



## **OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO RELIEF OFFICER SERVICE GRADE III IN THE COLOMBO MUNICIPAL COUNCIL OF THE WESTERN PROVINCIAL PUBLIC SERVICE - 2020**

APPLICATIONS are invited from the following qualified persons who have been residing in the Western Province for a period of 3 years consecutively, on the date of calling for the (Open) Competitive Examination for Recruitment to Relief Officer Service Grade III in the Colombo Municipal Council of the Western Provincial Public Service.

- 1. Educational Qualifications** - Degree from a recognized University by the University Grants Commission
- 2. Professional Qualifications** - Not Applicable
- 3. Experience** - Not Applicable
- 4. Physical fitness** - Should be physically and mentally fit to serve in any part of the Western Province and perform the duties of the post.
- 5. Salary** - The Salary Code Number for this post is MN4- 2016  
Salary scale : Rs. 31,490-10 x 445- 11x660-10x 730- 5x750- Rs. 54,250  
(as per PSC03/2016)
- 6. Conditions of Service** - This post is permanent pension and is subject to future policy decisions of the government regarding the pension scheme. The terms of Service will be determined according to the approved recruitment and promotion scheme.
- 7. Method of Recruitment** - 70% of the number of vacancies will be recruited in the open stream after conducting a regular interview in the order of merit obtained in the written test.

**8. Syllabus of Written examination :**

Two question papers will be attached to the written examination as follows:

<i>Questionnaire</i>	<i>Time</i>	<i>Total Score</i>	<i>Pass Marks</i>
General Knowledge	01 hour	100	40%
Intelligence Test	01 hour	100	40%

**Examination Syllabus :**

General Knowledge	A questionnaire to examine the General Knowledge of Social, Cultural, Educational, Political, Economic and other relevant factors in Sri Lanka, within the context of various Regional and National Organizational Environments.
Intelligence Test	A multiple choice questionnaire assessing logic, math skills and time management.

**9. General Qualifications :**

- i. Should be a citizen of Sri Lanka.
- ii. Applicants should be of good character.
- iii. At least 3 years consecutively in the Western Province prior to the closing date of **2020.03.23** applications should have permanent residency.
- iv. All the eligibility requirements for recruitment to the post should be fulfilled in all respects by the date mentioned in the Gazette Notification/Gazette.
- v. Age Limit : Not less than 21 years and not more than 35 years of age. (Maximum age limit is not applicable for officers who have already been confirmed in the service of the Western Provincial Public Service)
- vi. Should be physically and mentally fit for serve in any part of the Western Province and perform the duties of the post.

**10. Examination fee :**

Every applicant has to pay an examination fee to Western Provincial Council. Examination fee for this examination is Rs. 600/- Receipt of cash received in your name should be affixed to the prescribed spot in the application. It is useful to have a photocopy of it. The fee paid for this examination will not be refunded in whole or in part. Further, stamps or money orders will not be accepted for the examination fee.

**11. Method of Application :**

- (A) The candidate should fill in his/her own handwriting clearly by preparing the application in A4 size paper using both sides of the paper in accordance with the specimen attached to this notification. Applications should be prepared including paragraphs 01 to 05 on the first page and paragraphs 06 to the other pages. Incomplete application forms that do not conform to the prescribed format and have not paid the examination fees before the due date and not completed correctly will be rejected without any notice. Failure to apply properly will result in the loss to be bared by the applicant. It will be useful to keep nearby photo copy.

- (B) The Completed application form should be received on or before 2020.03.23 Registered post should be sent to “Secretary, Western Provincial Public Service Commission, No. 628, 10th Floor, Janajaya City Building, Nawala Road, Rajagiriya. Application forms should be clearly marked as “Open Competitive Examination for Recruitment to Relief Officer III of the Public Service Assistants’ Service in the Western Provincial Public Service. No application received after the date of receipt of application will be accepted.
- (C) Notice of receipt of applications. Notice will be posted on the official website of the Western Provincial Public Service Commission, [www.psc.wp.gov.lk](http://www.psc.wp.gov.lk), immediately after issuance of admission cards to applicants. If you have not received your admission card, you should inform the Western Provincial Public Service Commission as stated in the notice. Photo copy of application and cash receipt, with your full name, address, ID number and the name of the National examination specifying the Provincial Public Service Commission office should be consulted.

### 12. Entrance Examination :

- (A) Admission cards will be issued by the Western Provincial Public Service Commission to all the applicants who have properly submitted their applications. The admission card should be submitted to the Superintendent. Those who do not submit their admission cards will not be allowed to sit the examination.
- (B) The Examination candidates will be subject to the rules and regulations stipulated by the Western Provincial Public Service Commission in respect of conducting the examination.

### 13. Identification of the candidate:

Candidates must prove their identity in the examination hall in such a manner that the Superintendent of Examinations is satisfied with each subject. One of the following documents should be submitted to the examining superintendent to prove the identity of the candidates.

- i. Valid National Identity Card issued by Department of Registration of Persons.
- ii. Valid Passport issued by Department of Immigration and Emigration.

### 14. Offer false information:

If a candidate is found to be ineligible, his/her candidature may be cancelled before, during or after the examination or if the information submitted by the applicant is known to be falsely known, or if he/she are deliberately suppressed by an important issue, he/she may be dismissed from Public Service. In this regard, action is taken in terms of Section 47 of the Western Provincial Public Service Procedural Rules.

