

**MINISTRY OF PUBLIC SERVICES,
PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT**

**Limited Competitive Examination for Recruitment
to Grade III of the Sri Lanka Administrative
Service - 2021**

Applications are invited from qualified citizens of Sri Lanka for the Limited Competitive Examination for recruitment to the posts in Grade III of the Sri Lanka Administrative Service.

The Commissioner General of Examinations, subject to the orders of the Public Service Commission, will conduct this examination at Colombo in November. The Secretary reserves the right to postpone or cancel this examination subject to the orders of the Public Service Commission.

01. In this notice,

- a. The term “**Secretary**” means “**The Secretary to the Ministry in charge of the subject of Public Administration**”.
- b. The term “**Service**”, unless otherwise specified, means “**The Sri Lanka Administrative Service**”.

02. Under this examination, recruitment will be made to Grade III of the Sri Lanka Administrative Service

- (a) Applications for this examination can be submitted online **from 07th of August 2021 till 24:00 hrs 06th of September 2021.**

Written Examination – This examination shall consist of four (04) question papers as follows.

- i. General Intelligence
- ii. Social, Economic and Political background in Sri Lanka and Global Trends
- iii. Case Studies relevant to Public Administration I (Relating to the Establishments Code, Procedural Rules of the Public Services Commission and Financial Regulations)
- iv. Case Studies relevant to Public Administration II (Relating to the testing of creative, analytical and communicative skills)

Interview – A general interview and a structured interview will be held for the candidates who sat for all the question papers of the written examination and obtained the highest aggregate marks as determined by the Public Service Commission as adequate. The date of the interview will be

decided by the Secretary as per the instructions of the Public Service Commission.

03. The number to be appointed will be 42. In an instance where the candidates who have obtained equal marks for the final vacancy or final few vacancies are exceeding the number of vacancies, the decision on filling such number of vacancies will be made by the Public Service Commission as per Section 80 of the Procedural Rules. The effective date of the appointment will be determined on the orders of the Public Services Commission.

04. Conditions of Service –

- 4.1 A selected candidate will be appointed to Grade III of the service subject to the general conditions governing the appointments of the public service, terms and conditions set out in the Service Minute of the Sri Lanka Administrative Service published in the *Gazette* Extraordinary No. 1842/2 of 23.12.2013 of the Democratic Socialist Republic of Sri Lanka, amendments made or to be made in future to that Service Minute, provisions of the Establishments Code and Financial Regulations and the Procedural Rules of Public Service Commission published in the *Gazette* Extraordinary No. 1589/30 of 20.02.2009.
- 4.2 This post is permanent and pensionable. The candidates are required to contribute to the Widows’/ Widowers’ and Orphans Pension Scheme.
- 4.3 This appointment is subject to an acting period of one year. The candidates should pass the first efficiency bar examination within 03 years from the recruitment to Grade III of the Sri Lanka Administrative Service as mentioned in the service minute.
- 4.4 The candidates should acquire proficiency in the official languages before expiry of three (03) years from the recruitment to the post as per the Public Administration Circular No. 18/2020 dated 16.10.2020 and circulars incidental thereto.
- 4.5 The appointments of the applicants who fail to assume duties of the post offered to him and/or reject or avoid the assumption of duties of a post or an area where he is appointed, on the

prescribed date shall be cancelled upon the orders of the Public Service Commission.

considered when computing the above mentioned period of service.

05. Monthly Salary Scale -

The Monthly Salary Scale applicable to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 47,615 - 10 x 1,335 – 8 x 1630 - 17 x 2,170 - 110,895/- (SL - I -2016). In addition to that, you will also be entitled to other allowances paid to public officers by the government from time to time.

