



PUBLIC SERVICE COMMISSION

Open Competitive Examination for Recruitment to the Post of Assistant Director of Commerce of Grade III Executive Service of the Department of Commerce of the Ministry of Trade- 2021

APPLICATIONS are hereby called for Six (06) vacancies in the post of Assistant Director of Commerce in the Department of Commerce of the Ministry of Trade from the candidates who have fulfilled the qualifications stipulated in this notice.

The applications prepared as per the specimen given at the end of this notice should be sent by registered post to reach the address, “The Commissioner General of Examinations, (Establishment, Examinations and Organization) Branch, Department of Examinations of Sri Lanka, Po. Box 1503, Colombo” on or before the date stated below. The phrase “Open Competitive Examination for Recruitment to the post of Assistant Director of Commerce of Grade III Executive Service of the Department of Commerce” should be clearly stated in the top left hand corner of the envelope enclosing the application.

(a) Closing date of application is 04.06.2021.

Note: No complaint to the effect that an application form or a letter respecting such form has been lost or delayed in the post will be entertained. Candidates who delay their application until the last day will do so at their own risk.

01. *Method of Recruitment.*– Candidates who fulfill the qualifications stated in this notice shall sit for a written examination followed by a general interview, and in order of merit on the results of the written examination, they will be selected by the Public Service Commission

02. *Terms of Employment :* -

- (i) This post is permanent. You will be subject to the policy decisions taken by the Government in future regarding your pension scheme.
- (ii) The officers appointed to this post will be on probation for a period of three (3) years and the first efficiency bar test should be passed within the three (3) years of probation period.
- (iii) In terms of the Public Administration Circular No. 01/2014, you should acquire the prescribed proficiency in the relevant official language within a period of five (5) years from the date of appointment. Those officers who enter the service in a language other than the official languages should obtain proficiency in one language of the official languages within a period of three (3) years and the other language within a period of six (6) years. The officers should obtain the proficiency in Second language of Category I.
- (iv) The appointment will be subject to the procedural rules issued by the Public Service Commission, the provisions of the Establishment Code of the

Democratic Socialist Republic of Sri Lanka and the Financial Regulations of the government and other Departmental Orders.

- (v) The officers selected for the posts of Assistant Director of Commerce are liable to be appointed to serve abroad from time to time and will be entitled to receive an allowance approved by the government on such occasions.

03. *Salary Scale.*– The monthly salary scale entitled to the post as per the Public Administration Circular No. 03/2016 is SL-1-2016. Rs. 47,615-10x1335-8x1630-17x2170= Rs. 110,895/= (Monthly) and your salary will be paid in terms of the provisions of that circular.

04. 4.1 *Educational Qualifications :-*

- (i) A first class or second class special degree in Economics, Commerce, Business Administration, Marketing, Statistics, Accountancy, Public Administration or Management obtained from a university recognized by the University Grant Commission or from an institution recognized by the University Grants Commission as an institution for awarding degrees ;

or

- (ii) A general degree with a first class or second class upper division in Economics or Commerce obtained from a university recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as an institution for awarding degrees ;

or

- (iii) A degree in Law obtained from a university recognized by the University Grant Commission or from an institution recognized by the University Grants Commission as an institution for awarding degrees.

4.2 *Professional Qualification :*

Candidates who fulfill the educational qualifications stipulated in iii of 4.1. above should have been sworn in as an Attorney-at-law in the Supreme Court.

4.3. *Experience :*

Candidates who fulfill the educational qualifications stipulated in iii of 4.1. above should have a minimum of three (3) years' service as a practicing lawyer in the field of Commerce or International Trade Law.

05. *Age limit.* – Applicants should not be less than twenty one (21) years and not more than thirty five (35) years of age on the closing date of applications. (Accordingly, only the candidates who have the dates of birth on or after 31.05.1986 and on or before 31.05.2000 are eligible to apply.

06. *Physical Suitability.* – All candidates should be physically and mentally fit to serve in any part of Sri Lanka and any country abroad.

07. *Other :*

- (i) Shall be a citizen of Sri Lanka.
- (ii) Should be of an excellent character.
- (iii) Requisite qualifications for this post should have been completed in every aspect as at the closing date of application.

08.

