



FOREIGN MINISTRY

Competitive Examination for Filling Vacancies in the Management Service Officers' Service Cadre in Sri Lanka Missions Abroad – 2020 (2022)

APPLICATIONS are hereby invited for the competitive examination conducted by the Commissioner-General of Examinations, to be held in **Colombo in May 2022** on behalf of the Foreign Ministry to fill vacancies in the home-based Management Service Officers' Cadre in Sri Lanka Missions abroad, from eligible officers of the Management Service Officers' Service, Provincial Management Service Officers' Service and Local Government Management Service Officers' Service.

The relevant application has been published on the website www.doenets.lk of the Department of Examinations, Sri Lanka, on "Online Applications - Recruitment Exams" which is under "Our Services" and the application can only be submitted online. Acceptance of online applications opens on **07.02.2022 at 9.00 a.m.** Once the application is submitted online it should be downloaded and the relevant sections of the printed copy of same should be filled in handwriting and after the candidate's signature is attested it should be sent by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations, P.O. Box 1503, Colombo on or before the closing date of applications along with the certification of the Head of Institution if applicable (It is advisable to keep a photocopy of the application with you). The words "Competitive Examination for Management Service Officers in Sri Lanka Missions Abroad 2020 (2022)" should be clearly indicated on the top left hand corner of the envelope. Closing date of application is **03.03.2022**. The examination will be held in **May 2022 and will be conducted in Colombo**.

Note.- Printed copy of the application should compulsorily be sent by post and no complaint that the printed copy of application has been lost or delayed in post shall be considered. Candidates shall bear the losses which may occur due to their delay in sending applications until the closing date.

- 02. Eligibility:** Applicants from the Management Service Officers' Service/ Provincial Management Service Officers' Service/ Local Government Management Service Officers' Service (Hereafter referred to as the "Service") should meet the following eligibility criteria:

(a). Should be an officer in the Class I or Class II belonging to the service,

Or

(b). Should be an officer in the Class III belonging to the service with a minimum of 5 years' experience on the date of application.

Note: Officers in other Management Services, not belonging to the above-mentioned services, are not eligible to apply.

(c). The post and the workplace of the applicant at the time of applying for the examination will be applicable with regard to all aspects of the examination. After submitting the application, any changes thereto shall not be considered.

(d). Age should be less than 57 years of age on the closing date of applications. (Accordingly, only those who were born after 03.03.1965 are eligible to apply)

(e). Should have earned on the due date, all the annual increments, falling within the five years immediately preceding the date of application.

(f). Should not have been subjected to any form of disciplinary punishment, excluding a warning.

(g). Should not be an officer presently attached to a Sri Lanka Mission abroad.

(h). The numbers of opportunities to serve in Sri Lanka Missions under Management Service Office/s cadre have been limited only to one. Therefore, Management Service Officers who have previously served in Sri Lanka Missions abroad under the Management Service Officer's cadre, are not eligible to apply under this *Gazette*.

Note:

(i) An applicant who is eligible at the time of submitting his/her application, is subsequently promoted to a Class/Grade higher than Class I of the Services or appointed to a post in any other service, will not be eligible to fill a vacancy in the Home-Based Management Service Officers' cadre at Sri Lanka Missions abroad. It is the responsibility of applicants to promptly inform the Secretary, Foreign Ministry in the event of any change in his/her official status that might have an impact on his/her eligibility under the above (a) and (b).

(ii) Preference will be given to officers with experience in accounts and administrative work and have a good working knowledge of English. Working knowledge in other foreign languages will be considered as an added qualification.

3. **Method of Selection:** Selection will be made on the basis of the written examination conducted by the Commissioner-General of Examinations, and the practical assessment and *viva voce* conducted by Secretary, Foreign Ministry.

3.1 *Examination Procedure*

(a) Written Examination: - The written examination will consist of the following papers.

Paper	Duration	Marks
Financial Systems	2 hours	100
Establishments Code & Office Procedures	2 hours	100
English Language	2 hours	100

Note:

1. *Financial Systems* – This question paper which will consist of objective and subject type questions, is set to test the candidate's practical knowledge of financial operations and accounting procedures of a Government institution. All questions should be answered.
2. *Establishments Code and Office Systems* – Objective and structured type questions will be included in this paper, to test the candidate's practical knowledge of establishments and office procedures of a Government institution. All questions should be answered.
3. *English Language* – This question paper is designed to test the candidate's knowledge in comprehension and written communication relevant to matters related to the function of the Foreign Ministry such as letters, memos, drafting meeting minutes notice writing etc. and grammar, comprehension. All questions should be answered.

3.1 (b) *Practical Assessment*

Paper	Duration	Marks
Practical Assessment	80 Min.	60

Note :

1. *Practical Assessment* – Computer based Practical Assessment on Financial Accounts, proficiency in English Language, Administrative procedures and IT skills.
2. Each of the 4 questions will carry 15 Marks. Total marks will be 60 (15X4)
3. All candidates must obtain minimum 40% marks (60x40%=24) for the Practical Assessment to be eligible for the *Viva Voce*.

