

Open Competitive Examination for Recruitment to Grade III of Central Provincial Public Management Assistants' Service - 2016(2019)

- 1.0 Applications are called from both male and female candidates who residing within Central Province and possess required qualifications specified in this notification to fill the vacancies in Grade III of Central Provincial Public Management Assistants' Service. The examination will be held only in Kandy city or Kandy, Matale and Nuwara Eliya based on number of applicants and as decided by the Secretary to Central Provincial Public Service Commission. Hence, the city you wish to sit for the examination and their code number should be mentioned in the application as follows.

Town	Code Number
Kandy	01
Matale	02
Nuwara Eliya	03

- 2.0 Candidates who satisfy the prescribed qualifications will be selected on merit, on the results of a written examination to be conducted by the Secretary to Central Provincial Public Service Commission and on the basis of district population ratio, to the posts in the Grade III of Central Provincial Public Management Assistants' Service. The selected applicants will be assigned to vacancies in the difficult service stations in the Central Province.
- 3.0 (a) Number of persons to be appointed and effective date of appointments will be determined by the Appointing Authority. Further, the Central Provincial Public Service Commission reserves the right to refrain from filling some or all of the vacancies.
- (b) Selected candidates will be appointed to Grade III Central Provincial Public Management Assistants' Service subject to general conditions governing the appointments to the Central Provincial Public Service, on terms and conditions set out in the Minute of Central Provincial Public Management Assistants' Service published in the Gazette Extraordinary of Democratic Socialist Republic of Sri Lanka No. 1869/4 dated 30.06.2014, amendment already made and will be made thereto in due course to the said service minute, and the provisions of the Establishments Code and Financial Regulations.
- (c) Selected candidates should serve minimum of 05 years in the service station of your first appointment. However, the appointing authority has the authority to transfer an officer before the end of the prescribed period for a specific reason as determined by the appointing authority.
- (d) This appointment is subject to a probation period of three years. The First Efficiency Bar Examination shall be passed by the officer within a period of 03 years after recruiting to Grade III of the Central Provincial Public Management Assistants' Service as prescribed in the Service Minute.
- (e) Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.
- 4.0 Salary:- As per Public Administration Circular No. 03/2016 dated 25.02.2016, monthly salary scale entitled to Grade III, II and I of the Central Provincial Public Management Assistants' Service is
Rs. 28,940 - 10 x 300 – 11 x 350 - 10 x 560 - 10 x 660 - 47,990/- (MN 2- 2016)

This salary scale is entitled from 01.01.2020, should gain promotion to Grade II to be beyond the salary step of Rs. 31,940/- and Grade I to be beyond the salary step of Rs. 35,790/-

5.0 This post is permanent. Pension for the officers appointed to Grade III of Central Provincial Public Management Assistants' Service will be subjected to the policy decision taken by the government, regarding the pension scheme in future.

6.0 Qualifications:- Following qualifications are applicable for the recruitment to Grade III of Central Provincial Public Management Assistants' Service

- (a) Should be a citizen of Sri Lanka,
- (b) Should be of an excellent character,
- (c) Applicant should not be a person, of an offender from a Court under Penal Code
- (d) Should possess the adequate physical and mental fitness required to serve in any area of Central Province and discharge duties of the post
- (e) Should be not less than 18 years and not more than 30 years of age on the closing date of applications (27.09.2019)
- (f) Should have fulfilled the following educational qualifications. Only certificates issued by the department of examination will be considered to ascertain the qualifications of the candidate.
 - (i) Shall have passed six (06) subjects with credit passes for four (04) subjects including Sinhala/Tamil/English language and Mathematics at the G.C.E. (Ordinary Level) Examination at one sitting;
and
 - (ii) Shall have passed all the subjects in G.C.E. (Advanced Level) examination at one sitting (except the General paper and General English).

Note: – It is sufficient to have passed 03 subjects under the old syllabus which was consisted of 04 subjects.

N. B:- It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 27.09.2019.

7.0 (a) Recruitment to the service will strictly be on a representative basis. A fixed number of vacancies will be set apart for each district of Central Province in proportion to its population. The Central Provincial Public Service Commission will make the final decision on how to fill the vacancies.

- (i) If the vacancies so allocated to a particular district cannot be filled by the applicants who have applied for that particular district and have satisfied the qualifications, number of vacancies will be redistributed among the adjoining districts in proportion to population of such districts.
- (ii) If the total number of vacancies to be filled within Central Province is few and the district population basis cannot be applied, selection will be made on the order of merit.
- (iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for the selection.

(b) Eligibility for inclusion in a district of Central Province:

Following requirements should have been fulfilled by a candidate to select for the vacancies in any district of Central Province

- (i) The candidate shall have a permanent resident of the district of Central Province at least for three continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination

Note: In order to confirm the residence of the candidate who is selected from the written examination, is bound to forward following documents, at the interview or any time inquired.