8.1. *Written Examination :*

- (i) Will be conducted in Colombo in August 2021 by the Commissioner General of Examinations on behalf of the Public Service Commission
- (ii) The examination will be held in Sinhala, Tamil and English languages.
- (iii) Candidates will be allowed to sit for the examination in any one of the languages mentioned above and should answer all the question papers in the same language so selected. The medium of language applied for will not be allowed to change subsequently.
- (iv) Written examination consists of papers on the following subjects

Subject No	Subject	Duration	Marks	Minimum pass marks
01	Intelligence Quotient	01 hour	100	40%
02	General Question Paper (Commerce and Economics)	02 hours	100	40%

Subject No	Subject	Duration	Marks	Minimum pass marks
03	English Language	02 hours	100	40%
04	Essay and Summary	02 hours	100	40%

Syllabus of Written Examination :

(a) *Intelligence Quotient :*

Consists of multiple questions to determine the candidate's ability of logical reasoning, analytical thinking and decision making.

(b) *General Question Paper (Commerce and Economics) :*

Consists of questions to examine the candidate's knowledge on commercial and economic background of Sri Lanka and overseas.

(c) *English Language :*

Consists of questions to determine the candidate's knowledge in grammar, vocabulary and comprehension of English language.

(d) *Essay and Summary :*

Should write essay/essays on given one or several subjects. These subjects are not related to the field of study but to examine candidate's ability of expression, imagination, thinking capacity, general knowledge and language skills.

Comprehension is meant to examine the candidate's ability to understand the meaning of a given passage and express it clearly and in appealing manner summarized form.

8.2. *Interview :*

I. An equivalent number of candidates to the number of vacancies will be called for the interview in order of merit from candidates who have obtained minimum 40% pass marks for each subject.

II. The interview board appointed by the Public Service Commission will examine the basic qualifications and certificates of the candidates.

8.3. *Release of Results :*

A list of names of the qualified candidates equivalent to the number of vacancies (as mentioned in the notice) in accordance with the paragraph 8.1 of the *gazette* will be forwarded to the Secretary of the Public Service Commission. Results will be issued by post to all the candidates who have sat for the exam or will be published on www.results.exams.gov.lk.

any notification to the applicants. Retaining a photocopy of the application will be useful.

09. *Procedure of Application :*

I. The examination fee is Rs. 1200/= The receipt obtained by paying the examination fee to the credit of the revenue head 20-03-02-13 of the Commissioner General of Examinations at any Post office of the island should be properly affixed in the relevant space provided in the application form. Retaining a photocopy of the receipt will be useful.

V. Any application which is not complete in every aspect is liable to be rejected. No complaints to the effect that an application has been lost or delayed can be considered.

VI. The application should be prepared in the medium of languages in which the applicant intends to sit for the examination.

Note: the examination fee once paid will not be fully or partially refunded under any circumstances or for reasons such as withdrawing the application, declining in sitting for the examination or having found disqualified after sitting for the examination.

VII. Completed applications should be forwarded by registered post to reach the address, The Commissioner General of Examinations, (Establishment, Examinations and Organization) Branch, Department of Examinations of Sri Lanka, Po. Box 1503, Colombo on or before 31/05/2021. Applications received after the closing date will not be accepted. The phrase “Open Competitive Examination for Recruitment to the post of Assistant Director of Commerce of Grade III Executive Service of the Department of Commerce” should be clearly stated in the top left hand corner of the envelope enclosing the application.

II. The examination will be held in Colombo in the month of August 2021.

VIII. Receipt of application will not be acknowledged.

III. All incomplete applications will be rejected without any notification to the applicants.

IX. The Commissioner General will issue Admission cards on the assumption that the applicants have fulfilled all the requirements specified in the notice, the prescribed fee has been duly paid and the certification/ attestation of the application has duly been made.

Note: Issuance of an admission card to a candidate should not be considered as an acceptance that he or she has fulfilled the required qualifications to sit for the examination.

