



the Commissioner-General of Examination in the month of September, 2021, and the list containing the examination centers and the numbers is annexed hereto as Schedule 01 whilst the list of district numbers is annexed here to as Schedule 02, at the end of this notification.

Conditions of Promotion: In the order of aggregate of marks secured at the written examination and the marks calculated at the structured interview based on the seniority and merit, applicants shall be appointed to 71 vacancies in Administrative Grama Niladhari post to be filled on merit basis.

02. Method of promotion :

- (i) An examination will be conducted by the Commissioner General of Examinations on behalf of the Public Service Commission for the candidates who apply for this examination and accordingly, priority will be determined on the order of the aggregate of marks secured by the candidates based on the results of the examination and the marks calculated based on the seniority and merit, by the interview board consisting of three members appointed by the Public Service Commission.
- (ii) From a priority list prepared in accordance with the marks secured at the written examination, a number of candidates two times the number of available vacancies shall be qualified to be called for the interview.
- (iii) In attaching the officers who are appointed to Supra Grade, initially the opportunity will be given for the officers already in service to get transfers to the existing vacancies and for 60% of the remainder of vacancies after above transfers being made, officers shall be attached, depending on the seniority secured at the examination, to a divisional secretariat other than the divisional secretariat where the officer is presently attached, within the district and at a time when the number of applicants who have fulfilled qualifications exceed the number of vacancies available within the district, such applicants shall be attached to the available vacancies outside the district. The appointments of those candidates who do not accept the appointments in the service stations thus appointed to shall be cancelled and

STATE MINISTRY OF HOME AFFAIRS

Competitive Examination for Promotion to Supra Grade of Grama Niladhari on Merit Basis-2021

AS per the order of the Public Service Commission, applications are hereby invited from the officers of Grama Niladhari Service possessing qualifications prescribed in Section 5 below, for promotion to Supra Grade of the said service, on merit basis. The examination will be held by

further, such candidates shall not be entitled to make any request for an appointment based on the results of this examination later.

(iv) This examination will be conducted only in Sinhala and Tamil mediums and the applicants shall not be allowed to change the selected language medium subsequently.

03. (i) **Scheme of Examination:** Candidates shall sit for the subject "Aptitude and Case Study". The time allocated for this question paper will be 1 1/2% hours and candidates are required to secure at least 40 out of 100 marks to be qualified at the examination.

(ii) **Syllabus:** The knowledge of the candidates on general knowledge, decision making ability, logical answering, and office administration in performing duties with regard to the duty subjects assigned to office administration and Grama Niladharies, will be expected.

04. Fields under which marks will be allocated in determining seniority and merit

(i) Seniority (Maximum marks 60)

(Marks will be awarded, in accordance with the Public Service Commission Circular 01/2019)

(ii) Merit (After being appointed to Grade I) (Maximum marks 35)

(ii-i) For commendations received (Maximum marks 15)

03 marks each for certificate of commendation made as per Form General 230B and 01 mark each for commendation made by a certificate other than Form General 230B

(ii-ii) For the achievements/places secured at Grama Niladhari Management Competition

(Maximum marks 20)

All island first place -15 marks

All island second place -12 marks

All island third place -10 marks

First place at district competition - 08 marks

Second place at district competition - 06 marks

Third place at district competition - 04 marks

First place at the competition within Divisional Secretary's Division - 03 marks

Second place at the competition within Divisional Secretary's Division - 02 marks

Third place at the competition within Divisional Secretary's Division - 01 mark

(Marks shall only be allocated for the highest achievement out of the achievements made at each level in a year.)

(iii) Merit shown at the interview (Maximum marks 05)

05. **Qualifications:** Candidates shall have fulfilled the following qualifications as at the closing date of application.

(i) Shall have completed an active and satisfactory service of five (05) years in Grade I of Grama Niladhari Service and passed the prescribed efficiency bar examinations or be entitled to receive a grace period under Public Service Commission Circular 03/2016 to pass the said efficiency bar.

(ii) Shall have earned salary increments within last five (05) years.

06. **Salary Scheme :**

(i) **Salary Code No.:** Salary Code Number: MN7- 2016 (Rs. 41,580-11x 755-18 x 1030- Rs. 68,425/-) 2nd Step (Provisions of the Public Administration Circular 03/2016 dated 25.02.2016 are applicable in preparing salaries according to this salary scale)

(ii) The officers who have not completed the efficiency bar in Grade I will be provided a grace period of one year from the date of promotion to Special Grade.