06. Recruitment Qualifications -

- a. (i) Should be a citizen of Sri Lanka
- (ii) Should have an excellent moral character.
- (iii) Should be physically fit and mentally sound to serve in any part of the country.

b. Educational Qualifications and Experience

- i. Should have obtained a degree from a university recognized by the University Grants Commission or an institute recognized by the University Grants Commission as a degree awarding institution;

and

Should be an officer in a permanent and pensionable service/ post in Public Service or Provincial Public Service drawing a salary under the Salary Code of MN 2-2016 or above MN Code or the Salary Code of SL 1-2016 as mentioned in the Public Administration Circular No. 03/2016 with at least five (05) years of active and satisfactory period of service in that service/ post.

OR

- ii. Should be an officer in a permanent and pensionable post/ service in Public Service or Provincial Public Service drawing a salary under the Salary Code of MN 2-2016 or above MN Code or the Salary Code of SL 1-2016 mentioned in the Public Administration Circular 03/2016 with at least ten (10) years of active and satisfactory period of service in that service/ post.

Note :

1. The effective date of the degree should be the date of fulfilling the qualifications or a prior date.
2. The total of the continuous periods of service in the public service and/or provincial public service is

c. Age and other qualifications to be satisfied

- i. Should be not more than fifty three (53) years of age as at the date of fulfilling the qualifications. Accordingly, only the persons whose birthdays fall on or after 31.12.1967 are eligible to apply for this examination.
- ii. Should have been confirmed in a service/ post referred to in 6 (b) above.

Note .— The officers who have completed all qualifications required to sit for the examination as per Section No. 06 of the examination notice and completed all the qualifications required for confirmation in service according to the relevant service minute/ scheme of recruitment, but not received the letter of confirmation in service/ post issued by the respective Appointing Authority may also apply for this examination. However, such officers,

1. Should have passed the efficiency bar examination relevant to the confirmation in service as at the date of examining the qualifications.
2. Should compulsorily produce the letter of confirmation in service at the time they appear for the interview if they pass this examination and qualify for the general interview. (The date of confirmation in service should be effective on or before the date of examining the qualifications.)
- i. Should have not been subjected to a disciplinary punishment as at the date of fulfilling the qualifications in terms of the Public Service Commission Circular No. 01/2020.

d. Restrictions on Qualifications

- i. No applicant shall be permitted to sit for the Limited Competitive Examination more than two (02) occasions. (Number of sittings at the examinations for recruitment to Grade III of Sri Lanka Administrative Service under the previous service minute will not be considered.)
- ii. The qualifications required to apply for this examination should have been satisfied on or before 31.12.2020 in every aspect.
- iii. No person who is ordained in any religious order shall be allowed to sit for this examination.

07. Examination Fee -

The fee for the examination will be Rs. 1200/-. When the examination fee is paid, the payments should be made only through the following payment methods provided in the online system.

- i. Any Bank Credit Cards
- ii. Any Bank Debit Cards with internet payment facility
- iii. Bank of Ceylon Online Banking System
- iv. Bank of Ceylon Teller Slip Payment
- v. Postal Department Payment at any Post Office

Note .– Instructions on the manner in which the payments are made through the above methods are published under Technical Instructions in the website of the Department of Examinations.

Acknowledgement of the payment will be informed by an SMS or email. The full amount of the examination fee should be paid and the applications for which the payments have been made less or more than the examination fee will be rejected. The Department of Examinations will not be responsible for the errors occurring in the payment of examination fees by the above payment methods.

08. Method of Application -

- (a) The relevant application has been published in the website of the Sri Lanka Examination Department, www.doenets.lk and applications can be submitted only through online. Once the application is submitted online, it should be downloaded and the signature of the applicant should be attested in the printed copy with certification of the Head of the Institution if applicable. Thereafter, that printed copy of the application should be sent by the registered post to reach the Commissioner General of Examinations, Institutional Examination Organization Branch, Sri Lanka Examination Department, P. B. 1503, Colombo on or before the closing date of applications. “**Limited Competitive Examination for recruitment to Grade III of the Sri Lanka Administrative Services – 2021**” should be clearly marked on the top left corner of the envelope. The closing date of applications will be **06th of September 2021**.

Note.— The printed copy of the application should compulsorily be sent by the registered post. The complaints on the loss or delay of the printed copy in the mail will not be considered. (The

inconveniences that may cause due to the delay in sending applications until the closing date should be borne by the applicant himself.)