IV. Application should be prepared in accordance with the specimen (Annex I) using “A4 sheets and section 01 to 08 in the first page and the remaining sections in the second and third pages”. All entries in the application have to be made in the applicant’s own clear hand writing. Name of the examination in the heading should be written additionally in English language in the case of Sinhala and Tamil medium applications. All applications which do not comply with the specimen application and all incomplete applications will be rejected without

A newspaper advertisement will be published by the Department of Examinations as soon as the admission cards have been issued. Candidates who do not receive their admission cards at least five (05) days prior to the date of the examination stated in the advertisement should, without delay, inquire from the Organization and Foreign Examinations Branch of the Department of Examinations Sri Lanka. Name of the Examination, full name of the applicant, National Identity card number and address should be stated when an inquiry is made. If the applicant resides outside Colombo, it is advisable to send a written request to the Fax number stated in the advertisement with the above details and a fax number of the applicant,

to receive admission card as immediately as possible. Retaining a photocopy of the copy of the completed application and the receipt in proof of the registered post each will be useful in such inquiries.

X. The Commissioner General of Examinations reserves the rights to postpone or cancel the examination with the approval of the Public Service Commission.

XI. The candidate who sits for the examination should produce the attested admission card to the supervisor in the assigned examination hall. Any candidate who fails to produce the attested admission card will not be allowed to sit for the examination.

All candidates should be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and any violation are liable to punishments imposed by him for breach of the rules.

XII. A candidate must sit the examination only at the assigned examination hall. Every candidate must get his/her admission card duly attested and surrender it to the supervisor of the hall on the first day he/she presents himself/ herself for the examination. A set of rules to be observed by all candidates is published in the *gazette*.

Note: Issuance of an admission card to a candidate should not be construed as an acceptance that he or she has fulfilled the required qualifications to sit for the examination.

XIII. *Identity of the Candidate :*

The candidate should prove his/her identity to the satisfaction of the supervisor on each subject he/she sits for. Either of the following documents will be accepted

- (i) National Identity Card
- (ii) Valid Passport
- (iii) Valid Sri Lankan Driving License

Furthermore, Candidates should enter the examination hall without covering their face and ears to prove their identity. Further, any candidate who refuses to prove his/her identity

will not be allowed to enter the examination hall. Candidates should also not cover their faces and ears throughout the period from entering the examination hall to leaving the hall in order to prove their identity to the invigilators.

Important:

- (a) Any document or a copy of the document should not be attached to the application.
- (b) Applications of those candidates who fail to furnish documents when required, will not be considered.

The candidates who are already in public service should forward their application forms through the respective Heads of the Departments and the signature in the admission card should be attested by the respective Head of the Department. In the case of other candidates, signature in the application form should be attested by a Principal of a Government School, a Justice of the Peace, Commissioner of Oaths, Notary Public, Commissioned Officer in the armed forces, Staff officer in the government service or provincial government service or Chief Incumbent or the presiding monk of a Buddhist temple or a person who holds a significant position in the clergy in charge of a place of worship.

10. This post shall be subject to Procedural Rules issued by the Public Service Commission Circular and other provisions issued by the government from time to time in relation to the Public Service and the conditions stipulated in the relevant scheme of recruitment of the Grade III Executive Service and any amendments subsequently made thereto.

11. If it is found that any information given in the application is incorrect prior to the appointment, his/her candidature will be liable for cancellation. If such information is found after the appointment the applicant is liable for dismissal from the service subject to applicable procedure.

12. In respect of matter/ matters not covered in the notice the determination of the Public Service Commission will be the final. The authority of the final decisions in filling all the vacancies or part thereof rests with the Public Service Commission.

13. This notification is published in Sinhala, Tamil and English languages and in case of a discrepancy among the texts, the notice published in Sinhala language shall prevail.

By order of the Public Service Commission,

J. M. B. JAYAWARDANA,
Secretary,
Ministry of Trade.

CWE Secretariat Building,
No. 27, Vauxhall Street,
Colombo 03,
On 29th April, 2021.