3.2 *Viva Voce:*

3.2.1. The *Viva Voce* will carry 40 marks and will be conducted by a Board appointed by the Secretary, Foreign Ministry.

3.2.2. The elaborated marking scheme for the *Viva - Voce* which will be conducted by the Ministry is appended below.

No	Marking criteria	Marks breakdown	Maximum marks
1	<p>Additional Education Qualifications</p> <p>I. Degree with 1st Class II. Degree with 2nd Class Upper Division III. Degree with 2nd Class Lower Division IV. Degree with an ordinary pass</p> <p>Note : 1. Should have completed the Degree in English medium. 2. The duration of academic of the Degree should not be less than 3 years.</p>	<p>05 04 03 02</p>	05
2	<p>Other/ Professional Qualification directly relevant to the function of the Foreign Ministry (International relations, Law, English or other foreign languages, IT, Management)</p> <p>I. Post Graduate Diploma II. Diploma III. Certificate Level</p> <p>(This qualification should have more than six months time period and from a recognized University, Technical College or from a Government registered Institutions or similar qualifications.)</p>	<p>10 07 05</p>	10
3	<p>Service Experience</p> <p>0.3 Marks per year for the remaining period of service except the first 5 years of Grade III</p> <p>0.34 Marks per year for the total service period of officers in Grade II & I</p> <p>(Maximum 8.5 marks)</p>	<p>1.5 8.5</p>	10
4	<p>Performance at the interview</p> <p>I. Communication Skills & English Language Fluency II. Knowledge on International Affairs III. Cultural Sensitivity IV. Positive Attitude V. Personality & Grooming</p>	<p>05 03 03 03 01</p>	15
	Total		40

3.2.3. Those candidates who have obtained 40% marks or above in each paper with a total aggregate of 150 or above at the written examination will be eligible to be called for practical assessment and viva voce. However, in the event of the unavailability of a sufficient number of qualified candidates according to the above cut-off mark, the Secretary to the Foreign Ministry reserves the right to decide the cut-off mark. The candidates must obtain minimum 40% marks ($60 \times 40\% = 24$) for the practical assessment and there is no minimum cut-off mark for the viva voce.

3.2.4. The list of applicants who have qualified for the Practical Assessment and the viva voce as per paragraph 3.2.3 prepared in the alphabetical order will be sent to the Secretary, Foreign Ministry by the Commissioner General of Examinations.

After receiving the Practical Assessment and *viva voce* marks, the result sheet prepared on the basis of merit order of total aggregate marks obtained by the applicants, will be sent to the Secretary, Foreign Ministry by the Commissioner General of Examinations.

Additionally, examination results will be sent directly to all applicants who appeared for the Examination.

Examination Results - Candidates will be notified of the results by the Commissioner General of Examinations by post or by publishing on the website www.results.exams.gov.lk.

4. Method of application:

- 4.1 Online application for the examination should only be filled in English. Once the Department of Examinations receives both the soft copy of the applications submitted online and the printed copy of the application sent via registered post, the soft copy and the printed copy will be verified and the candidates will be notified *via* SMS to the mobile phone number used to access the system or via email whether the application was accepted/not accepted by the Department. Before completing the online application, applicant should download the “instructions”, and strictly adhere to the instructions in filling the application. Any alternation done after taking the printout of the application will not be considered as a valid modification. Incomplete applications are rejected without any notice.
- 4.2 Applications should be forwarded through the respective Heads of Department with the recommendation and endorsement from Head of Department on the eligibility of the applicant for service in Missions abroad and the correctness of details given in the application. The Head of Department should also state whether the applicant, if selected, can be released immediately from the present post.
- 4.3 Incomplete applications will be rejected by the Department of Examinations. The applications received after the closing date will not be accepted. The receipt of applications will not be acknowledged.

5. Examination Fees:

- (a) Examination fee is Rs.600/-. Payments should be made only via following methods of payment provided by the online system.

- (i) Any bank credit card.
- (ii) Any bank debit card with internet transaction facilities.
- (iii) Bank of Ceylon online banking method.
- (iv) Bank of Ceylon slip payment.
- (v) Postal Department payment at any post office.

Note. - Instructions on making payments through above methods are published under the technical instructions relevant to the examination on the website.

- (b) Receipt of payment will be notified *via* an SMS or email. The total of the examination fee should be paid and the applications with payment of lesser or higher amount shall be rejected. Department of Examinations shall not be responsible for any error that occurs in payment of examination fees *via* above methods of payment.

- (c) Under no circumstances, the examination fee will be refunded or transferred for another examination.