- (i) Extracts from electoral registers confirming the residence in continues three (03) years period and the certificate of residence issued by Grama Niladari duly counter signed by the Divisional Secretary.

8.0 Three percent (3%) of the existing number of vacancies will be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify will be selected for appointments. The minimum level of aggregate marks candidates should score to be selected for appointment is 50%. A candidate selected for an appointment will be referred to a Special Medical Board and, by a report obtained from a medical specialist; he/she should establish the disablement and the fact that, it does not hinder performance of duties of the respective post.

Note: The applicant should mention in the application that he/she applies under disabled rehabilitation conditions. A person who is not disabled should not imply himself/ herself as a disabled person.

9.0 Scheme of the examination :

- (a) The examination will consist of two papers. This examination will be held in Sinhala, Tamil and English media. Candidates will not be allowed to change language medium applied initially.

Subjects	Marks	Duration
Language Proficiency	100	2 ½ hours
Aptitude	100	01 hour

Language Proficiency – This paper will consist of subject related questions designed to test the candidates' ability of expression, comprehension, spellings, language and essay, drafting a given letter, preparing graphs and tables based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar. All questions should be answered.

Aptitude – This paper will consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence. This consists of 50 questions of Multiple Choice and Short Answer model. All questions should be answered.

- Note: (i) These papers will be designed to test the aptitude and ability of the candidate to perform his official duties,
(ii) Marks will be deducted for unclear handwriting and spelling mistakes in all the written question papers.

(b) Despite this being a competitive examination, candidates are expected to secure at least 40% of the marks allocated for each subject and it is compulsory to score an aggregate of at least 50% of the total marks of the examination. Appointments will strictly be made in the order of merit based on the total marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.

(c) Examination Results:– the results will be released via the official website of Central Provincial Public Service Commission.

10.0 Penalty for furnishing false information.– The candidate should be very careful to include the correct particulars in the application. If a candidate is found to be ineligible, his candidature is liable to be cancelled at any stage prior to, during, or after the examination. If any of the particulars furnished by a candidate is found to be false within his/her knowledge or if he/she has willfully suppressed any material fact, he/she will be liable to dismissal from the Public Service.

11.0 Examination Fees.–

A non-refundable examination fee of Rs. 600 should be credited to the Central Provincial Chief Secretary's Revenue Head 20-03-02-13. This fee could be paid to any Divisional Secretary office in Central Province and the receipt (Blue Colour) issued on applicant's name should be firmly affixed to the application. The application without a receipt will be rejected. The paid examination fee will not be refunded under any circumstances. (It is advisable to keep a photocopy of the receipt with the candidate for future reference)

12.0 Applications.– Applications should be prepared in the following manner using A4 size papers :–

- i. Cages from 01 to 03 should appear on the first side of the page ;
- ii. Cages from 04 onwards should appear on the other pages ;
- iii. The title of the examination appearing in the specimen should be indicated in English Language as well, on both Sinhala and Tamil application forms,
- iv. When mentioning the name of the candidate at the 1.1 of the application, the last part of the full name of the applicant should be mentioned first and the initials of the names belong to the surname and the initials of the other parts of the name should be mentioned next.

Applications which are incomplete and not prepared in accordance with the specimen will be rejected without any notice. Applications of those who have not paid examination fees on or before due date will also be rejected. Candidates should be responsible for any loss incurred by them due to incompleteness of applications. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application is conform to the specimen given in the examination notice. Otherwise, the application could be rejected. Receipt of applications shall not be acknowledged. 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 complain will be taken into consideration in relation to loosing an application in posting or being late.

N. B – As the appointments are issued to the selected candidates strictly by the name with initials mentioned in the application, the name should be correctly written in the application. It shall not be allowed to change the name or include a part in the name or remove a part at the issuance of appointments.

12.1. All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Secretary to Central Provincial Public Service Commission, on the presumption that only those who possess qualifications, indicated in the Gazette notification have forwarded their applications. Issuing of an admission card to a candidate to sit the competitive examination does not mean that the candidates' eligibility for the examination and the eligibility for the post has been accepted. If it is found at the interview that the applicant does not possess the required qualifications prescribed in the gazette notification, his or her candidature will be cancelled.

12.2. The caption “Open Competitive Examination for Recruitment to Grade III of Central Provincial Public Management Assistants' Service - 2019” and the Code number of administration District should be clearly indicated on the top left-hand corner of the envelope enclosing the application.

12.3. The duly perfected applications for the examination should be sent by Registered Post to reach below mentioned address on or before 27.09 2019.

“Secretary,
Central Provincial Public Service Commission,
No. 244, Katugastota Road,
Kandy”

13.0 Sitting the Examination – A notification will be published in the official website of Central Provincial Public Service Commission as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Secretary to Central Provincial Public Service Commission in the manner specified in the notice. Here it would be advised to inquire from the Secretary to Central Provincial Public Service Commission with the 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 to fax a letter of request to the Secretary to Central Provincial Public Service Commission along with a fax number to which the admission card should be sent.

