

**Open Competitive Examination for the Recruitment to Grade III of
Sri Lanka Administrative Service 2021 (2024)**

The General and Structured Interview for recruitment of the applicants, whose names have been published in the website of the ministry on 03.01.2025 on the results of the above competitive examination, to Grade III of Sri Lanka Administrative Service will be held at the Ministry of Public Administration, Provincial Councils and Local Government located at Independence Square, Colombo 07 on the 08th, 09th, 15th and 16th of February 2025 on the approval of the Public Service Commission and as per the provisions of Section “10.2.6” of Sri Lanka Administrative Service Minute. Letters of calling for the interviews indicating the date and time of the interviews will be sent to each applicant by registered post.

02. Since appointment to Sri Lanka Administrative Service is made on the order of merit of the aggregate marks of the written test and the structured interview, it is emphasized that you shall not be entitled to an appointment to a post in Grade III of Sri Lanka Administrative Service strictly on appearing for the above interviews.

03. General Interview

The originals and an additional photo copy of the following documents should be submitted to the General Interview Board and you should certify the said photo copies to the effect that they are true copies in front of the interview board.

- (a). Certificates to prove the basic qualifications (Birth certificate, degree certificate and the transcription)
- (b). National Identity Card
- (c). An affidavit, if there is a change in the name
- (d) Certificate of residence and character certificate obtained from the Grama Niladhari of the division you are residing at. (Form D.S. 4)
- (d) This letter of calling for the interviews

04. Structured Interview

(a) 25 marks are allocated for the structured interview as per Sri Lanka Administrative Service Minute No: 1842/2 dated 23.12.2013. The manner in which marks are allocated for your skills as indicated in the Exam Notification on the approval of the Public Service Commission, is as follows;

- I. Management skills - 10
- II. Leadership qualities - 05
- III. Communication skills - 05
- IV. Personality - 05

(b) Questions are given to assess the skills listed above under I,II,III and IV of 5 (a) in relation to an incident/ matter observed in social/cultural/economic and political context and you are given the opportunity to select a case out of a set of cases presented in a sealed envelope before the interview and 15 minutes will be provided for preparation. Questions are given at the structured interview to assess the skills listed above.

(c) In addition, the skills listed above under III and IV of 5 (a) are assessed in the manner in which the candidate faces the interview and their presentation during the entire interview.

05. In cases where the candidate does not appear for this general interview and structured interview on the prescribed date, another date shall not be allocated for the same. Such requests shall not be considered and it is emphasized that it is compulsory to submit the relevant certificates at the interview.

06. You are also informed that travelling bags, mobile phones and other electronic shall not allowed inside the premises where the interviews are held.

07. Travel expenses or any other allowance shall not be paid for this purpose.

Sgd/ S. AlokaBandara

Secretary

Ministry of Public Administration, Provincial Councils and Local Government
and Local Government