6. Admission to sit for the Examination:

- 6.1 On the presumption that only those who have the qualifications mentioned in the *Gazette* notification have applied, the Admission Cards will be issued by the Commissioner General of Examinations to the candidates who have attained the age limit mentioned in the notification, paid the examination fee on or before the closing date and submitted the completed applications along with the relevant receipt. A notification will be published in the newspapers as soon as the admission cards are issued to the candidates. Candidates who do not receive their admission cards within 02 or 03 days after the publication, should make inquiries from the Institutional Examinations Organization Branch of the Department of Examinations.
- 6.2 Here it would be advised to inquire from the Department of Examinations with keeping the certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration in hand and mentioning the name of the Examination applied for, full name, NIC No. and address. It would be advisable for candidates outside Colombo to fax a letter of request including candidate's details along with a fax number of the candidate to the Department of Examinations through the fax number mentioned in the notification for sending a copy of the admission.
- 6.3 Signature of the applicant placed on the admission card as well as on the application should have been attested. Candidate should get his/her signature attested by the Head of institution or any other officer authorized to sign on behalf such Head

of institution. A candidate presenting himself/herself for the examination must produce his/her attested admission card to the Supervisor of the Examination Centre.

- 6.4 A candidate must sit for the Examination at the Examination hall assigned to him/her. A set of rules to be observed by all candidates is published in the *Gazette*. The candidates are subjected to all rules and regulations imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate would have to face a penalty imposed by the Commissioner General of Examinations.

The decision of the Commissioner General of Examinations will be final with regard to the conduct of examination and the issuance of results.

- 6.5 Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications for the examination.

7. *Medium of Examination:*

- 7.1 The Examination will be conducted in Sinhala, Tamil and English medium. Candidates will not be allowed to change the medium applied for, subsequently.
- 7.2 A candidate is required to answer all question papers in one language only, except for the English Language paper.

8. *Penalty for Furnishing False Information:*

- 8.1 Candidates should be very careful to furnish correct information in the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled any time before, during or after the examination, if his/ her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false he/ she is liable to dismissal at any time from the Public Service.

9. *Identity of Candidate:* A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/ she offers. For this purpose, any of the following documents will be accepted:

- a. National Identity Card
- b. Valid Passport
- c. Valid Sri Lanka Driving License

Candidates should enter the examination hall without

covering their face and ears in order to prove their identity. Further, any candidate who refuses to assist for proving his/her identity will not be allowed to enter the examination hall. The candidate should remain in the examination hall from the time of entering up to the time of leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate.

10. *Terms of Engagement:*

- 10.1 After issuing the letters of appointment to selected officers, in the event of an appointee failing to assume duties at the place of work to which he/she is attached within three months from the due date, the appointment will be deemed as cancelled and any appeals made in that connection will not be entertained.

- 10.2 Candidates after being selected to fill the vacancies will be required to serve initially at the Foreign Ministry in Colombo for a specified period of one year, prior to being posted to a Sri Lanka Mission abroad. If the work and conduct of a candidate during this initial period of service at the Ministry are found to be unsatisfactory, assessed by an independent body with the concurrence of the Heads of the Divisions his/her selection is liable to be cancelled.

- 10.3 Posting will be decided on the basis of requirements of the respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding such posting, there is no obligation on the part of the Ministry to consider the officer's personal needs and grievances (children's education etc.) and the officer should report for duty at the Mission assigned by the Ministry, irrespective of their personal preferences. In the event an officer refuses to accept the given mission assignment, the said appointment will be deemed as cancelled and any appeals made in that connection will not be entertained. Such officer has to re-sit for the new exam and face to the same procedure he/she followed in the previous exam and the interview in order to ensure the validity of the examination and the conditions of the fair selection criteria.

- 10.4 An officer selected on being posted to a Sri Lanka Mission abroad is required to serve abroad for a period of three years on the terms and conditions stipulated in the service agreement entered into by the said officer and Foreign Secretary and is required to adhere and comply with the

- conditions stipulated in the Ministry Internal Circulars, Ministry Instructions Series time to time issued by the Foreign Secretary for smooth functioning of Sri Lanka Missions.
- 10.5 The selected officers while serving at a Sri Lanka Mission abroad, will continue to receive their substantive salaries paid in Colombo. In addition, the officer will be paid an overseas allowance during their period of service abroad.
- 10.6 Once an officer is selected, the cost of return air passage from Sri Lanka to the country of posting, accommodation and other facilities stated in the Agreement signed between the officer and the Government, during his/her service abroad, in respect of the selected officer, his/her spouse and for a maximum of two children who are below 21 years of age and dependent on the officer only, will be met by the Government as determined by the Foreign Secretary. The Ministry shall not accommodate any request to accompany any other family members than above noted.
- 10.7 On completion of the stipulated period of tour of duty, it is mandatory that the officer must return to Sri Lanka.
11. Any matter not referred to herein will be decided by the Secretary of the Foreign Ministry. All candidates are bound to comply with the general examination rules published in this *Gazette* Notification.
12. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

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