

PUBLIC SERVICE COMMISSION OF NORTH WESTERN PROVINCIAL COUNCIL OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE GRADE III OF THE NORTH WESTERN PROVINCIAL PUBLIC MANAGEMENT SERVICE OFFICERS SERVICE- 2019

- 1.0 APPLICATIONS are invited from the Sri Lankan Citizens who are permanent residents of the North Western Province to be recruited to the posts of Grade III of the Management Service Officers Service of the North Western Provincial Council. It is hereby announced that the above examination will be conducted by the Public Service Commission of North Western Provincial Council in January 2020.
- 2.0 Candidates who will be qualified of the results of the written examination conducted by the Public Service Commission of North Western Provincial Council will be selected on the merit order, to be appointed for the posts of Grade III of the Public Management Service Officers Service of the North Western Provincial Council, on the basis of District population proportion of the North Western Province as per the Public Administration Circular 15/90.
- 3.0 The number of candidates who will be appointed and the effective date of the appointment will be decided by the North Western Provincial Council Public Service Commission. The North Western Provincial Council Public Service Commission reserves the right of filling or not filling all the vacancies or a certain number of vacancies, or taking the final decision in this regard.
- 4.0 **Salary**:- As per the Public Administration Circular No. 03/2016 dated 25.02.2016, the monthly salary scale (MN2-2016) applicable to the Grades III, II and I of the Management Service Officers Service is Rs. 28,940 - 10x300 - 11x350 - 10x560 - 10x660 - Rs. 47,990/-, However, this will be paid to you with effect from 01.01.2020. Salaries will be paid according to the schedule II of the above circular from the date of appointment. (Officers should be promoted to the Grade II in order to go beyond Rs. 31,940 and they should be promoted to the Grade I in order to go beyond Rs 35,790)
- 5.0 This post is permanent. The applicable pension scheme for the officers appointed to the Grade III of the Public Management Service Officers Service of North Western Provincial Council will be decided in future in accordance with the policy decision taken by the Government in this regard.
 - 5.1 This appointment will be subjected to a probation period of three years. Appointees should pass the first efficiency bar examination within 03 years from the date of appointment to the Grade III of the Public Management Service Officers Service, as mentioned in the Service Minute.
 - 5.2 Appointees should obtain the competency in the other official language /languages other than the language of enrolment in terms of the Public Administration Circular 01/2014 and subsequent circulars, within 5 years from the date of appointment.
- 6.0 **Qualifications** :-The following qualifications will be applicable for the recruitment to the posts of Grade III of the Public Management Service Officers Service of the North Western Provincial Council.
 - (A) Should be a citizen of Sri Lanka who is a permanent resident in the territory of the North Western Provincial Council for a period at least 03 years as at closing date of applications.
 - (B) Age should be not less than eighteen years (18) and not more than thirty years (35) as at closing date of applications. (Accordingly, the age requirement will be fulfilled only if the date of birth of the applicant falls on or before 20.12.2001 or on or after 20.12.1984)
 - (C) Should have an excellent moral character.

- (D) Should have obtained the following educational qualifications.
- (1) Should have passed 06 subjects in less than two sittings with Credit passes for four (04) subjects including Sinhala or Tamil or English Language and Mathematics at the General Certificate of Education (Ordinary Level) Examination.

and

 - (2) Should have passed all subjects (excluding Common General Test and General English) in the same sitting at the General Certificate of Education (Advanced Level) Examination. Passing of 03 subjects in the same sitting is sufficient under the old syllabus.

It is compulsory that each applicant should have completed the qualifications relevant to the post on or before the closing date of applications.

7.0 (A) Selection on the District Population Proportion Basis.

Recruitment to the service will be done on representation basis. A number of vacancies will be reserved for each Administrative District of the North Western Province according to the proportion of the population of each District. Only the applicants from the respective District will be allowed to compete for the vacancies reserved for that District.

- (i) In the event there is no adequate number of successful applicants to fill the vacancies reserved for a District, the balance number of vacancies will be allocated to the adjacent District.
- (ii) If the number of applicants who have obtained the minimum marks required at the examination is less than the number of existing vacancies the selection will not be done based on District Population Proportion Basis.

