



**STATE MINISTRY OF RURAL HOUSING AND  
CONSTRUCTION & BUILDING MATERIALS  
INDUSTRIES PROMOTION**

**Department of Government Factory**

OPEN COMPETITIVE EXAMINATION FOR THE  
RECRUITMENT TO THE POSTS OF MANAGEMENT  
ASSISTANT NON TECHNICAL - SEGMENT 2  
OFFICER CATEGORY OF THE DEPARTMENT OF  
GOVERNMENT FACTORY - 2020 (2021)

APPLICATIONS are invited from Sri Lankan citizens by the  
Commissioner General of Examinations for the limited open  
competitive examination scheduled to be held in Colombo  
in **May 2021** to fill vacancies in the following posts of the  
Department of Government Factory. The candidates who  
fulfill the relevant qualifications can apply for all three posts.

<i>Post</i>	<i>No. of vacancies</i>
Workshop Assistant	04
Workshop Clerk	02
Timekeeper Clerk	04

1. *Salary:*

1.1 *Salary Code No. :* MN1-2016

1.2 *Salary Scale :* Rs. 27,140 -10x300 -11x350 -  
10 x495-10x660 - Rs. 45,540/=

2. *Grade to which recruitment is made :* Grade III.

3. *Educational Qualifications :* Should have passed at  
least one subject at the General Certificate of Education  
(Advanced Level) examination (other than the Common  
General Test)

and

Should have passed General Certificate of Education  
(Ordinary Level) examination with six (06) subjects in one  
sitting with credit passes to Sinhala/Tamil/ English language  
and Mathematics and two other subjects.

4. *Professional Qualifications :* Should have followed a  
course on computer word Processing/typesetting of not less  
than 03 month duration recognized by the Vocational and  
Tertiary Education Commission.

5. *Physical Qualifications :* Every applicant should be  
physically and mentally fit to perform the duties of the post  
and serve in any part of Sri Lanka.

6. *Other Qualifications :*

I. Should be a citizen of Sri Lanka.

II. Should be of excellent moral character.

III. Should have fulfilled all the qualifications  
required to be recruited to the post and the  
qualifications should have been fulfilled in every  
way on the closing date of the application.

7. *Age :*

7.1 Minimum limit: Not less than 18 years

7.2 Maximum limit: Not more than 30 years  
(Accordingly only those whose birthdays fall on  
or before 19.03.2003 and on or after 19.03.1991  
are qualified to apply)

8. *Method of Recruitment :* Recruitments shall be made  
to above posts on the order of merit of the marks scored by  
applicants at the written examination and the preference of  
the applicants.

9. *Written Examination :*

9.1 *Written Examination :*

<i>Subjects</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Pass marks</i>
Language skills and understanding	01 hour	100	40
Mathematics including additions and intelligence test	01 hour	100	40

9.2 *Syllabus of the written examination :*

<i>Name of Question Paper</i>	<i>Syllabus</i>
Language skills and understanding	Comprises of questions on expression of views, understanding, spelling, use of simple grammar and summarizing. All questions should be answered.
Mathematics including additions and intelligence test	Comprises of questions for testing mathematical skills of applicants (addition, subtraction and division) and reasoning skills. All questions should be answered.

9.3 *General Interview :* No marks are allocated, only the qualifications will be verified.

10. The application should be in the form of the specimen appended to this notification and should be prepared by candidates themselves who have fulfilled the above qualifications on paper of size A-4 using both sides in the language medium he/she intends to appear for the examination. It should be specially noted that the application forms should be prepared that pages 01 to 05 appear on the first side of the paper and the rest to appear on the other pages. The title of the examination appearing on the specimen should be indicated in English language as well, on both Sinhala and Tamil application forms. The applications perfected thus should be sent by registered post on or before 19/03/2021 to reach "Commissioner-General of Examinations, (Institutional and Foreign Examinations Branch), Department of Examinations, PO. 1503, Colombo". Applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice. Therefore the candidates should ensure that the application is in line with the specimen application, it has been perfected with accurate information and that the receipt obtained against the examination fee has been affixed in the cage so as not to be detached. It is advisable to keep a photocopy of the application and the receipt of the payment.

11. The examination will be held in Sinhala, Tamil and English medium and the language medium of examination, mentioned originally in the application, cannot be changed subsequently.

12. Applications not in line with the specimen application and incomplete applications will be rejected without any notice. Further, the candidate should ensure that that the receipt obtained against the examination fee has been affixed in the cage so as not to be detached and it is advisable to keep a copy of the receipt relevant to payment of examination fee. Applications which have not been filled properly and applications received after the closing date will be rejected without notice. It is advisable to keep a photocopy of the application perfected.

**12.1 Punishment for the provision of false information** - When filling the application, the candidates should exercise caution and accurate information should be provided. If a candidate is found to be not eligible to sit for this examination in accordance with regulations applicable to the examination, his /her candidature is liable to be cancelled at any stage prior to, during or after the examination.

13. The Commissioner General of Examinations will issue admission cards to all candidates whose applications have been received on or before the application closing date after paying the due examination fees, on the assumption that only those who have satisfied the qualifications mentioned in the *Gazette* notification have applied for the examinations. A notification will be published in newspapers as soon as the admission cards are issued to the candidates by the Department

of examinations. If the admission card is not received to any applicant even after 2 to 3 days of such advertisement, steps should be taken to notify the Institutional and Foreign Examinations Branch of 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 should 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. Receipt of applications will not be acknowledged. The post to which the applicant is applying should be clearly indicated on the top left-hand corner of the envelope enclosing the application as "**Open competitive examination for Management Assistant Non Technical - Segment 2 Officer Category of the Department of Government Factory -2020 (2021)**"

13.1 The examination fee is Rs. 750.00. It should be paid before the closing date of applications at any Post Office/ Sub Post Office/ District Secretariat/Divisional Secretariat to be credited to Revenue Head 20-03-02-13 of the Commissioner General of Examination. The receipt obtained should be pasted in the relevant cage of the application form so as not to be detached. Stamps or money orders are not accepted as Examination fee. The fee is non- refundable and it will not be allowed to transfer the fee paid for this examination in favor of another examination. It is advisable to keep a photocopy of the receipt.

