

OPEN COMPETITIVE EXAMINATION - 2017

For the Recruitment to the Western Provincial Public Management Assistant Service - Grade III

Applications will be received from qualified applicants from the Western Province to fill the vacancies existing in Grade III posts in the Western Provincial Public Management Assistant Service. This Examination will be conducted by the Department of Examinations, Sri Lanka in the month of May, 2017 at the proposed towns.

- (2) Recruitments will be done from applicants who have fulfilled the required qualifications, in priority order, in accordance with the results of a written examination (as per the Public Administration Circular No. 15/90) conducted by the Commissioner General of Examinations.
- (3) The Western Provincial Public Service Commission retains the final right in taking decisions with regard to the number of persons to be appointed and the date of commencement of the appointments. Recruitments will be done during the year 2016 and the following period whenever such vacancies occur.
- (4) **Salary**
In accordance with the Public Administration Circular No. 03/2016 dated 25.02.2016, the monthly salary scale for the Management Assistant Grades III, II and I will be Rs. 28940 - 10x300 - 11x350 - 10x560 - 10x660 - 47990/-. Payments will be made as stated in Schedule II of the Circular No. 03/2016. The Efficiency Bar should be passed before the elapse of 03 years after recruitment was made to the Grade III.

- (5) The post is permanent and will be subject to service conditions imposed by the approved Service Minutes/Government.
- (6) **Qualifications**
(a) Applicant should be a Sri Lankan citizen.
(b) Should have permanently resided in the Western Province immediately prior to the closing date of acceptance of applications
(c) Age should be not below 18 years and not above 30 years as on the date of closing of acceptance of applications. (Applicants already in the Public / Provincial Public Service are not affected by the maximum age limit)
(d) Should be of excellent character

Educational Qualifications

- 1) Passed GCE (O/L) Examination in six(06) subjects in one sitting with credit passes for four(04) subjects including Sinhala or Tamil or English Language and Maths;
and
2) Passed GCE (A/L) Examination in three subjects except Common General Paper and General English under the new syllabus. (Under the old syllabus, passed in 03 subjects at the GCE (A/L) Examination will be sufficient)

Syllabus

The Open Competitive Examination for recruitment will consist of two question papers. This Examination will be conducted in Sinhala, Tamil and English mediums and the medium requested for will not be allowed to change later.

Question Paper	Total Marks	Time	Pass Marks
1. Language Proficiency	100	2 1/2 Hrs.	40
2. Aptitude Test	100	01 Hr.	40

Language Proficiency

This paper consists of subject related questions to check the applicants' expression of views, under standing, spelling, language and essay writing, letter drafting, preparation of graphs, tasks using given information, summarizing of texts given, writing of contents of several sentences in a single sentence and usage of simple grammar. All questions should be answered.

Aptitude Test

This question paper will consist of subject related questions to check the applicants' numerical abilities, logical power, general knowledge, etc. and will consist of 50 multiple choice and short answer questions. All questions should be answered.

With regard to every written answer paper, marks will be deducted for illegible hand writing and spelling. As this is a Competitive Examination to qualify for appointment, one should obtain at least forty per cent (40%) of the allocated marks for each subject and at least 50% of the total marks of the Examination. Recruitments will be done on order of skills on the marks of the Competitive Examination.

Penalties for false information

When filling the application, care should be taken to provide accurate information. According to the rules and regulations of this examination, the candidature of an applicant will be cancelled on occasion where he has been found to have provided ineligible/false information, either before or during or after the examination or at any time. If it is found that an applicant has provided false information or intentionally tried to conceal accurate information after the appointment is made, he/she can be dismissed from the Western Provincial Public Service.

Examination Fee

Every applicant should pay an Examination Fee of Rs. 400.00. This can be paid at any District Secretary's Office, by cash, situated within the Western Province and the receipt thus received firmly affixed on the application. The fee should be credited to Revenue Title No. 20-03-02-99. Once paid, the above examination fee will not be refunded. Keeping a photocopy of the Receipt will be helpful for future reference.

Applications

- Using both sides of the A4 (21x29 cm) sized paper, applications should be prepared using both sides to include -
- Paras 01 to 03 in the first page, and
 - Para 04 onwards in the second page
 - When preparing the applications, the Title of the Examination should be written in English apart from the Sinhala Language in Sinhala applications and in English apart from the Tamil Language in Tamil applications.

