

My No: R/9/2/2019
Ministry of Public Services
Provincial Councils and Local Government
Independence Square
Colombo 07.
09.04.2021

Secretaries of Ministries
District Secretaries
Heads of the Departments

**Competitive Examination for Promotion to the Supra Grade of Management
Services Officers' Service on Merit - 2019 (2020)**

01. 50% of the vacancies existed in the Supra Grade of Management Services Officers' Service shall be filled by promotion on merit, shall be made subject to the general conditions governing the appointments of public service, rules and regulations stipulated in the Management Services Officers' Service Minute published in the gazette extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013 and any amendment already made and shall be made thereto in due course.
02. The Salary code MN07-2016 of Public Administration Circular No: 03/2016 dated 25.02.2016 is entitled to this post and accordingly, the monthly salary scale shall be Rs. 41,580/- 11x755, 10x1080 – 68,425/-.

03. **Method of evaluation**

Appointments relevant to 50% of the vacancies in Supra Grade shall be made on merit basis and the number of vacancies expected to be filled shall be calculated as at the last date of the competitive examination held first from among the competitive examinations conducted under merit stream or limited stream for filling the vacancies in Supra Grade. Action shall be taken to publish the said vacancies again through a public notification after the last date of the relevant examination and the number of vacancies shall not be revised once it has been published in the said manner.

For this purpose, an aptitude test conducted by the Commissioner General of Examinations on behalf of the Public Service Commission shall be passed by securing at least 40 marks for each subject. The list of names of the applicants, who pass the written test, without indicating marks shall be issued by the Commissioner General of Examinations to the Public Service Commission and the said list of names shall be forwarded to the Secretary, Ministry of Public Services,

Provincial Councils and Local Government by the Public Service Commission. Marks shall be allocated based on the seniority, experience of the applicants and basic qualifications shall be examined by an Interview Board appointed by Public Service Commission. The merit of each candidate will be determined on the aggregate of marks secured at the written examination and the marks allocated for the seniority and experience.

			Total Marks
I.	I.	Aptitude and case study (Written test)	100 (Duration 1 ½ hours)
II.	II.	Seniority	60
III.	III.	Experience	40
			200

I. Aptitude and case study (Written test) 100 (Duration 1 ½ hours)

The date of this examination shall be notified by the Commissioner General of Examinations. The question paper of the written test on aptitude and case study shall consist of two parts.

(a) Part I (40 Marks)

All questions shall be related to office administration and the questions shall be given on general knowledge, ability of decision making, critical reasoning and problems related to office administration. It is compulsory answer all the questions.

(b) Part II (60 marks)

The candidates shall be required to answer a question on case study regarding office administration. The paper shall consist of one or several paragraphs.

II. Seniority

Marks for seniority shall be at the rate of 06 marks for each year of active and satisfactory service completed by the officer after completion of 05 years' active and satisfactory service in Grade I of Management Services Officers' Service subject to a maximum of 60 marks. For this purpose 03 marks shall be allocated for a period less than one year, but more than six months. No marks shall be allocated for a period of less than six months. 03 marks shall be allocated additionally to the officers, who have been promoted to Grade I on completion of 15 years and who have completed a service of more than 10 years after appointment to Grade II by the date of implementation of the new service minute i.e. 02.04.2013 for each year after the promotion to Grade II after completion of 10 years.

III. Experience

Marks shall be awarded at the rate of 02 marks for each year of satisfactory service of as a supervisory officer in Grade I of Management Services Officers' Service subject to a maximum of 40 marks.

Note: As mentioned in Para. 03 above, allocation of marks for seniority and experience shall be made by an interview board approved by the Public Service Commission. The marks inserted in respect of the seniority and experience of the applicants, shall be evaluated based on the personal file of those officers. Action shall be taken subject to the instructions of the Public Service Commission, against the applicants and the Heads of Departments who have certified the applications, if it is revealed that false information have been furnished intentionally. Marks shall not be allocated for qualifications not proved by the personal file.

04. The written test conducted for this purpose shall be held in month of July 2021 in Colombo. The Public Service Commission reserves the right to postpone or cancel this examination.

05. **Qualifications**

Officers attached to the Combined Service shall satisfy the following qualifications in order to apply for promotion to Supra Grade of Management Services Officers' Service on merit.

(i) Shall be an officer who has completed at least an active and satisfactory service period of 05 years in the Grade I of Management Services Officers' Service as at the closing date of applications.

