

**DEPARTMENT OF COOPERATIVE  
DEVELOPMENT**  
**Open Competitive Examination**  
**for recruitment to Grade III of Cooperative**  
**Development Officers in the Department of**  
**Cooperative Development - 2021**

1.0 It is hereby notified that the Open Competitive examination for the recruitment to post in Grade III in the Cooperative Development Officer Service will be held in Colombo by the Commissioner of Examinations in March 2022. The relevant application has been published on the website [www.doenets.lk](http://www.doenets.lk) of the Department of Examinations of Sri Lanka under "Our Services" under "Online Applications - Recruitment Exams" and the applications can only be submitted online. Once the application is submitted online. It should be downloaded and the relevant sections of the printed copy should be filled in handwriting and the printed copy of the same should be sent by registered post to reach the Commissioner General of Examinations, Institutional Examination Organization Branch, and Department of Examinations of Sri Lanka, P. O. Box 1503, Colombo on or before the closing date of applications after attesting the signature of the applicant with the attestation of the Head of the Department, if applicable. (It will be useful for you to have a photocopy of the applications). The top left corner of the envelop containing the application should clearly bear the words "open Competitive Examination for recruitment to grade III of Cooperative Development Officers 2021". The closing date of applications is **31st December 2021**.

*Note:-* The printed copy of the application should compulsorily be sent by the registered post. The complaints on the loss or delay of the printed copy in the mail will not be considered. The losses that may cause due to the delay in sending applications until the closing date shall be borne by the applicant himself.

2.0 Applicants, who have satisfied prescribed qualifications, shall be selected on merit for appointment to the posts in Grade III of Cooperative Development Officer on the results of a written examination to be conducted by the Commissioner General of Examinations.

3.0 Number of vacancies expected **to be filled is 21**. Effective date of appointments shall be determined by the appointing Authority. Further, the appointing authority reserves the right to refrain from filling any or all of the vacancies.

4.0 Three percent (3%) of the number of vacancies expected to fill 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 marks candidates should score out of the aggregate of marks to be selected for appointment is 50%. A candidate selected for an appointment will be referred to a Medical Board of Specialists and, by a report obtained from a medical specialist; he/ she should established the disablement and the fact that, it does not hinder performance of duties of the respective post.

05. Salary Scale - In terms of Public Administration Circular No. 03/2016 (MN - 03-2016) dated 25.02.2016, monthly salary scale entitled to Grade III of Cooperative Development Officer is Rs. 31,040 - 10 x 445 - 11 x 660 - 10 x 730 - 10 x 750 - Rs. 57,550.

6.0 This post is permanent. The officers, who are selected from this examination for the posts in Grade III of Cooperative Development Officer of the Department of Cooperative Development are subjected to the policy decisions taken by the Government with regard to the pension scheme to which they are entitled, in the future.

7.0 *Qualifications* :- Following qualifications are applicable for recruitment to the posts of Grade III Cooperative Development Officer of the Department of Cooperative Development.

- (a) Should be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications. (Accordingly, only the persons whose birthdays fall on or before 31.12.2003 and on or after 31.12.1991 are qualified to apply for this examination.

**Note** : The maximum age limit for recruitment of officers of permanent posts in the Public Service through this examination is 45 years only in this case. Therefore, only the persons whose birthdays fall on or before 31.12.2003 and on or after 31.12.1976 and employed in a permanent post in the Public Service are eligible to apply for this examination.

- (c) Should be of a good character.
- (d) Every candidates should be physically and mentally fit to serve in any area of Sri Lanka and

to perform the duties of the post.

(e) Educational Qualifications :-

- (1) Shall have passed six (06) subjects with credit passes including Sinhala/ Tamil/ English, Mathematics and two other subjects at the G. C. E. (Ordinary Level) examination at once sitting.
- (2) Should have passed the GCE (Advanced Level) Examination in all subjects (except General Knowledge Test) including a subject from Economics, Accounting, Business Statistics, Business Studies, Agricultural Science and Combined Mathematics. (It is sufficient to have passed three subjects in one sitting under the old syllabus.)
- (3) Should have passed the Higher Diploma in Accountancy or Audit or Management from the National Institute of Cooperative Development.

