8½” x 12” (A-4) using both sides. It should be specially noted that the application forms should be prepared that cages 1.0 to 2.12 appear on the first side of the paper and cages 3.0 to 6.0 appear on the other side of the paper. Applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice. (It is advisable to keep a photocopy of the application with candidate.) 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 examination notice as otherwise the application may be rejected.

- (b) The application should be in the language medium in which the candidate intends to sit the examination.

- (c) The completed application form for the examination should be sent by registered post to reach the **“Commissioner-General of Examinations, Organization & Foreign Examination Branch, Department of Examinations - Sri Lanka, Po.Box. 1503, Colombo”** on or before **07.07.2014**. The words **"Open Competitive Examination for**

**Recruitment to Grade III the Sri Lanka Administrative Service – 2013 (2014)"** should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date shall not be accepted. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala and Tamil mediums.

- (d) Candidate's signature in the application form should have been attested by a Principal of a Government School, a Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, an Officer holding a gazetted post in the Police Service or an Officer holding a permanent post in public service whose annual initial salary is more than Rs. 240,360/-.
- (e) Any application, which is not complete in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in post shall be considered.
- (f) Receipt of applications shall not be acknowledged. A notice shall be published in the newspapers by the Department of Examinations as soon as admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, steps shall be taken to notify the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

**9. Admission to the Examination:-**

- (a) The Commissioner-General of Examinations shall issue admission cards to all the candidates whose applications are perfected in each and every way have been received. A candidate who fails to produce his admission card shall not be permitted to sit the examination.
- (b) A candidate must sit the examination at the examination hall assigned to him. Every candidate must get his signature attested in advance and hand over the admission card to the supervisor on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning of gazette. Candidates are subjected to rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to be subjected to a punishment imposed by him/her for breach of these rules.

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

**10. Identity of Candidates:-**

A candidate shall be required to prove his identity at the examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents shall be accepted:-

- (a) National identity card issued by the Department of Registration of Persons;
- (b) A valid passport.

**11. Penalty for Furnishing False Information:-**

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

12. 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.

13. **Scheme of Examination and Medium of Examination.**

- (a) The Examination shall be held in Sinhala, Tamil and English.
- (b) A candidate shall sit the examination in the language in which he passed the qualifying degree examination or in an official language.
- (c) A candidate who has passed subjects at the qualifying degree examination in two or more languages, shall sit the examination in the language in which he passed the majority of subjects at such examination or in an official language.
- (d) A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language shall sit the examination in the language in which he passed the principal subject or in an official language.

**Note:**

- (i) The term "qualifying degree" in (b) and (c) above refers to the degree qualifications referred to in paragraph 6 (b).
- (ii) A candidate must sit all the papers of the examination in one and the same language.
- (iii) A candidate shall not be permitted to change the language medium of the examination, indicated in the application.

14. **Method of recruitment:-**

14.1 Written examination

A written examination of five (05) question papers including the following subjects shall be held. Subjects and the minimum marks that shall be obtained for each subject are as follows.

	Subject	Marks	Minimum marks that shall be obtained for a pass
1	General Intelligence	100	50
2	Social, Economic, Political background and trends in Sri Lanka	100	50
3	Global Trends	100	50
4	Aptitude for Management	100	50
5	Creative, analytical and communication skills	100	50

Candidates should sit all the question papers.

14.2 General and structured interview

i. Interview shall consist of two parts namely; general interviews and structured interviews.

**(a) General interview**

- (i) The general interview shall held to verify whether the candidate has satisfied qualifications for recruitment mentioned in No. 06 above and whether such qualifications fall within the prescriptions made in the same.
- (ii) The general interview board is appointed by the Public Service Commission.

**(b) Structured Interview**

- (i) A structured interview shall be conducted 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 methodology used in this regard shall be prepared by the Secretary of Public Administration on the concurrence of the Commission. The maximum marks that can be obtained at the interview is twenty five (25).

	Subject Area	Maximum Marks
01	Management Skills	10
02	Leadership Qualities	05
03	Communications Skills	05
04	Personality	05
	Total	25

- (ii). Candidates who secure highest marks according to the aggregate of marks from all the subjects out of the candidates who secure at least 50 % of marks or above for each subject shall become qualified to appear for the general interview. A number of candidates from among the qualified candidates, which shall be the aggregate of the number of recruitments to be made according to the expected number of vacancies and 25% of the number of vacancies expected, shall strictly be called for the general interview. At the instances where the number of eligible candidates is not similar to the above number, only the qualified candidates shall be called for the general interview.
- (iii). General interview shall be conducted before the structured interview for verification of qualification and marks shall not be allocated at the general interview. Candidates who are proved to have possessed all the qualifications for recruitment at the general interview shall become eligible for calling for structured interview. If a certain number of candidates called for general interview are not qualified for calling for structured interview, no other candidates shall be called for the general interview in place of disqualified candidates.
- (iv). Appointments shall be made to Grade three (III) according to merits beginning from candidates who have scored highest marks as per the total marks obtained at the written examination and the structured interview by the number of candidates expected to be appointed according to the existing vacancies.

N. B-

(Opportunity given to a candidate for appearing for the interview does not necessarily mean that the candidate has possessed qualifications to be awarded an appointment)

15. **Syllabus of the written examination:-**

**(01.) General Intelligence**

It is expected to assess the candidate's capacity for applying analytical skills, capacity for critical reasoning and interpretation on problems presented in numerical, linguistic and Morphological contexts and interrelationship for other situations and the level of intelligence of the candidates on decision making.