(ii) Shall have not been subjected to any disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020 as at the said date.

(iii) Shall have completed the relevant Efficiency Bar examination as at the prescribed date.

06. **Method of Application**

(a) Application shall be in the form of the specimen appended to this notification and should be prepared in an A4 size paper using both sides and be filled by the candidate him/herself. Application shall be prepared indicating numbers from 01 to 04 in the first page, 05 to 09 in the second page and the remaining numbers in the third page. Candidates shall fill the application clearly in his/her handwriting. The certified copies of the letters relevant to confirmation of experience indicated in respect of No. 09 of the application shall be attached to the application in the order of experience indicated in the application and the documents submitted subsequently shall not be considered for allocating marks. Marks shall strictly be allocated for the periods of service which are confirmed by letters and the relevant particulars should be proved also by the personal file. Applications which are incomplete and not conforming to the specimen shall be rejected without prior notice. It is advisable to keep a photocopy of the relevant application by the candidate.

(b) The written test shall be conducted in Sinhala, Tamil and English mediums. Candidates shall sit for the examination either in the language medium in which they entered the service or any other official language. **Preparation and filling of the application form, too, shall be done in the language medium in which the candidate intends to sit for the written test.** Candidates shall not be allowed to change the language medium subsequently. It is

required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil mediums.

- (c) Duly completed applications should be forwarded through the respective Head of Department/ Secretary of the Ministry to reach the

**"Director General of Combined Services,
Ministry of Public Services, Provincial Councils and Local Government,
Independence Square,
Colombo 07",**

by registered post on or before 10.05.2021.

The top left hand corner of the envelope containing the application should bear, “**Competitive Examination for Promotion to Supra Grade of Management Services Officers’ Service on Merit – 2019 (2020)**”.

- (d) It is the responsibility of the Head of the Department/ Secretary of the Ministry to place the relevant official date stamp on the duly completed applications of the officers on the date of receipt, certify the documents to confirm the experience and the relevant section to be certified by the Head of the Department in No. 19 of the application and indicate the date of certifying and send them to the afore mentioned address before the closing date.
- (e) Secretary of the Ministry should follow the above instructions, when certifying and submitting the application forms of officers released temporarily/ released on secondment to serve in corporations or statutory boards.
- (f) Applications received after the closing date shall be rejected. Inquiries about applications lost or delayed in post, directed to any persons other than to the address given in this notification, shall not be considered.
- (g) The list of names of the applicants whose applications have been received shall be published in the website of the Ministry of Public Services, Provincial Councils and Local Government. Applicants are advised to inquire the Director General of Combined Services if their names are not published in the website.
- (h) The post and the service station of the applicant at the time of applying for the examination shall be applicable to all matters related to the examination and any change made in this regard after sending applications shall not be considered.

07. Examination Fee: Examination fee is Rs.600/=The said fee shall be paid to any Post Office/ District Secretariat/ Divisional Secretariat to be credited to the government revenue under the revenue head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained in favour of the applicant shall be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of the receipt with the candidate) The examination fee shall not be refunded or transferred for another examination under no circumstance.

08. **Admission to the examination:**

- (a) Commissioner General of Examinations shall issue admission cards in respect of each candidate whose application for the written test has been accepted. Candidates appearing for the examination should get their signatures on the admission cards attested in advance and surrender to the supervisor of the examination hall. Without such admission card, no candidate shall be allowed to sit for the examination. The decision of the Commissioner General of Examinations in respect of conducting the examination and issuance of results shall be the final.
- (b) Candidates shall sit for the examination in the examination hall assigned to him/her.
- (c) A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Organization (Institutional and Foreign Examinations) Branch, Department of Examinations in the manner specified in the advertisement. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating your full name, address, national identity card number and name of the examination and a copy of the application form. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through fax.
- (d) The result sheet prepared on the order of merit in accordance with the marks of the written test and the aggregate of the marks allocated for the seniority and experience shall be submitted to the Secretary, Ministry of Public Services, Provincial Councils and Local Government by the Commissioner General of Examinations along with the approval of the Public Service Commission. The results shall be personally informed to all the candidates who have sat for the examination or published in the website www.results.exams.gov.lk.
- (e) The final result sheet shall be issued by the Commissioner General of Examinations to the Public Service Commission and the said result sheet shall be forwarded to the Secretary, Ministry of Public Services, Provincial Councils and Local Government by the Public Service Commission.

