

PUBLIC SERVICE COMMISSION OF CENTRAL PROVINCIAL COUNCIL

Open Competitive Examination for Recruitment to the Posts of Tax Officers in Class 3 Grade II of Provincial Revenue Service in Central Provincial Public Service - 2018

Applications are hereby called from the Candidates of either sex who reside within Central Province and having completed the qualifications specified in this notification as at 28.12.2018 for recruitment to 04 posts of Tax Officers in Class 3 Grade II of Provincial Revenue Service in Central Provincial Public Service.

01. Qualifications:

- 1.1 General qualifications
 - 1.1.1 Shall be a citizen of Sri Lanka
 - 1.1.2 Shall be of excellent character
 - 1.1.3 Should possess a permanent residence of not less than 03 years within Central Province immediately preceding closing date of applications.
 - 1.1.4 Should possess adequate physical and mental fitness required to service in any area of Central Province and discharge duties of the post
 - 1.1.5 Shall be not less than 18 years and not more than 35 years of age on the closing date of applications (accordingly, only those who were born on or before 20.12.2000 or born on or after 28.12.1983 are eligible to apply for this post and the maximum age limit is inapplicable to those already in Public/Provincial Service).
- 1.2 Educational Qualifications
 - 1.2.1 Graduates or Attorney-at-Law of a recognized University in Sri Lanka.
 - 1.2.2 Qualified in Intermediate Examination of Chartered Accountants in Sri Lanka, or Intermediate Examination in Accountancy or Commerce or Management conducted by a Government Higher Technological Institute, or passing of Parts I, II, III of CIMA Examination (United Kingdom) or any equivalent examination.
 - 1.2.3 Should be an Officer in clerical or parallel service (Provincial Public Management Assisted Service) under Provincial Public Service as at closing date of application with possessing of 10 years of satisfactory service, being confirmed in service.

02. Salary Scale:
The post of Tax Officer in Central Provincial Public Service is entitled for the salary scale of MN 5-2016 as shown below:
Rs. 34,605 - 10660 - 11x755 - 15x930 - Rs. 63,460/= (Salary will be paid under the provisions in Public Administration Circular No. 03/2016)

03. Conditions of Employment:

- 3.1 This post is permanent and pensionable. You shall be subjected to a policy decision taken by the government in future in respect of the pension scheme entitled to you.
- 3.2 If the selected candidates are currently not in Public Service, they will be subjected to probation for a period of 02 years.
- 3.3 If a Permanent and Pensionable Officer already in the Public / Provincial Public Service is selected to this post, his/her appointment will be subjected to an acting period of one year.
- 3.4 The candidates appointed for this post should pass eligibility test as prescribed in appendix (a)(2) of the Minutes of Central Provincial Councils. Candidates appointed as tax officers who have passed in the eligibility test will be confirmed in the posts at the end of the period of probation subject to the provisions of the Establishments Code.
- 3.5 The appointment is subject to the provisions of Public Administration Circulars 01/2014 and consequent circulars regarding the Implementation of Official Language Policy.

04. Mode of Selection:

100% of the vacancies shall be filled from open basis. Eligible candidates will be called for an Interview on merit based on the result of the competitive examination conducted by the Commissioner General of Examinations and appointed to Class 3 Grade II of Provincial Revenue Service in Central Provincial Public Service as per conditions in P.A. Circular 15/90.

05. Method of Application:

- 5.1 A non-refundable examination fee of Rs. 600 should be credited to the Central Provincial Chief Secretary's revenue head 20-022-13. This fee could be paid to any Divisional Secretary Office in Central Province and the receipt issued (receipt in blue colour) should be firmly affixed to the application. The application without receipt will be rejected. The paid examination fee will not be refunded under any circumstances.
- 5.2 Applications should be prepared in accordance with the specimen application form at the end of this notification. Such applications should be posted under registered cover, to reach the Secretary, Central Provincial Public Service Commission, No. 244, Katugastota Road, Kandy, on or before 28.12.2018. The caption "Open Competitive Examination for recruitment to the Posts of Tax Officers - 2018" and the Code Number of the permanent district should be indicated on the top left-hand corner of the envelope enclosing the application. Applications not conform to specimen, incomplete and for which Examination Fee is not paid by the due date will be rejected without any notice. No complaint will be taken into consideration in relation to losing an application in posting or being late.

06. Examination Medium:

The examination will be held in Sinhala, Tamil and English medium, being applied for the examination should be indicated clearly in the application and not allowed to change the medium later.

07. Examination Center:

Commissioner General of Examinations will notify the examination center in the admission card.

08. Identity of the Candidates:

Candidates will be required to prove their identity at the examination hall to the satisfaction of the Supervisor. For this purpose any of the following documents will be accepted.

- I. An Identity Card issued by the Department for Registration of Persons.
- II. A valid passport.
- III. A valid Driving licence

09. Syllabus:

One 01 question paper on General Intelligence and Aptitude Test
(Time 01 1/2 hours, Total marks - 100)
This consists of 02 parts, each part carries 50 marks. The first part on Aptitude Test, should answer the first part within first 45 minutes and handed over. The second part of General Intelligence should be answered within the next 45 minutes. A minimum of 40% marks should be obtained for General Intelligence and Aptitude Test.

10. Instruction on Application:

A specimen of the application for this examination is appended to the end of this notification. When preparing the application form, both the title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms. The application should accordingly be prepared only on A4 size paper using both sides of the paper, as per paragraphs 10 to 14 of the candidate paper, paragraphs 05 to 08 in the second page, and the rest in other pages of the application. Applicant should refer following codes for filling the application. Applications not in accordance with the specimen and incomplete applications will be rejected without notice.