07. *Method of application :*

- (i) A specimen application for this examination is published at the end of this notification. When preparing the application, the name of the examination in the heading shall be mentioned in English language as well in applications prepared in both Sinhala and Tamil mediums. The candidates shall prepare their applications strictly in accordance with the specimen application. The application shall be prepared in A4 size papers using both sides of the paper. Number 01 to 05 of the application shall be included in first page while the remaining numbers in the rest of the pages. Applications can be type written, but they should be filled by the candidate him/ herself clearly in his/her own handwriting following the instructions given in this notification.
- (ii) Application shall be perfected in duplicate. One copy of the application shall be sent to the Divisional Secretary to be filed in the personal file whilst the other copy shall be sent to the Commissioner General of Examinations.
- (iii) All candidates shall send their applications by registered post to reach the Commissioner General of Examinations, Institutional and Examination Organization Branch, P.O. Box. 1503, Colombo, through the Divisional Secretary of the respective division, on or before **12 July 2021**.
- (iv) The top left hand corner of the envelop should be marked, "Examination for Promotion to Supra Grade of Grama Niladhari on Merit Basis-2021". The applications received after the closing date of application shall be rejected.
- (v) No any document or a copy of such document shall be attached to the application. However, the candidate shall keep the documents mentioned by him/her and the documents required to prove ones qualifications ready in hand to be submitted whenever requested.

08. *Examination fee.*– The examination fee is Rs. 500/=. Examination fee should be paid at any post office island-wide to be credited to revenue head 20-03-02-13 of the Commissioner General of Examinations and the receipt thus obtained should be affixed to the relevant cage of the applications form with its margin and the receipt

number, date and the post office should be mentioned on the application. It is advisable to keep a photocopy of the receipt with the candidate. The fee will not be refunded under any circumstances. No money orders or stamps shall be accepted as examination fee and such applications shall be rejected without any notice.

09. *Admission to the examination :*

- (i) Commissioner General of Examinations will issue admission cards in respect of each candidate who has submitted applications correctly, informing the date of the examination to be held. On first day of the examination, the candidates appearing for the examination shall render their signature attested admission card to the Supervisor of the examination hall. Without such admission card, no candidate shall be allowed either to enter the examination hall or to sit for the examination.
- (ii) The issuance of an admission card to a candidate shall not be considered that he/ she has fulfilled requisite qualifications to sit for the examination.
- (iii) All candidates are bound to abide by the rules and regulations imposed by the Commissioner General of Examinations with respect to holding the examination. If such rules and regulations were violated, he/ she shall be subjected to a punishment imposed by the Commissioner General of Examinations.
- (iv) The Heads of the Department will grant duty leave for the candidates who possess the admission cards issued by the Commissioner General of Examinations enabling them to sit for the examination. No traveling charges shall be paid.
- (v) Candidates will be required to prove their identity to the satisfaction of the Supervisor of the examination hall for all the subjects they appear at the examination. For this purpose, any of the following documents will be accepted.

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

Further, the candidates shall expose their identity without covering their face and ears when they enter the examination hall. Applicants who refuse to do so will not be allowed inside the examination hall. Further, the applicants shall remain with their face and ears uncovered from the moment they entered the examination hall until they leave the examination hall, enabling the examination authorities to identify the applicant.

(vi) *Examination results :*

As specified in the Para 03 of this notification, a list of candidates who pass the written examination shall be provided to the Secretary, State Ministry of Home Affairs. Following the receipt of the relevant merit marks, the final priority list of results prepared in the order of aggregate marks, both at the written examination and merit, will be forwarded to the Secretary, State Ministry of Home Affairs. As ordered by the Secretary, State Ministry of Home Affairs, results of the examination will be either sent by post personally to each applicant who sat for the examination or shall be posted on the website www.results.exams.gov.lk.

10. A notification shall be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If there is an applicant whose admission card is not received at least five (05) days of such advertisement, it should be inquired from the

Institutional and Examination Organization Division of Sri Lanka Examinations Department in the manner specified in the advertisement. In making such inquiry, the name of the examination applied for by the candidate, full name of the candidate, National Identity Card number and the address should be clearly mentioned. If the applicant is a resident outside Colombo, it would be more effective to send a letter of request along with said information via the fax number mentioned in the notification, also indicating a fax number of the applicant in order to receive a copy of the admission card without delay. (Fax No: 011-2784232) In making such inquiry, in order to prove any information requested by Department of examination, it would be useful to keep the photocopies of the application form, the receipt kept at your possession after paying the examination fee, and the receipt of postal registration in hand.

11. If it appears that there is any inconsistency or mismatch between language texts in this notification, which is published in Sinhala, Tamil and English mediums, the notification in Sinhala medium shall be treated as the correct one and thus, action will be taken accordingly.

N. H. M. CHITHRANANDA,
Secretary,
State Ministry of Home Affairs.

State Ministry of Home Affairs,
Nila Medura,
Elvitigala Mawatha,
Colombo 05,
04th June, 2021.