Note: Issuance of an admission card to the examination does not necessarily mean that the candidate is eligible to sit for the examination.

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

- I. National Identity Card
- II. A valid passport.
- III. Valid driving license of Sri Lanka.

Candidates should be dressed in a manner which exposes the full face (including ears) ensuring their clear identification. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears enabling the examiners to identify them easily.

10. Penalty for furnishing false information

- (a) If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/ her candidature is liable to be cancelled at any state prior to, during or after the examination.
- (b) If the particulars furnished by a candidate are found to be false or if it is found that he/she has willfully suppressed any material fact, he or she is liable for dismissal from public service.
- (c) All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examination in respect of conducting the examination and issuance of the results. Further, in violation of any rule or regulation, candidates shall be subjected to the punishment imposed by the Commissioner General of Examinations.

11. Selection for appointment -

Candidates shall be selected strictly in order of merit as per the total marks scored in the written test, seniority and experience subject to the number of vacancies to be filled. (It is compulsory to score minimum of 40 marks for the written test. Applicants who fail to score 40 marks shall not be qualified for this appointment.)

- 12. The Public Service Commission shall reserve the right to refrain from awarding appointments to any candidate who passes the examination, but is found to be ineligible for an appointment as per the provisions and regulations prevailing as at that time or if his/her work and conduct is found to be unsatisfactory.
- 13. Public Service Commission shall reserve the right to decide the number of vacancies to be filled or not fill any vacancy and also the right to determine any matter not referred to herein.
- 14. In case where any inconsistency is found among Sinhala, Tamil and English phrases, Sinhala phrase shall be applied.

On the order of Public Service Commission,

Sgd/ J.J. Rathnasiri

Secretary

Ministry of Public Services, Provincial Councils and
Local Government

Specimen Application Form

(For Office Use)

COMPETITIVE EXAMINATION FOR PROMOTION TO THE SUPRA GRADE OF MANAGEMENT SERVICES OFFICERS' SERVICE ON MERIT – 2019 (2020)

Language Medium of examination

Sinhala - 2

Tamil - 3

English - 4

(Indicate the relevant number in the cage)

The service to which you belong

N.B: Officers, who belong to Provincial Public Service are not allowed to apply for this examination. Since the code for identification of Combined Service in Public Service as informed by the Commissioner General of Examination is “10”, indicate No: 10 in the box against “The service to which you belong” above. If applications are called concurrently from the officers of Provincial Public services to be promoted to the posts of Supra Grade in each Provincial Public Service, instructions on the code numbers, which should be mentioned in the applications, shall be made by each Provincial Council at the time of publishing the Notification on the relevant Examination.

Indicate whether you belong to the Combined Service or to which provincial public service you belong:

0.1 1.1 Name in full (In English Block capitals) :

1.2 Name in full (In Sinhala/Tamil):

1.3 Name with initials (In Sinhala/Tamil):.....

1.4 N.I.C. number

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02. 2.1 Official address (In English block capital)
(Admission card will be sent to this address).....

2.2 Official address (In Sinhala/ Tamil)

2.2 Permanent Address (In English block capital):

2.3 Permanent Address (In Sinhala/Tamil):

2.4 Telephone number:

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03. Date of Birth:

Year

--	--	--	--

 Month

--	--

 Date

--	--

04. Gender (Indicate the relevant number in the cage)

Male - 0 Female – 1

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05. (a) Present service station, Head of the present service station and address:-.....

 (b) Present post and file number:-.....
 (c) Clearly indicate the address of the Institution and the Head of the Institution, where your personal file is maintained:

06. (a) Date of appointment to Grade I of General Clerical Service /Government Typists' Service / Government Stenographers' Service / Government Book-keepers' Service / Government Shroffs' Service / Government Store-keepers' Service/ Management Service officers' service.-

- (b) If the appointment of Grade I has been antedated, indicate the date and the relevant circular:-

- (c) Service period from the date of appointment to Grade I up to the **closing date of applications**:-

Years Months Days

07. Annual consolidated salary as at the closing date of applications:-

08. Dates of salary increments earned and annual salary points from 09/05/2016 to 09/05/2021:-

	Salary increment dates	Annual salary Step (Rs.)
1		
2		
3		
4		
5		
6		

09. Details of experience in office supervision since entering Grade I of General Clerical Service /Government Typists' Service / Government Stenographers' Service / Government Book-keepers' Service / Government Shroffs' Service / Government Store-keepers' Service/ Management Service Officers' Service up to the closing date of applications :- (**Attach the copies of the letters to confirm the experience according to the order indicated above certified by the Head of the Institution. It is advisable to attach the certified copies of the first pages of the performance reports of the officers (After promotion to Grade I). All the letters should be attached to the application and documents submitted subsequently shall not be considered for allocation of marks.**)

Ministry/ Department/ Office	Period		Supervisory Post held by the officer	Duration		Letters of confirmation are attached/ not attached
	From	To		Years	Months	

10. What do you consider as your exceptional performances during the past 05 years?.....
.....
.....
.....
.....
.....

11. Are there any unsatisfactory minutes in your service record of the past 05 years?

If so provide details:-.....