(Duration 1 1/2 hours - 100 marks. This question paper shall consist of multiple choice questions and questions for short answers. Candidates are required to answer all questions)

**(02.) Social, Economic, Political background and trends in Sri Lanka**

It is expected to assess the subject related knowledge on social, economic, political, cultural, scientific and technological situations of Sri Lanka or the ability of analytical,

creative and critical reasoning in relation to the situations given to the candidates, capacity for determine priorities and the skill on strategic forecasting.

(Duration 3 hours - 100 marks. This question paper shall consist of structured essay type, essay type, multiple choice questions and questions for short answers. Candidates are required to answer all questions)

**(03.) Global trends**

It is expected to assess the subject related knowledge on social, economic, political, cultural, scientific and technological situations globally or the ability of analytical, creative and critical reasoning in relation to the situations given to the candidates, capacity for determine priorities and the skill on strategic forecasting.

(Duration 3 hours - 100 marks. This question paper shall consist of structured essay type, essay type, multiple choice questions and questions for short answers. Candidates are required to answer all questions)

**(04.) Aptitude for Management**

This paper is designed to assess the candidate's skills for identifying problems and reasons for such problems, making decisions, maintaining interpersonal relationships and communications, self discipline and preparation of strategies, and the skill of candidates on problems presented in the context of issues and situations in conceptual and intellectual aspect.

(Duration 3 hours - 100 marks. This question paper shall consist of structured essay type, essay type, multiple choice questions and questions for short answers. Candidates are required to answer all questions)

**(05.) Creative, Analytical and Communication Skills**

To test the candidate's capacity for conceptualization, critical reasoning and his judgmental abilities in the development, organization and presentation of ideas and information on a topic/theme chosen by the candidate from a given set of topics/themes, and the ability to comprehend a fairly complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration 3 hours - 100 marks. Candidates are required to answer all questions)

16. In case an inconsistency among the matters in Sinhala, Tamil and English notifications, Sinhala notification shall come into force.

On the order of the Public Service Commission.

P.B.Abeykoon  
Secretary,  
Ministry of Public Administration and  
Home Affairs

Ministry of Public Administration and Home Affairs,  
Independence Square,  
Colombo 07.  
22<sup>nd</sup> May 2014

**SPECIMEN FORM OF APPLICATION**

(for office use only)

**Open Competitive Examination for Recruitment to Grade III of the  
Sri Lanka Administrative Service - 2013(2014)**

**Application**

1.0	Medium	Language medium of examination	<input style="width: 40px; height: 20px;" type="text"/>
		Sinhala - 2	
		Tamil - 3	
		English - 4	
		(Indicate the relevant number in the cage)	

2.0 Personal Information

2.1	Name with initials at the end (In English block capitals)	:-	Eg :- GUNAWARDHANA, M.G.B.S.K.
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2.2	Name in full (In English block capitals)	:-	
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2.3	Name in full (In Sinhala/Tamil)	:-	
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2.4	Permanent address (In English block capitals)	:-	(admission card will be posted to this address)
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2.5	Permanent address (In Sinhala/Tamil)	:-	
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2.6	Sex	Male - 0 Female - 1	:-	(Indicate the relevant number in the cage)	<input style="width: 30px; height: 25px;" type="text"/>
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2.7	Civil status	Unmarried - 1 Married - 2	:-	(Indicate the relevant number in the cage)	<input style="width: 30px; height: 25px;" type="text"/>
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2.8	Ethnic group (Sinhala - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, Other - 5)	:-	(Indicate the relevant number in the cage)	<input style="width: 30px; height: 25px;" type="text"/>
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2.9	National identity card No.	:-	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										

2.10	Date of birth	:-	Date	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Month	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Year	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>				

2.11	Age as at 07.07.2014 which is the date of fulfilling qualification	:-	Years	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Months	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>			Days	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>		

2.12	Telephone no.	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>										

- 3.0 (i) Date of graduation:- .....
- (ii) University/ Institute :-.....
- (iii) Registration number: - .....
- (iv) Internal/External: - .....
- (v) Degree:- .....
- (vi) Subjects: - .....
- (vii) Class: - .....
- (viii) Upper/Lower: - .....
- (ix) Index number: - .....
- (x) Language medium of Examination: - .....

4.0 Paste the Cash receipt properly here.

<p>(Paste the receipt here securely)          (It would be advisable to keep a photocopy with the candidate)</p>
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5.0 Declaration of the candidate:-

I declare that information given in this form is true to the best of my knowledge and belief and that I have affixed the receipt No..... dated..... being the payment of the examination fee. I also agree to be bound by the rules governing the examination and any decision that may be taken to cancel my candidature prior to, during or after the examination, if it is found that I am ineligible according to the regulations of this examination. Further, I agree to be bound by the rules and regulations imposed by Commissioner - General of Examinations as conducting of the exam.

.....  
 Signature of Applicant

Date:- .....

6.0 Attestation of the applicant's signature:(Para 8 (d) of the Gazette Notification):

I hereby certify that ..... (Full name) who submits this application is known to me personally, that he/she has paid the prescribed examination fee and affixed the relevant receipt herein. He/She placed his/her signature in my presence on .....

.....  
 Signature of the Officer attesting the Signature

Date:-.....

Name in full of the officer attesting the signature:-.....

Designation:-.....

Address:-.....

(To be certified by placing the Official Stamp)