(For office use only)

SPECIMEN FORM OF APPLICATION

Competitive Examination for Promotion to Supra Grade of Grama Niladhari on Merit Basis - 2021

(No. 1 - 5 shall be on the first page and the ites from No. 6 onwards shall be on the rest of the pages)

Medium of Examination:

Sinhala - 2
Tamil - 3

(Indicate the relevant number in the cage)

District where the candidate serves

(Indicate the district and the district number as per the Schedule No. 02)

District Number

Town in which you wish to sit for the examination

1	<input type="text"/>
2	<input type="text"/>

(Indicate the town and the town number as per the Schedule No. 01)

Town No:

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 1

(NB: The application shall be filled clearly by the candidate in his/ her own handwriting)

01. (i) Name in full (In English Block Capitals)
(E.g. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)
- (ii) Name with initials (In English Block Capitals):
(With initials at the end, E.g. GUNAWARDHANA, H.M.S.K.)
- (iii) Name in full (In Sinhala/Tamil):
02. (i) Office Address :
- (ii) Address to which the admission should be sent :
(In English Block Capitals)
03. (i) Sex : Male - 0 Female - 1 (Indicate the relevant number in the cage)
- (ii) Date of Birth : Year : Month : Date :
- (iii) National Identity Card No. :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
- (iv) T. P. Number Mobile : Office :
04. (i) Divisional Secretariat Division attached to :
- (ii) Grama Niladhari Division and number:
05. Date of appointment/ absorption to the post held at present and reference number and date of the letter:
- Period of service:
Years: Months : Days :
06. If the candidate has been absorbed into Grama Niladhari Service, indicate following particulars:
(Fill the relevant paragraph only)
- (i) Date of entry into the service of Special Service Officer:
(Period of service):
- (ii) Date of entry into the Cultivation Officers' Service:
(Period of service):
- (iii) Date of entry into the Agriculture Extension Service:
(Period of service):
- (iv) Date of entry to any other similar service:
(Period of service):
07. Are you an old or new entrant for the purpose of Official language Policy:
08. (i) Have you earned all the salary increments during the period of service:
- (ii) If not state the details:
09. If you have been released at present for the service in a corporation or another service, state the particulars:
-
10. If you have obtained no-pay leave for a foreign employment or for any other purpose, state the particulars:
-

11. Have any disciplinary actions being taken against you? If so, state the details:.....

N.B. :- As specified in the *Gazette* Notification, the receipt for the examination fee, obtained from the Post Office in favour of the applicant shall be affixed here firmly so as not to be detached.

Firmly affix the receipt by one margin so as not to be detached

Receipt No. :
Post Office:
Date:
Amount in Rupees:

I,..... hereby certify that the above particulars furnished by me are true and correct. I am also aware that if the information furnished herein is found to be false or incorrect, I am liable to be dispossessed of my rights for promotion to Supra Grade of this service and further, I am liable to be subjected to disciplinary action and further, I declare that I have no objection for such action. I also agree to be bound by the orders of the Commissioner General of Examinations with respect to holding this examination.

.....,
Signature of the officer.

Date:.....

PART II

To be filled by the Divisional Secretary

I hereby certify that,

- (i) The particulars furnished above by Mr./Mrs ./Miss have been checked with his/ her personal file and found to be true and correct,
- (ii) The prescribed examination fee has been paid and the receipt has been affixed,
- (iii) There is no intension to take any disciplinary action against the officer,
- (iv) His/ her service has been satisfactory during the immediately preceding five years and he/ she has been appointed to Grade of Grama Niladhari service from and a copy of the application submitted herewith is filed in the officer's personal file.

.....,
Divisional Secretary.

Name:.....
Designation:.....
Official Stamp:.....
Date:.....
(Delete inapplicable words)

SCHEDULE No. 01

EXAMINATION CENTERS

This examination shall be held in Colombo, Kandy, Galle, Jaffna, Batticaloa, Kurunegala, Anuradhapura, Badulla, and Ratnapura. The relevant towns and the town numbers are stated in the following table. The relevant section of the application shall be filled in accordance with the table containing the towns and town numbers. Applicants shall not be allowed to change the town/ towns applied subsequently.

<i>Town</i>	<i>Town Number</i>
Colombo	001
Kandy	002
Galle	003
Jaffna	004
Batticaloa	005
Kurunegala	006
Anuradhapura	007
Badulla	008
Ratnapura	009

If any center mentioned above does not have a sufficient number of candidates such center shall be cancelled and the relevant candidates shall be directed to one of the nearest centers.

Further, at a time when sufficient number applicants have not applied for all the proposed towns or a majority of towns in order for examination centers to be established, action will be taken by the Commissioner General of Examinations to hold the examination only in Colombo.

SCHEDULE No. 02

LIST OF DISTRICT NUMBERS

<i>Index No.</i>	<i>District</i>	<i>District Number</i>
1	Colombo	01
2	Gampaha	02

<i>Index No.</i>	<i>District</i>	<i>District Number</i>
3	Kalutara	03
4	Kandy	04
5	Matale	05
6	Nuwara Eliya	06
7	Galle	07
8	Matara	08
9	Hambanthota	09
10	Jaffna	10
11	Mannar	11
12	Vavuniya	12
13	Mullaitivu	13
14	Kilinochchi	14
15	Batticaloa	15
16	Ampara	16
17	Trincomalee	17
18	Kurunegala	18
19	Puttalam	19
20	Anuradhapura	20
21	Polonnaruwa	21
22	Badulla	22
23	Monaragala	23
24	Ratnapura	24
25	Kegalle	25