- 10.1 Code Numbers of Districts apply where applicants permanently reside

Kandy	-	01
Matale	-	02
Nuwara Eliya	-	03
- 10.2 The signature of the applicant should be attested by a Principal of a Government School, Justice of the Peace, Commissioner of Oaths, Notary Public, Attorney-at-Law or a Staff Grade Officer in the Public or Provincial Public Service drawing an annual salary of Rs. 240,360 or above.
- 10.3 Any particulars mentioned in the application sent by you found to be false or inaccurate before the recruitment, your candidature will be cancelled. If it is revealed that any of the particulars, a candidate has furnished in false and has been furnished deliberately knowing it is false, or else he has deliberately suppressed any important fact, he/she may be liable to be dismissed from service.
- 10.4 Applicants who are already in the Public / Provincial Service should forward the applications through the Heads of Departments. The applicant must get his/her signature attested in advance by the Head of Department or by an Officer authorized to do so on his behalf.
- 10.5 Every candidate must get his signature attested in advance and hand over the admission card to the Supervisor on the day of the examination. An applicant who fails to produce his/her admission card will not be permitted to sit the examination.

11. Issuing of an Admission Card:

11.1 A notice will be published in the newspapers by the Department of Examinations as soon as admission card is issued. Candidates who do not receive their card after 2 or 3 days of such an advertisement, step shall be taken to notify the Organizations and Foreign Examination Branch of the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applicant, full name, registration and NTC Number to be indicated. Further, it would be advisable to keep a copy of the application, copy of the receipt referring to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

11.2 The issuing of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination or to appoint to the post. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations. He/She shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

11.3 Issuance of Results

The list of results comprised of the names of successful candidates who scored not less than 40% marks as per Para 09 of this notification, will be sent to the Secretary of Central Provincial Public Service Commission. The Department of Examinations may communicate the results personally to all candidates who sit the examination, by post or, will take action to publish results in the official website: www.results.exams.gov.lk.

12. The Central Provincial Public Service Commission will make the final decision of any matter not covered by these regulations and decision on conducting or not conducting the examination, filling the vacancies, leave them vacant or filling a portion of vacancies.

13. The date of the examination will be notified in due time by the Commissioner General of Examinations.

14. In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail as the accurate text.

**L.A. Sujatha Wijesinghe,
Secretary,
Public Service Commission,
Central Provincial Council.**

Central Provincial Public Service Commission

No. 244, Katugastota Road,
Kandy,

26th November 2018

Specimen Application Form Open Competitive Examination for Recruitment to the post of Tax Officers in Class 3 Grade II of Provincial Revenue Service in Central Provincial Public Service - 2018

Medium Applied for: (Sinhala - 2, Tamil - 3, English - 4)	Index No. _____ (For office use only)
(Indicate the relevant code in the cage)	
Kandy - 01	
Matale - 02	
Nuwara Eliya - 03	
District: _____ Code Denoted for District: _____	

- 1.1 Name with initials at the end: _____
(An-Ms-Mss) (in English capital letters e.g. SILVA A B C D)
- 1.2 Name with initials _____
(in Sinhala / Tamil)
- 1.3 Name denoted by initials _____
(in English capital letters)
- 1.4 Name denoted by initials _____
(in Sinhala / Tamil)
- 2.1 Permanent Address: _____
(in Sinhala / Tamil)
- 2.2 Address to which the admission should be sent: _____
(in Sinhala / Tamil)
- 2.3 Address to which the admission should be sent: _____
(in English capital letters)
- 2.4 Official Address, if currently in public service: _____
- 2.5 National Identity Card No.
- 3.1 Date of Birth:
- 3.2 Age as at the closing date of applications: (28.12.2018): _____
- 3.3 Telephone No: _____
4. Civil Status (Unmarried - 1, Married - 2)
- (Indicate the relevant code in the cage)
- 5.1 Permanent Residential District:

	2015	2016	2017
According to Electoral Register			
Electorate District			
Electorate			
Polling Division			
Grama Niladhari Division			
Residential No.			
Number Order in front of the name			

6. Educational Qualifications:-

Name of the University / Institute	Degree/ Examination	Subjects followed	Grading	Certificate No. and effective date of the degree or examination
6.1				
6.2 Highest Examination passed:- (in Sinhala / Tamil)				
(in English)				

Department / Institution	Post held	Period		Annual Salary
		From	To	
7. Particulars on Applicant's former employments (if applicable)				

8. Particulars of examination fee of Rs. 600/- :-
 - a. Divisional Secretary's Office to which the payment was made: _____
 - Date: _____
 - c. Receipt Number: _____

Affix the receipt in this cage firmly

9. Have you ever been convicted of any offence in the Court of Law? (Yes/No) -
If yes, give details: _____
10. Candidate's Certificate:
I certify that the particulars given in this application are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before selection or to be dismissed without any compensation if such detection is made after selection. Furthermore, I agree to be bound by rules and regulations of the Commissioner General of Examinations regarding the conducting of the examination.
11. Attestation of Applicant's Signature:
I certify that Mr./Ms./Mss _____ who forwards this application is personally known to me and he/she has placed his/her signature today in my presence. I also certify that he/she has paid the due examination fee and has attached the paid receipt.

12. Certificate of the Head of Department (for applicants who are currently in Public Service):
I do hereby certify that Mr./Mrs./Miss _____ is serving in this Department / Institute as _____ He/She has not been punished for any disciplinary action except a warning or cautioning during last 05 years. He/She could be released if selected for this Post.

Date: _____
Signature of the Head of the Institution
(Place official Stamp)