Applications not conforming to the specific specimen application, applications having not paid the examination fee or applications not properly completed will be rejected without any intimation. Applicants who have failed to fill the application properly should bear any consequences that may arise. Keeping a photocopy of the application may be useful for future reference and the applicant should make sure that the application is in conformity with the specimen. Otherwise, such applications may get rejected.

- 10.1 Towns and Town Numbers proposed to hold the Examination

Town	Town Number
Colombo	1
Gampaha	2
Kalutara	3

N.B.

Towns requested to sit the Examination will not be allowed to be changed later on. On occasion where sufficient applicants are not available for a certain town they will be directed to the second preference town and when there are insufficient number available at the second town they will be directed to an adjoining town.

- 10.2 The Commissioner General of Examinations will allow all applicants to sit the Competitive Examination who have submitted applications stating to have all the qualifications required by the Notice, prepared in accordance with the Specimen, paid the due examination fee and submitted before the scheduled closing time, on the presumption that they have fulfilled the requirements. Issuing of an Admission Card to sit the Competitive Examination will not be considered as accepting the applicant as having fulfilled qualifications for the post. The conditions of persons whose qualifications are found to be insufficient when checked at the interview will be cancelled.

Method of Applying

Duly perfected applications should be sent by registered post addressed to "Commissioner General of Examinations, Department of Examinations, Organization and Examination Branch, Pelawatta, Battaramulla on or before 21.03.2017. The caption "Competitive Examination - 2017 for recruitment for the Western Provincial Public Management Assistant Service" and the District relevant to you within brackets should be mentioned on the left-hand top corner of the envelope containing the application.

Results of the Examination

Results sheet containing the names of candidates who have qualified at the written examination as per Paragraph 07 of this notice will be sent to the Secretary of the Western Provincial Public Service Commission. Thereafter, results of the examination will either be personally notified to all applicants who have sat for the examination or will be published in the website: www.results.exams.gov.lk

- (11) Commissioner General of Examinations will issue Admission Cards to applicants who are within the age limit mentioned in the advertisement and who have submitted duly perfected applications along with the relevant receipt for the payment of the specified examination fees on or before the closing date for applications. Permission will not be granted to sit for the examination without a valid Admission Card. Applicants sitting for the examination should submit the Admission Card attested by an officer mentioned in the application, to the Chief Invigilator at the Examination Hall. A newspaper advertisement will be published by the Department of Examinations immediately after issuing the Admission Cards for the examination notifying the applicants of issuing the Admission Cards. Any applicant who has not received the Admission Card after 2 to 3 days of the publishing of the advertisement should inquire from the Organization and Examination Branch of the Examination Department of Sri Lanka regarding the Admission Card. When inquiring name of the examination applied for, full name of the applicant, National Identity Card No. and the address should be correctly stated. If the applicant is a resident away from Colombo, it is advisable and productive to make the request via Fax No. mentioned in the advertisement giving the details mentioned above along with a Fax No. on which a copy of the Admission Card could be received immediately. It will be helpful to have the retained copies of the application, receipt of payment of the Examination Fee and the receipt of the registration of the letter at post along with you when inquiring about the Admission Card.

- (12) Candidates should submit only one of the following documents to the Chief Invigilator of the Examination Hall to prove candidate's identity.
- National Identity Card issued by the Department of Registration of Persons
 - Valid Passport

- (13) Signature of the applicant should have been attested in the application and the Admission Card. An applicant appearing from any institution should have got his signature attested by the Head of the Institution or an Officer authorized by him and other applicants should have got their signature attested by the Principal of a government school/retired officer, Grama Niladhari of the relevant division, Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Public Notary, Commissioned Officer of the three forces, an officer of the Government or Provincial Government or permanent staff officer Grade drawing an annual consolidated salary of Rs. 240,360/- or above or Chief Incumbent of a Buddhist Temple or a Priest of any other denomination in charge of a religious place or member of the Clergy holding a high position.

- (14) Applicants are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and issuing of results. He or she will be subject to any punishment imposed by the Commissioner General of Examinations for defaulting the such rules and regulations.

- (15) Western Provincial Public Service Commission reserves the right to take the final decision regarding the conduct of this examination, appointments or on any other matter.

- (16) This advertisement is published in Sinhala, Tamil and English medium and if there are any incompatibility or inconformity in the translations Sinhala medium advertisement will be considered as correct and action will be taken accordingly.