Annex I

SPECIMEN APPLICATION

PUBLIC SERVICE COMMISSION

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF ASSISTANT DIRECTOR OF COMMERCE OF GRADE III
EXECUTIVE SERVICE OF THE DEPARTMENT OF COMMERCE OF THE MINISTRY OF TRADE- 2021

වෙළෙඳ අමාත්‍යාංශයේ වාණිජ දෙපාර්තමේන්තුවේ විධායක සේවා ගණයේ III ශ්‍රේණියේ සහකාර වාණිජ අධ්‍යක්ෂ තනතුර සඳහා
බඳවා ගැනීමේ විවෘත තරග විභාගය - 2021

(Office use only)

Language medium of applying for the examination:

(Sinhala-2, Tamil-3, English-4)

(Write the relevant number in the cage)

("Open Competitive Examination for Recruitment to the post of Assistant Director of Commerce of Grade III Executive Service for the Department of Commerce" should be clearly indicated in the top left hand corner of the envelope enclosing the application)

01. (i) Name in Full (In English Block Capitals):

.....
.....

(Ex: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

(ii) Name with the Last Name First and the Initials at the End (In English Block Capitals):

.....
.....

(Ex: GUNAWARDHANA, H.M.S.K)

(iii) Name in full (In Sinhala/Tamil):

.....
.....

02. (i) Postal Address (In English Block Capitals) The admission cards shall be sent by post to this Address:

.....
.....

03. Sex:

Male - 0
Female - 1

(Write the relevant number in the cage)

04. National Identity Card Number:

--	--	--	--	--	--	--	--	--	--

05. District of Residing :

.....

06. Whether Married? Single or Widowed:.....

07. Date and Place of Birth : Year : Month : Date :

I. Place of Birth :.....

II. Age as per the *Gazette* notification:

Years : Months : Dates :

08. Ethnic group :

- Sinhalese 1
- Sri Lankan Tamil 2
- Indian Tamil 3
- Muslim 4
- Burgher 5
- Moor 6
- Other 7

(Write the relevant number in the cage)

09. (i) Educational qualifications :

(Details of all degrees obtained, distinctions, vocational and technical qualifications, with dates and classes if any, the subjects and the names of the institutions by which they were awarded shall be mentioned) :

<i>Exam/degree</i>	<i>Year</i>	<i>Subject</i>

(ii) Highest examination passed:

<i>(01) Sinhala</i>	<i>(02) Tamil</i>	<i>(03) English</i>

10. Schools, Colleges and Other Institutions where the Candidates have Studied after the Age of 12 years:-

<i>School, college or institution</i>	<i>From</i>	<i>To</i>
(1)		
(2)		
(3)		
(4)		

Professional Education :

<i>Institution</i>	<i>From</i>	<i>To</i>
(1)		
(2)		
(3)		
(4)		

11. Details of the excellence you have gained in the field of sports and the responsible positions you have held in that field:

12. (a) Whether you are free from any debts? If not, how much do you owe?

(b) Have you ever been convicted guilty at any Court of Law? If so, provide the details with date/s and case number:

13. Current Employment and Past Employments (Mention the date of the appointment, date of resignation and last annual salary):

<i>Post</i>	<i>From</i>	<i>To</i>	<i>Annual Salary (LKR)</i>
(1)			
(2)			
(3)			

NB:- If you were employed by the public service, the reasons for its termination should be stated in heading 14 below.

14. Special Qualifications :

Do you possess any special qualification or experience stipulated in the notification? If so provide details with dates.

15. Any other Information:

16. Examination Fee :-

Affix the receipt here

- (i) Receipt No.:
- (ii) Post Office/ Sub Post Office to which the Fee was paid :
- (iii) Amount Paid:
- (iv) Date of Payment:

17. I hereby certify that all the information provided by me in this application is true and correct. I am aware that any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is found after the appointment. I agree to be bound by the rules and regulations imposed by the Commissioner General of Examinations with regard to the conducting and issuing results of this examination.

Date :

.....
 Signature of the candidate.

18. Attestation of the Signature of the Applicant :

I hereby certify that Mr./Mrs./Miss who submits this application is known to me personally and that he/she placed his/her signature in my presence on and further he/she has paid the prescribed examination fee and pasted the receipt on the application.

.....
 Signature of the Attester.

Date :

Name of the Attester:

Post:

Address:

(Place the Official Frank)

19. Recommendation of the Head of the institution, if the applicant is serving at a public / provincial public service/ government corporation:

I hereby certify that the information given in 13 is true and correct / is to be corrected as follows, and that his/her character and behavior is He/she can /cannot be released from the service.

.....
 Signature of the Head of the Department/Institution.

Post :

Date :