OR

Should have passed the final Level of the Association of Accounting Technicians of Sri Lanka (AAT) or have obtained equivalent qualifications.

OR

Should have passed a Diploma in Accounting or Management from a recognized University.

**Note** :

- (1) It is mandatory for every applicant to have completed all the qualifications relevant to the post on or before the closing date of applications.

08. Examination Procedure and Syllabus:

8.1 The examination shall consist two papers. This examination will be held in the language mediums of Sinhala, Tamil, and English. The medium requested will not be allowed to change later.

8.2 The subject of the examination and the marks allocated for each subject are given below:-

<i>Subject</i>	<i>Duration</i>	<i>Maximum marks</i>	<i>Passing score</i>
(1) Aptitude Test	1 hour	100	40
(2) General Knowledge	1 hour	100	40

### 8.3 (1) *Aptitude Test* :

This paper consisting of 50 questions in multiple choice questions and short answer mode to test the logical reasoning, analytical skills and decision marking power of the candidates. All the questions should be answered.

### (2) *General Knowledge* :

- National and International socio-economic and political knowledge and ;
- This Paper consists 50 questions in multiple choice and short answer mode for testing knowledge of cooperative vision and cooperative business at National and International level. All questions must be answered.

### *Note* :

These questions papers are designed to test a candidate's suitability and ability for duties of the service. Although this examination is a competitive examination, the candidate is required to obtain at least 40% marks out of the marks allotted for each subject. Marks will be deducted for incorrect handwriting and spelling mistakes on each written answer. Appointments are made strictly following the marks obtained according to the number of vacancies allotted for the competitive examination.

8.4 The Commissioner General of Examinations will provide the Commissioner of Co-operative Development and the Registrar of Co-operative Societies with the result sheet which includes the names of the candidates who have passed the examination, consisting the number of candidates equivalent to the number of vacancies to be filled. In addition, the Department of Examinations of Sri Lanka will take step to personally inform all the candidates who sat for the examination or publish the results on the website of the Department of Sri Lanka [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

*Interview*: An interview will be held by the Commissioner of Co-operative Development and the Registrar of Co-operative Societies to examine qualifications of the candidates who have appeared for all the papers in the written examination and obtained the highest marks. The date of the interview will be decided by the Commissioner of Co-operative Development and the Registrar of Co-operative Societies.

9.0 *Penalty for furnishing false information* - The candidate should be very careful to include the correct

particulars in the application. If it is found that any candidates is not eligible according to the rules and regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination. Further, If it is found that any information furnished by a candidate is false he/she is liable to dismissal at any time from the public service.

### 10.0 *Examination Fee* :

- Examination fee is Rs. 600/- Payments should be made only *via* following methods of payments provided by the online system.

- Any Bank Credit Card
- Any Bank Debit Card with internet transaction facilities
- Bank of Ceylon Online Banking Method
- Any Bank of Ceylon Slip Payments
- Postal Department Payment at any Post Office.

### *Note* -

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

- Receipt of Payment will be notified *via* Short Message Service (SMS) or e-mail. The total examination fee has to be paid and applications for which less or high amount has been paid as the examination fee will be rejected. The Department of Examinations of Sri Lanka shall not responsible for any error occurs during the examination fees is paid *via* the above payment methods.
- Under no circumstance the examination fee will be refunded/ transferred to pay the fee of other examination.