Candidates shall get their signature on the admission card attested in advance and surrender to the supervisor of the examination hall on the first day of examination. Candidates shall not be allowed to sit the examination without such admission card.

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 an officer who holds tertiary or senior level as per P.A. Circular No 03/2016 in a permanent post in Government or Provincial Public Service.

14.0 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 license

15.0 Candidates shall be bound by the rules and regulations imposed by the Secretary to Central Provincial Public Service Commission for the purpose of conducting examinations and they shall be liable to be subjected to any punishment imposed by the Secretary to Central Provincial Public Service Commission for violation of these rules and regulations.

16.0 Any matter not referred to herein will be decided by Secretary to Central Provincial Public Service Commission. All candidates are bound to comply with the general examination rules published in the Gazette of the Democratic Socialist Republic of Sri Lanka.

17.0 This notification and the application form can also be downloaded on the official website of the Central Provincial Public Service Commission - www.psc.cp.gov.lk

18.0 In the event of any inconsistency between the Sinhala, Tamil and English text of this examination notification, the Sinhala text shall prevail.

09th of September 2019
Central Provincial Public Service Commission
No. 244, Katugastota Road,
Kandy

M.G.A. Thilakaratne,
Secretary,
Public Service Commission,
Central Provincial Council

Fax No. – 081-2213082

(For office use only)

Specimen Application Form

Open Competitive Examination for Recruitment to Grade III of Central Provincial Public Management Assistants' Service - 2016(2019)

Medium Applied for:

Sinhala - S
Tamil - T
English - E

(Indicate the relevant code in the cage)

Town applied to sit for examination and its code number

Town	Code denoted
<input type="text"/>	<input type="text"/>

(Indicate the relevant code in the cage)

Are you sitting this examination under the conditions laid down in para 8.0 of the gazette notification which are relevant to disability? (Candidates may refer para 8.0 of the notification carefully before filling this section since only the differently able candidates are required to mention "Yes" in this part)

Yes - 1
No. - 2

(Indicate the number in the cage)

01.

1.1 Name with initials at the end:

(In English capital letters) Ex: PERERA, A.B.C.

1.2 Full Name:

(In English capital letters)

1.3 Full Name:

(In Sinhala/Tamil)

1.4 National Identity Card No.

02.

2.1 Permanent Address: -

(In English capital letters)

2.2 Permanent Address: -

(In Sinhala/Tamil)

2.3 Address to which the admission should be sent: -

(In English capital letters)

03.

3.1 Sex(Indicate the relevant number in the cage)

Male - 0
Female - 1

3.2 Date of birth : Year : Month : Date :

3.3 Age as at 27.09.2019: years months days

3.4 Contact No.

Mobile

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Fixed

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04. 4.1 Since when you have been residing in the district?

4.2 Divisional Secretary's/Assistant Government Agent's Division:

4.3 Grama Niladhari Division:

05. Educational Qualifications : - (details of the examination should be filled based on the certificate issued by the Department of Examinations)

5.1. G.C.E. (O/L) Examination:

(Shall have passed six (06) subjects with credit passes for four (04) subjects including Sinhala/Tamil/English language and Mathematics at the G.C.E. (Ordinary Level) Examination at one sitting)

Year of the Examination :			
Index No :			
Subject	Grade	Subject	Grade
1. Language (Sinhala/Tamil/English)		6.	
2. Mathematics		7.	
3.		8.	
4.		9.	
5.		10.	

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

Shall have passed all the subjects in G.C.E. (Advanced Level) examination at one sitting (except the General paper and General English)

Year of the Examination :	
Index No :	
Subject	Grade
1.	
2.	
3.	
4. General paper	
5. General English	

5.3. If possessing a degree from a recognized University :

(i) Name of the University:

(ii) Degree

(iii) Year of Examination:

06. Other Qualifications:

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07. Have you ever been convicted of any offence in a court of Law? (Indicate ✓ in the Relevant cage)

Yes No
(Indicate particulars, if the answer is yes)

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08. Particulars of the receipt obtained for the examination fee:

(a) Office to which the payment was made:

(b) Number and the date of the receipt:

(c) Amount:

Receipt is to be affixed here so as not to be detached.

09. Candidate's Certificate :

I declare that the information stated in this application is true and accurate to the best of my knowledge and belief. Also, I agree to abide by the regulations of this examination, and to accept the decision of cancellation of my candidature prior to or after examination, if disclosed that I am ineligible under the conditions of the examination.

Date :

.....
Signature of the applicant

10. Attestation of Applicant's Signature :

I certify that Mr./Mrs./Miss who forwards this application is personally known to me and he/she placed his/her signature on in my presence. I also certify that he/she has paid the due examination fee and has attached the paid receipt.

Date: -

.....
Signature of Attester

Full name of Attester :
Designation :
Address :
(Place official Stamp)