13.2 Issuance of an admission card to an applicant does not necessarily mean that the candidate has fulfilled the qualifications to sit the examination or to be appointed to a post.

14. Applicant's signature in the application form & the admission card should be attested. An applicant who applies for the examination from an institution should get his signature attested by the head of the institution or by an officer authorized by him and other applicants by a Principal of a government school/ a retired officer, a Justice of Peace, a commissioner of oaths, an attorney-at law, Notary public,

a commissioned officer of the armed forces, or a staff officer holding a permanent post in the public service or the provincial public service, a chief incumbent of a Buddhist Temple or a venerable Nayaka Thero or a member of the clergy of any other religion holding a important position. Applicants who are already in the public service should submit their applications through the head of the department.

15. *Attesting the Signature :*

- Candidates will be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, one of the following identity cards should be submitted to the supervisor :

- I. National Identity Card
- II. Valid Passport
- III. Valid Sri Lankan Driving License

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.

16. Results of the Examination - The results sheet of the applicants who have secured not less than 40% of marks for each subject, prepared on the order of the merit pass per paragraph 9.1 of this notice will be submitted to " Director General, Department of Government Factory, Kolonnawa". Results will be personally informed to all applicants or will be published on the website of Department of Examinations [www.results.exam.gov.lk](http://www.results.exam.gov.lk)

17. In the event of any inconsistency between Sinhala, Tamil and English text of this *Gazette* Notification, the Sinhala text will prevail.

Director General,  
Department of Government Factory.

Department of Government Factory  
Kolonnawa Road  
Kolonnawa,  
09th of February, 2021.

## SPECIMEN APPLICATION FORM

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POSTS OF MANAGEMENT ASSISTANT  
NON TECHNICAL - SEGMENT 2 OFFICER CATEGORY OF THE DEPARTMENT OF GOVERNMENT FACTORY -2020 (2021)

For office use only

Medium of the Examination:  Sinhala-2 Tamil-3 English-4 (Write the relevant number in the cage)

Post applying for: (Please indicate the Post Number in the order of preference of the candidate)

<i>Post Number</i>	<i>Post</i>
01	Workshop Assistant
02	Workshop Clerk
03	Timekeeper Clerk

<i>Preference</i>	<i>Post Number</i>
First	
Second	
Third	

01. Name in full of the Applicant (In English Block Letters) : .....

02. The address to which the admission of the examination should be sent :

I. In English Block Letters : .....

II. In Sinhala/Tamil: .....

03. Gender :- Male-0 Female-1  (Write the relevant number in the cage)

04. National Identity Card Number: .....

05. Mobile Phone Number:.....

06. Address :-

I. Personal Address : .....

II. District : .....

07. Date of Birth :

Year :..... Month :..... Date :.....

08. Civil Status : .....

09. Citizenship : By descent/by registration : .....

10. Educational qualifications:

I. G.C.E. (Ordinary Level) Examination :  
Index No. : ..... Year: .....  
Medium : .....

Subjects Passed	Grade	Subjects Passed	Grade
(1)		(6)	
(2)		(7)	
(3)		(8)	
(4)		(9)	
(5)		(10)	

II. G.C.E. (Advanced Level) Examination :  
Index No. : ..... Year: .....  
Medium : .....

Subjects Passed	Grade
(1)	
(2)	
(3)	
(4)	

11. Details of vocational qualifications :

Serial No.	Name of the course	Institution	Duration	Results
01				
02				
03				

12. If any post is held currently, details thereof:

I. Post and Grade : .....  
II. Date appointed : .....  
III. Institution : .....  
IV. Whether the post is pensionable : .....

Declaration of the Applicant :

I declare that the information given herein are true and correct to the best of my knowledge. I am also aware that if any particulars contained herein are found to be false or incorrect I will be disqualified and if found to be false or incorrect after the appointment could be cancelled. I further declare that I am subject to the rules and regulations imposed

by the Director General of Examinations in regard to the conduct of the examination and the release of results.

.....,  
Signature of the applicant.

Date : .....

13. Details of the payment of examination fee:

13.1 Examination fees paid Rs. (In letters) : .....  
13.2 Receipt No. : .....  
13.3 Office issued : .....  
13.4 Date : .....

**Paste one edge of the receipt securely in this cage.  
(Keep a photocopy with you.)**

14. Attestation of the Signature of the applicant :

I, certify that Mr./Mrs./Miss..... who submits this application is personally known to me, that he/she placed his/her signature before me on ....., that prescribed examinations fees have been duly paid and the receipt thereof has been affixed herein.....

.....,  
Signature of Attesting Officer.

Date : .....  
Name of the Attesting Officer : .....  
Designation : .....  
Address : .....  
Official Stamp : .....

15. If the applicant is an employee of the public service/ Provincial Public Service, the certification of the Head of the Department :

I certify that Mr./Mrs./Miss. .... is employed as a permanent employee of this Ministry/ Department and if selected to the post he/she can be released from the service.

.....,  
Signature and official stamp of the  
Head of the Department.

Date : .....