### 11.0 Method of applying and sending applications :

Online Examination Application Form should be completed **in English only**. Upon receipt of both the soft copy sent online by the applicant and the printout sent by registered post to the Department of Examinations, the soft copy and the printout will be verified and the Department will notify the acceptance/ non-acceptance of the application as a valid application *via* SMS to the mobile phone number used for accessing the system or an email. Download the instructions leaflet for online application. Strictly follow these instructions when filling the application. Upon receipt

of a hard copy of the application, any amendments made to it will not be considered as a valid amendment. Incomplete applications will be rejected without notice.

12.0 Admission cards will be issued by the Commissioner General of Examinations to all the candidates who have submitted their applications on or before the due date on payment of the prescribed examination fee on the presumption that only those who are qualified as mentioned in the *Gazette* Notification have applied. Issuance of an admission card to appear for the competitive examination will not be considered as an acknowledgment that the applicant has qualified for this post. Candidates will be called for interview and if it is found that they do not have the required qualifications, as per the *Gazetted* notification, the candidature will be canceled.

13.0 Write "Open Competitive Examination for Recruitment of Co-operative Development Officer Grade III of Co-operative Development Department Grade III - 2021" at the top left corner of the envelope.

14.0 The signature of the application should be attested in the application and in the admission card for the examination. Candidates applying for the examination from any Government Institution shall get the application attested from the respective Head of the Institution of an authorized officer, and a candidate who is not applying through a government institute shall get the application attested from the a Head of a Government school, Retired Officer, Grama Niladhari of the Division, Justice of the Peace, Commissioner of Oaths, Attorney General, Notary Public, an authorized Officer of the Armed Forces, a permanent staff officer of the Government of Provincial Public Service or of the Chief Incumbent or Chief Thero of a Buddhist Temple or clergy in charge of another religious institute of a clergy holding a considerable position.

15.0 Completed applications should be sent by registered post on or **before 31st December 2021** to the following address.

Commissioner General of Examinations, Institutional Examination Organization Branch Department of Examinations Sri Lanka  
P.O. 1503, Colombo.

16.0 Appearing for the Examination.- The Department of Examinations of Sri Lanka will publish a newspaper advertisement starting that the admission cards will be issued to the candidates. If the admission card is not received in 2 or 3 days after the announcement, the Department of Examinations of Sri Lanka should be inquired as stated in the advertisement. In doing so, the applicant should state the name of the examination to which he/ she has applied, the full name of the applicant, the National Identity Card Number and the address. If the applicant is a resident outside Colombo, it is advisable to send a request letter to

the fax number mentioned in the advertisement stating the fax number of the applicant who will be able to obtain a copy of the examination admission card by fax along with the details. It will also be useful for you to have a copy of the application, copy of the receipt of payment of examination fees and the receipt registered at the time of posting the application to confirm any information requested by the Department of Examinations.

16.1 Every applicant should furnish the admission card in which his/ her signature has been attested to the supervisor of the examination on the first day on which he/ she sits for the examination.

17.0 A candidate will be required to prove his/ her identity at the examination hall to the satisfaction of the supervisor for each subject he is offered. For this purpose, any of the following documents shall be accepted.

- I. National Identity Card,
- II. A Valid Passport,
- III. Valid driving license of Sri Lanka.

Candidates should also enter the examination hall without covering their face and ears so as to verify their identity. Candidates who refuse to prove their identities will not be admitted to the examination hall. Further, candidates should remain with their face and ears uncovered until they leave the examination hall enabling the examination supervisor to confirm their identities.

18.0 Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding holding of the examination and the issuance of results. Violations of those rules will result in a penalty imposed by the Commissioner General of Examination.

19.0 Any matters not mentioned here will be decided by the Commissioner of Co-operative Development and the Registrar of Co-operative Societies. All the candidates will be bound to abide by the general examination rules and regulations mentioned in this *Gazette* Notification.

20.0 In case of any inconsistency among Sinhala, Tamil and English texts of this notification, The Sinhala Notification shall prevail.

GAMANI N. LIYANARACHCHI,  
Commissioner of Cooperative  
Development and Registrar of  
Cooperative Societies (*Acting*)

23rd November, 2021