12. Have you earned all the salary increments during the five years immediately preceding the **closing date of applications**?

If there are any salary increments not earned after the 09/05/2016, indicate the reasons for the same
.....

13. Have you been subjected to any disciplinary punishment during the 05 years immediately preceding?
.....
If so, state the details regarding the nature of the offence, punishment and the date of punishment.
.....

14. Have you been punished for any act of dishonesty or misconduct during your entire service?
.....
If so, state the details regarding the nature of the offence, punishment and the date of punishment.
.....

15. Do you have any observations regarding the unsatisfactory minutes mentioned in No: 11 above or disciplinary actions in No: 13 and 14 above?

16. Indicate any special skills you possess that will be supportive in achieving the promotion to Supra Grade of Management Services Officers' Service.

17. Details of the receipt relevant to payment of examination fee:
- I. Office to which examination has been paid:
 - II. Number and date of the receipt:
 - III. Amount paid:

Affix the cash receipt obtained after payment of examination fee so as not to be detached.
(It is advisable to keep a photocopy of the receipt)

I hereby certify that the above mentioned particulars are accurate. I am aware that if any information furnished herein is found to be false or inaccurate, I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment. Further, I agree to be bound by the rules imposed by the Commissioner General of Examinations on conducting the examination and the decisions on issuance of examination results.

Date:.....

.....
Signature of the Applicant
(In front of the Head of the Department)

Note: The applicant should place the signature In front of the respective Head of the Department or an officer authorized to sign.

18. Attestation of the signature

I hereby certify that Mr./Mrs./Miss., an officer serving at my office, is personally known to me and placed his/ her signature before me onFurther, I hereby certify that he/ she has paid the examination fee and pasted the relevant receipt.

.....
Signature and official stamp of the officer
attesting

Date:

Name:

Designation:

Address:

19. Certificate of the Head of the Institution

Furnish the following information as per the performance evaluation reports from the date of appointment to the Grade I, referring the personal file of the officer.

Year of Performance		Supervisory Post held by the officer	as per Performance Reports	
From	To		Proved	Not proved
2020/ _ / _	2021/ _ / _			
2019/ _ / _	2020/ _ / _			
2018/ _ / _	2019/ _ / _			
2017/ _ / _	2018/ _ / _			
2016/ _ / _	2017/ _ / _			
2015/ _ / _	2016/ _ / _			
2014/ _ / _	2015/ _ / _			
2013/ _ / _	2014/ _ / _			
2012/ _ / _	2013/ _ / _			
2011/ _ / _	2012/ _ / _			
2010/ _ / _	2011/ _ / _			
2009/ _ / _	2010/ _ / _			
2008/ _ / _	2009/ _ / _			
2007/ _ / _	2008/ _ / _			
2006/ _ / _	2007/ _ / _			
2005/ _ / _	2006/ _ / _			
2004/ _ / _	2005/ _ / _			
2003/ _ / _	2004/ _ / _			
2002/ _ / _	2003/ _ / _			
2001/ _ / _	2002/ _ / _			
2000/ _ / _	2001/ _ / _			
1999/ _ / _	2000/ _ / _			
1998/ _ / _	1999/ _ / _			
/ _ / _	/ _ / _			

I hereby certify that the information furnished in this form by Mr./Mrs/Miss were compared with his/her service records and were found correct. Further, I have certified the letters to confirm the experience of the officer and attached herewith and I certify that the officer has satisfied all the qualifications to apply as per the provisions of Public Administration Circular 07/2021 I further certify that his/her work and conduct are satisfactory and he/she has not been subjected to any disciplinary action and no decision has been taken to impose such disciplinary action in future.

.....
Signature of the Head of Institution

Date:.....
Name :
Designation :
Official Stamp :

(Designation should be confirmed by placing a Frank)