- (b) The post and service station of the applicants at the time of applying for the examination is considered for all matters with regard to the examination and the changes that occur after sending the applications will not be considered.
- (c) Applications that are not completed in every aspect will be rejected. No complaints on the loss or delay of the applications will be entertained.
- (d) Immediately after the issuance of admission cards to the applicants, a notice thereon will be published in newspapers and the website of the Department of Examinations. If the admission card is not received even after 2 or 3 days of such notice, steps should be taken to make inquiries thereon from the Department of Examinations in the manner specified in the notice. The name of the examination and the full name, address and national identity card number of the applicant should be correctly mentioned when making such inquiry. In case of an applicant outside Colombo, it would be advisable to send a request letter to the fax number stated in that notice, indicating a fax number to obtain a copy of the admission card by way of fax. It would also be advisable to keep the copy of the application form, receipt of payment of examination fee and receipt of postal registration in hand to confirm any matter inquired by the Department of Examinations.

09. Admission to the examination -

- (a) On the assumption that only those who possess the qualifications mentioned in the *Gazette* Notification have sent applications, the Commissioner General of Examinations will issue admission cards to the applicants who fall within the age limit specified in the notice and who have paid the relevant examination fees and duly submitted their applications through online and sent printed copy by registered post on or before the closing date of applications.
- (b) Candidates should sit the examination at the examination hall assigned to them. Every candidate should get his admission card attested in advance and produce it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by every candidate is published in this *gazette*. Candidates shall be

bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. He or she shall be liable to be subjected to a punishment imposed by the Commissioner General of Examinations in case of violation of such rules and regulations.

Note: The issuance of an admission card to a candidate shall not be treated as an acceptance that he or she has fulfilled a qualification to sit the examination.

10. Identity of candidates -

Candidates of the examination shall be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject he/she appears for. For this purpose, any of the following documents will be accepted.

- (i) National Identity Card
- (ii) Valid Passport.
- (iii) Valid Driving License of Sri Lanka,

Furthermore, the candidates should enter the examination hall without covering their faces and ears in order to prove their identity. The applicants who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Moreover, the applicants should remain in the examination hall from the time of entering up to leaving the examination hall upon completion of the examination without covering the face and ears enabling the invigilators to identify the applicants.

11. Penalty for false information -

If it is revealed that a candidate does not possess the required qualifications, his / her candidature is liable to be annulled at any stage before, during or after the examination. If it is revealed that any of false information has been furnished by a candidate within him/ her knowledge or if he/ she has willfully suppressed a material fact, he or she will be liable for dismissal from the public service.

12. Matters not provided for in these regulations will be dealt with as decided by the Secretary subject to the order of the Public Service Commission.

13. Procedure of Examination and Medium of Examination -

- (a) This examination will be held in Sinhala, Tamil and English Languages.

- (b) The medium in which the applicant sits the examination will be treated as the medium of appointment.

Note : (I) Candidates should answer all question papers in one medium of language.
(II) Candidates will not be allowed to change the medium of examination mentioned in the application form.

14. Method of Recruitment

14.1 Written Examination :

A written examination constituting four (04) question papers in the following subjects will be conducted. The minimum marks to be obtained from each subject are as follows.

	<i>Subject</i>	<i>Marks</i>	<i>Minimum marks to be passed</i>
1	General Intelligence	100	50
2	Social, Economic and Political Background in Sri Lanka and Global Trends	100	50
3	Case study relevant to Public Administration I (Relating to Establishments Code, Procedural Rules of Public Services Commission and Financial Regulations)	100	50
4	Case study relevant to Public Administration II (Relating to the evaluation of creative, analytical and communication skills)	100	50

The applicants should sit for all the question papers.

14.2. General and Structured Interview

- i. The interview shall consist of two (02) parts such as General Interview and Structured Interview.

(a) General Interview

- (i). The general interview will be conducted to examine whether the qualifications for recruitment stated in No. 06 above have

been fulfilled and whether the applicants have complied with the restrictions on eligibility.