(B) Qualifications required to be belonging to a District.

An applicant should satisfy at least one of the following requirements in order to compete for the vacancies reserved for a District.

- (i) He / She should be a permanent resident of the respective District for a continuous period of at least three (03) years during precedent five (05) years to the closing date of applications. Otherwise,
- (ii) He. / She should have undergone Secondary Education for a continuous period of five (05) years in the respective District.

(C) The applicants shall provide the residential certificate which is issued by the Grama Niladari and countersigned by the Divisional secretary whenever requested to prove the district he/she belongs to under B (ii) above.

- Note :**
1. Applicants will be allowed to select the District where his / her father's or mother's birthplace is situated, if his / her father or mother served in a transferable service in the Public Service Provincial Public Service or Public Corporation. (Applicant should produce the Birth Certificates of their parents for this purpose.)
 2. Any applicant will not be allowed to compete for the vacancies more than one District. Once the preferred District is mentioned, it cannot be changed.
 3. In the event that an applicant fails to prove the continuous residence of three years in North Western Province as a result of marriage the spouse's residence will be considered.

8.0 **Examination Procedure :**

- (A) This examination will be conducted in Sinhala, Tamil and English Languages. Applicant should select one language medium and all question papers should be answered in the selected language medium. Applicants will not be allowed to change the applied language medium at a later stage. This examination will be comprised of two question papers.

	Question Paper	Marks	Duration
(1)	Language Skills	100	3 hours
(2)	Aptitude	100	1 hour

Language Skills- This question paper will be comprised of subject related questions to test the expression of ideas, comprehension, spelling, language and essays, drafting of a given letter, preparation of charts and tables using given data, summarizing of given texts, writing the idea of several given sentences in a single sentence and knowledge on usage of simple grammar. All questions should be answered.

Aptitude- This question paper will be comprised of subject related questions to test the numerical skills, logical skills and general intelligence of the applicants. There will be 50 multiple choice questions and questions to provide short answers. All questions should be answered.

Note :

- I. These question papers will be prepared to test the qualifications and skills of the candidates required for performing of the duties.
- II. Marks will be deducted for illegible handwriting and spelling mistakes in all written answer sheets.

Even though this is a competitive examination, applicants are required to obtain at least 50% of the total marks of the examination and at least 40% of the marks for each and every subject. Appointments will be given so as to fill the number of vacancies reserved for this examination, strictly following the merit order of the marks obtained.

- 9.0 **Penalty for false information** — Application should be filled in due concern with accurate information. If a candidate is found to be ineligible according to the rules of this examination, his / her candidature is liable to be cancelled prior to the examination or during the examination or at any later stage.

- 10.0 **Examination Fees** : Every applicant should pay a sum of Rupees Six Hundred (Rs. 600/-) in the name of applicant, as the examination fee to the Divisional Secretariat where the applicant resides permanently to be credited to Revenue Head 13-02-2003 of North Western Provincial Council and the receipt obtained in the format of N.W.P. Mu. 02 should be firmly affixed at the relevant place of the application. (A photocopy of the receipt should be retained with the applicant for future reference). Receipts, money orders, or stamps obtained by paying to other institutions will not be accepted other than the above mentioned receipts obtained in the name of applicant, and it should be noted that the examination fee is non-refundable under any circumstance. It will not be allowed to transfer the fees to any other examination.

- 11.0 **Applications** : Applications should be prepared according to the specimen application given at the end of this notification using the both sides of the A4 (21 cm x 29 cm) (normal half-sheet) size paper including;

- (A) paragraphs 1.0 to 3.1 in the first page, and
- (B) paragraphs, from the paragraph 3.2 to the rest of the pages and, the applications should be filled legibly in own handwriting.

- (C) When preparing the applications, the name of the examination in the title of the application, should be mentioned in English in addition to Sinhala in Sinhala applications, and in English in addition to the Tamil in Tamil applications.
- (D) When writing the name of the applicant under paragraph 1.1 of the application, the last part of the full name of the applicant should be written first and the initials relevant to surname and other names should be written thereafter.