### 15. Examination Method:

- i. Candidates should answer all the question papers in the examination in the same language.
- ii. This examination will be held on a future date notified by the Western Provincial Public Service Commission

16. Results list of eligible candidates for this examination will be published on the official website of Western Provincial Public Service Commission, [www.psc.wp.gov.lk](http://www.psc.wp.gov.lk).

17. The Western Provincial Public Service Commission shall sit the Competitive Examination on the preliminary conclusion that all applicants who have complied with this notification and submitted their applications on or before the due date have been paid the prescribed examination fee, in accordance with the eligibility requirements stated in the notification. Notify applications that are not always completed No complaint of loss or delay in posting an application will be considered. Issuing an admission card to a candidate will not be considered acceptable as he or she has qualified for the position. Candidates will be called for an interview and if the applicant is found to be ineligible for qualifications as per the notification, his/her candidature will be cancelled.

18. This notice and specimen application form have been published on the official website of the Western Provincial Public Service Commission, [www.psc.wp.gov.lk](http://www.psc.wp.gov.lk)
19. The decision of the Western Provincial Public Service Commission shall be final in respect of matters relating to the notice of application or any other matter not covered by the notification.
20. In case of inconsistency between Sinhala, English, Tamil texts of this *gazette* notification, Sinhala text shall prevail.

THILAK SENARATH,  
Secretary,

Provincial Public Service Commission,  
Western Province.  
2020.02.10

### Specimen of Application Form

COMPETITIVE EXAMINATION FOR RECRUITMENT TO RELIEF OFFICER SERVICE GRADE III IN THE COLOMBO MUNICIPAL COUNCIL OF THE  
WESTERN PROVINCIAL PUBLIC SERVICE - 2020

Examination Number

(For Official Use only)

Language in which sit for examination (Write the relevant letter in the box.)

Sinhala - S

Tamil - T

English - E

01. 1.1 Full Name (In Block Letters) - .....

(Eg. : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials (In English Block letters) :

.....  
(Eg. : H. M. S. K. GUNAWARDHANA)

1.3 Full Name (In Sinhala / Tamil) : .....

1.4 National Identity Card Number :

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02. 2.1 Divisional Secretariat of permanent residence : .....

2.2 Period of time lived permanently in Western Province : .....

03. 3.1 Permanent Address (in English Block Letters) -

.....  
.....

Permanent Address (In Sinhala / Tamil) :

.....  
.....

3.2 Address to be posted admission :

- i. In Sinhala / Tamil - .....  
.....
- ii. In Block Letters- .....  
.....

3.3 Telephone Number - .....

Home :

Mobile :

- ❖ As all the details relevant for examination will be send *via* SMS to the above mobile number please mention a valid mobile number.

04. Male/ Female (Write in the relevant box ✓)

Male -  Female -

05. 5.1 Civil Status - (Married - 2, Single - 1)   
(Write in the relevant box)

5.2 Date of Birth : Year :     Month:   Date :

5.3 Age for the date of application to be received : .Years : ..... Months : .....Days : .....

06. Details of the Degree : (It should be attached copies of Degree Certificate and Detailed Certificate)

- i. Degree obtained :
- ii. Subjects studied for the degree : -
- iii. Name of University :
- iv. Valid date of degree :

07. 7.1 Is already a premanently recruited person in the Public Service ? Yes/ No :

7.2 If YES, current designation : .....

7.3 Work Place: .....

7.4 Date of Service: .....

7.5 Date of service made permanent : .....

08. Divisional Secretariat to where examination fees paid :.....

Receipt Number : .....

Date : .....

Paste the receipt here properly

(Only valid the W. P. 1 receipt obtained by paying the Divisional Secretariat.)

**09. Certification of the applicant**

I, ..... hereby certify that the information provided in this application is true and accurate to the best of my knowledge and belief. I am well aware that if the information I have provided is found to be inaccurate, my right to be appointed as a Relief Officer Grade III of the Public Service Assistants' Service in the Colombo Municipal Council of the Western Provincial Public Service can be neglected.

.....  
Signature of the Applicant .

Date .....

**10. Certifying the Candidate's Signature**

This application is submitted ..... Mr./ Mrs./ Miss I personally know that he/ she has paid the due examination fee and the receipt is pasted on the application form. I certify that he/ she on ..... place his/ her signature in the presence of myself.

.....  
Signature and Official Seal of the  
Certifying Officer.

Date :.....

Full Name of the Certifying Officer :.....

Designation : .....

Address : .....

**Signature Certification**

(A person authorized to certify the signature of the application and the admission card should certify the candidate's signature. Candidate's signature should be certified by a Principal in a Government school, Justice of Peace, Oath of Commissioner, Lawyer, Famous Advocate, Authorized Officer in the Three Forces, Police Officer holding a position that is *gazette* permanent staff grade officer earning more than Rs. 498,960 per annum in the Public/Provincial Public Service, or the chief incumbent of a Buddhist temple in the Lord, Priests of the religious community.)

**11. For those who are already in the Public Service**

**1. Certificate of the Head of the Institution :**

I submit the application of Mr./Mrs./Miss .....He/She holds a Permanent Post of .....in this Ministry/Department..... If he/she are selected for this position, can be released/not discharged.

.....  
Signature and Official Seal of Head of Institution

Date .....

Designation : .....

Ministry / Department : .....