- (ii). The board of general interview will be appointed by the Public Service Commission.

(b) Structured Interview -

A structured interview will be conducted by a board of interview appointed by the Public Service Commission in accordance with the following marking scheme to measure the managerial skills, leadership qualities, communication skills and personality of the applicants. The maximum marks that can be earned at that interview will be twenty-five (25).

	Subject area	Maximum marks
01	Managerial Skills	10
02	Leadership Qualities	05
03	Communicative Skills	05
04	Personality	05
	Total	25

- (ii). From among the applicants who obtained at least fifty percent (50%) of marks or more for each subject, those who secured the highest marks according to the aggregate marks for all the subjects will be qualified for the general interview. Of the qualified candidates, only a number equivalent to the aggregate of the number of vacancies expected to be filled and a 25% of the number of vacancies will be called for the general interview. If the number of qualified applicants does not amount to the number mentioned above, only such numbers of candidates so qualified will be called for the general interview.
- (iii). The general interview will be conducted prior to the structured interview to examine the qualifications and marks will not be awarded. The applicants who proved at the general interview that they have fulfilled all the qualifications for recruitment will be eligible for calling for the structured interview. Even though a certain number of applicants from among those who were called for the general interview are not qualified for the structured interview, any other applicants instead of those who are not so qualified will not be called again for a general interview.

- (iv). When recruiting the expected number based on the number of vacancies, recruitments will be made to Grade III of the service in the order of merits starting from the applicant who obtained the highest marks according to the aggregate of the marks obtained at the written examination and the structured interview.

N. B.:- Opportunity given to a candidate for appearing for the interview shall not be treated as a completion of qualifications to be awarded an appointment.

14.3. The Commissioner General of Examinations will convey the results to all applicants who appeared for the examination, personally by post or on the website www.results.exams.gov.lk.

15. Syllabus of the Written Examination -

- (01) General Intelligence

It is expected to assess the intelligence level of the candidate in analytical skills, logical comprehension, interpretative ability, ability in application to other situations and arriving at conclusions in response to problems presented to the candidate in relation to numerical, lingual and figurative structures and inter-relations.

(Duration: 1 ½ hours.- 100 marks. This question paper shall consist of multiple choice questions. All questions should be answered.)

- (02) Social, Economic, Political background in Sri Lanka and Global Trends

It is expected to test the candidate's knowledge of social, economic, political, cultural, scientific and technological conditions locally and globally or his ability to think creatively, analytically and critically and the ability to decide priority and strategic projection in response to situations presented to him.

(Duration: 3 hours.- 100 marks. This question paper shall consist of the multiple choice questions, short answer type questions, structured essay type questions and essay type questions. All questions should be answered.)

- (03) Case Studies relevant to Public Administration I (Relating to the Establishments Code , Procedural

Rules of the Public Service Commission and
Financial Regulations)

It is expected to test the candidate's creative thinking power and problem solving ability in terms of the practice of government service as per the Establishments Code and the Financial Regulations by presenting to him a case/ cases built up connecting one or several problems that may arise in different environments in the public service.

(Duration : 3 hours- 100 marks. This question paper shall consist of the multiple choice questions, short answer type questions, structured essay type questions and essay type questions. All questions should be answered.)

- (04) Case Studies relevant to Public Administration II
(Relating to the evaluation of Creative, Analytical and Communicative Skills)

It is expected to test the candidate's ability for reasoning and imagination in relation to the analyzing, collating and presenting of information on a topic/theme selected by the candidate from a given set of topics/ themes; and the ability to comprehend a complex passage, a piece of writing or a memorandum and express the salient ideas thereof concisely, clearly and accurately in the candidate's own words.

(Duration : 3 hours - 100 marks. All questions should be answered.)

16. In the event of any inconsistency or discrepancy between the texts published in this notice in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

By order of the Public Service Commission,

J. J. RATHNASIRI,
Secretary,
Ministry of Public Services,
Provincial Councils and Local Government.

On 30th of July 2021.