Eg- Full Name according to 1.2 of the application - MATHURATA GAMARALALAGE BUDDHIKA SARATH KUMARA GUNAWARDHANA

It should be written as GUNAWARDHANA, M.G.B.S.K. under the paragraph 1.1.

The applications received after the closing date of applications and applications which do not comply with the specimen application will be rejected without any notice. Further, it is the responsibility of the applicant to check whether the prepared application complies with the specimen. The applicant should bear the liability for the losses due to incomplete applications. It would be useful to keep a photocopy of the completed application. (Retaining a photo copy of the application may be useful for future references.) The copies of the certificates or any other documents should not be enclosed with the application.

12.0 Cities and its Numbers, at which the examination will be conducted.

<i>City</i>	<i>No. of the City</i>
Kurunegala	01
Kuliyapiliya	02
Maho	03
Chilaw	04
Puttalam	05

Note :

01. It will not be allowed to change the applied Cities later. In the event there is no adequate number of applicants for a city they will be directed to the city of second preference. In the event there is no adequate number of applicants for the city of second preference, they will be directed to an adjacent city. However, if there is no adequate number of applicants even for that examination centre, they will be directed to another nearby examination centre.
02. Appointment letter will be issued only to the name with initials to the selected applicants as mentioned in the application and therefore, the names should be mentioned correctly in the application according to the given example. Applicants will not be allowed to change or to include / delete parts of the name at the time of giving the appointments.
 - 12.1 The signature of the applicant in the application and the admission card for examination should be attested by a Principal of a Government School, Justice of Peace, Commissioner of Oaths, Notary Public, Commissioned Officer in the Armed Forces, an officer holding a *gazetted* post in the Police Service or an officer holding a permanent post in the Public Service whose annual salary is above Rs. 395 520/-

- 12.2 “Open Competitive Examination for Recruitment to Class III of North Western Provincial Public Management Service Officers Service -2019” along with the District and Language Medium should be clearly written on the top left hand corner of the envelope enclosing the application.
- 12.3 Duly completed applications should be sent through the registered post to “Secretary, Public Service Commission of North Western Provincial Council, Entrance B, Provincial Council Office Complex, Kurunegala”, on or before 20.12.2019.
- 12.4 All applicants who have submitted the applications and paid the examinations fees on or before closing date of applications will be allowed to sit for the examination by the Public Service Commission of North Western Provincial Council presuming that only the persons who have fulfilled the basic qualifications mentioned in the *Gazette* notification have applied for the examination. Issuance of an Admission Card for the Examination should not be considered as an acceptance for fulfillment of qualifications for this post by the applicants. If it is found that an applicant has not completed the qualifications at the time of the interview, the candidature of such applicants will be cancelled at the interview which is held to scrutinize the said qualifications.
- 13.0 Admission Cards for the examination will be issued by the Secretary to Public Service Commission of North Western Provincial Council. Admission Card in which the signature is attested, should be produced to the Supervisor by the candidates on the first day of the examination.
- 13.1 Immediately after the admission cards are issued a notification will be published in the official website in the North Western Provincial Council Public Service Commission (www.psc.nw.gov.lk) In case the admission for the examination is not received after two days of the publication of said notification, it should be notified immediately to the “Secretary, North Western Provincial Council Public Service Commission, Provincial Council Office Complex Entrance, B, Kurunegala” along with the following details.
- (i) Name of the examination
 - (ii) Full name of the applicant
 - (iii) Address
 - (iv) National Identity card No.
 - (v) The post office which the application is posted, Registration number, and the date.
- 14.0 Every applicant should prove his / her identity by producing any of the following documents to the supervisor of the examination hall.
- (i) National Identity Card issued by the Department of Registration of Persons
 - (ii) Valid Passport
- 15.0 Issuance of an Admission Card to an applicant should not be considered as an acceptance for his / her eligibility to sit for the examination.
- 16.0 Applicants should abide by the rules and regulations imposed by the North Western Provincial Council Public Service Commission regarding the conducting of the examination and the decisions taken in respect of issuing the results. Applicants will be liable for any penalty imposed by the North Western Provincial Council Public Service Commission if they violate such rules and regulations.
- Further, the decision of the North Western Provincial Council Public Service Commission on conducting this examination, giving appointments, all other matters and the matters not covered by this notification, if any, will be final and conclusive.