M.G.A. Thilakarathne,
Secretary,
Provincial Public Service Commission - Western Province

Office of the Western Provincial Public Service Commission
No. 109, Maha Veediya, Battaramulla.
20.02.2017

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Specimen Application

Open Competitive Examination for recruitment to Grade III of Western Provincial Public Management Assistant Service - 2017

Medium of Language sitting for the Exam

Sinhala - 2
Tamil - 3
English - 4

(For official use)

(Insert relevant No. in the cage)
(Change of medium subsequently not allowed)

- City requested to sit for Exam &
- City No. Colombo - 1
Gampaha - 2
Kalutara - 3

	City	City Number
1.		
2.		

District of Permanent Residence of Applicant - Colombo - 1
Gampaha - 2
Kalutara - 3

(Insert relevant No. in the cage)

- 1.0 1.1 Name of Applicant with initials behind
(In English capital letters) Ex: PERERA A.B.C.D.
1.2 Full Name :
(In English Capital Letters)
1.3 Full Name :
(In Sinhala/Tamil)
1.4 National Identity Card No.

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- 2.0 2.1 Permanent Address :
(In English Capital Letters)
2.2 Permanent Address
(In Sinhala/Tamil)
2.3 Address to send Admission Card -
i. In Sinhala/Tamil
ii. In English Capital Letters
2.4 Sex : Male/Female: Female-1 Male-0 ☐
(Insert relevant No. in the cage)
- 3.0 3.1 Telephone No.

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- 3.2 Divisional Secretary's Division :
3.3 Period of Residency :
3.4 You are a Sri Lankan citizen by birth or registration ?
- 4.0 4.1 Marital Status - Married 2 Single 1 ☐
(Insert relevant No. in cage)
4.2 Date of Birth: Years

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 Months

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 Date

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4.3 Age as at closing date of applications -
Year

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 Month

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 Date

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- 5.0 Educational Qualifications
5.1 G.C.E. (O/L) Examination
i. Date & Month of Exam Year : Month :
ii. Examination No.
iii. Results

Subject	Pass	Subject	Pass
1		6	
2		7	
3		8	
4		9	
5		10	

- 5.2 G.C.E. (A/L) Examination
i Year & Month of Exam: Year - Month -
ii Index No.
iii. Results

Subject	Pass
1	
2	
3	
4	

- 6.0 Have you ever been convicted by courts for any offence ?

Yes ☐ No ☐

- 7.0 Details of receipt for payment of Examination Fees :

- i. Divisional Secretary's Office Exam Fees paid :
ii. Receipt No. & Date :
iii. Amount paid :

Affix Receipt here firmly

- 8.0 Declaration of the Applicant

- (a) I hereby honourably declare and state that all the information and details furnished by me herein in this application are true and correct to the best of my knowledge, and I agree to bear up the loss that may be incurred in not completing any of the sections or parts of the application and/or incorrectly filling / completing any part or sections of the application. I also declare that all the sections and parts have been filled and completed accurately and correctly.
- (b) I hereby agree that I accept to act according to the rules and regulations imposed and enacted by the Commissioner General of Examinations on the matters pertaining to holding the examination and issuance of results of the examination, and in case if it had been revealed that I am not suitable to sit for this examination as per the conditions of the examination, prior to the examination or while at the time of the said examination is being held. I agree to accept any decision taken to cancel my candidature of the examination, on or before or after holding of the examination.
- (c) I am fully aware that if any declaration or statement furnished by me and proved to be incorrect or false, or untrue, I shall be subjected to be declared unsuitable for the post, and to the dismissal after the appointment is made to the post.
- (d) I shall not change any information mentioned herein or hereunder by me, after the declaration is made.

Date:

Signature and the Applicant

- 9.0 The Attestation of the Signature of the Applicant

I do hereby certify that Mr/Mrs/Miss (Name) is personally known to me and he/she has placed his/her signature in my presence on(date).... and has paid the due examination fees and pasted the receipt of it properly herein.

Signature and the official stamp of the Attestation Officer

Date :

Name of the Attesting Officer :
Post :
Address :

(If the applicant is already employed in the Public/Provincial Public Service, the following certification should be made by the Head of the relevant Department)

Certification of the Head of the Department

I hereby certify that Mr/Mrs/Miss (name) who submit this application is currently employed at (Office) / (Institute) from up to now as (post) in the (permanent / casual / temporary basis (delete the unnecessary words, and his/her service is satisfactory, and if she/he is selected to the aforesaid post, he/she will be released/not released from the post, he/she holds at present, and all the information and details furnished herein above, are true and correct.

Signature and the official stamp of the Head of the Department

Date :

Name of the Attesting Officer :
Post :
Address :