17.0 “In the event of any mismatch or inconsistency between the Sinhala, Tamil, and English texts of this notification, Sinhala text shall prevail”

R.M.R.M. Ratnayaka,
Secretary,

North Western Provincial Council Public Service Commission.

North Western Provincial Council Public Service Commission
Provincial Council Office Complex,
Entrance B,
Kurunegala.
08th November, 2019.

(Any liability will not be borne for any incorrect application or notification prepared by various institutions based on this notification)

Specimen Application

Open Competitive Examination for Recruitment to Class III of North Western Provincial Council Public Management Service Officers Service - 2019

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(for official use only)

Language Medium of Examination :

Sinhala - 2

Tamil - 3

English - 4 (Please write the relevant number inside the cage)

- Please mention the City and its Number where the applicant intends to sit for the examination according to this *Gazette* notification (Please see paragraph 12.1 for the Cities and Numbers where Examination Centres will be established)

	City	No. of the City
1		
2		
3		
4		
5		

(Applied city cannot be changed later)

- The District of Residence from which you compete according to the paragraph 7.0 of the *Gazette* Notification.

District	Number of the District

(Kurunegala - 0 1 / Puttlam- 02)

(Please write the relevant District and the Number inside the cage)

Second Sitting :

Details of the G.C.E. (O/L) Examination :

- I. Year and Month of the Examination: _____
- II. Index No.: _____
- III. Results:

	<i>Subject</i>	<i>Grade</i>		<i>Subject</i>	<i>Grade</i>
1			6		
2			7		
3			8		
4			9		
5			10		

5.2 Details of the G.C.E. (A/L) Examination :

- I. Year and Month of the Examination: _____
- II. Index No. : _____
- III. Results:

	<i>Subject</i>	<i>Grade</i>
1		
2		
3		
4		

5.3 If a Degree has been obtained from a recognized University,

- I. University : _____
- II. Degree : _____
- III. Year of Examination : _____

6.0 Other Qualifications : _____

7.0 Have you ever been convicted by a Court for any offence ?

(Please mark ✓ inside relevant cage) (Please provide details if 'Yes')

Yes : No :

8.0 Details of the Receipt for Payment of Examination Fees :

- I. Divisional Secretariat to which the Examination Fees was paid : _____
- II. Number and the Date of Receipt : _____
- III. Amount Paid : _____

Please paste the receipt here firmly
 (It would be useful to retain a copy of the receipt)

9.0 Declaration of the Applicant :

- (A) I certify that the information furnished by me in this application is true and accurate to the best of my knowledge. I agree to bear the loss resulting from filling this application incompletely or incorrectly. Further, I declare that I have filled all parts of this application accurately.
- (B) I know that I will be ineligible for this post prior to the appointment and liable for termination of appointment after getting the appointment, if it is found that this declaration is false.
- (C) The receipt obtained after payment of examination fees is affixed to this application. I know that I should abide by the rules and regulations related to the examination imposed by the Secretary, North Western Provincial Council Public Service Commission and the decisions taken in respect of issuing the results.
- (D) I declare that I will not make any request at a later stage to change any information mentioned in this application.

.....
Signature of the Applicant.

Date :.....

10.0 Attestation of the Signature of the Applicant :

I do hereby certify that the applicant Mr /Mrs /Miss.....is known to me personally, he / she placed his / her signature before me on....., and he / she has paid the examination fees and pasted the receipt to this application.

.....
Signature and the Official Stamp of the Attester.

Date :.....

Name in Full of the Certifying Officer:.....

Designation :.....

Address :.....

(Please place the official stamp as proof)

(**Note** : Any document other than the receipt of the payment of the examination fees should not be attached and sent with the application)

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