

**DEPARTMENT OF EXAMINATIONS,
SRI LANKA**

**Open Competitive Examination for the
Recruitment to the post of Grade III of
Examination Data Assistant (Departmental) of
Management Assistant Non-Technical – Segment 2
Service Category - 2024**

APPLICATIONS are invited from qualified Sri Lankans for Open Competitive Examination for the Recruitment to the post of Grade III of Examination Data Assistant (Departmental) of Management Assistant Non-Technical – Segment 2 Service Category of the Department of Examinations, Sri Lanka, to fill 20 vacancies in the post.

Note – The approval for this recruitment has been given by letter No. MPS/HRD/HR03Recru.Process/2022/06 and dated 03.01.2023 issued by the Ministry of Public Administration, Home Affairs, Local Government under the subject “Review of Process of Recruitment to the Public Service”,

01. The application for this purpose is available in the website of the Department of Examinations, Sri Lanka www.doenets.lk and the applications may submit from **21st October 2024 at 09.00 hours to 19th November 2024, 21.00 hours**. Applications strictly be submitted

online and the applications submitted otherwise will not be accepted.

1.1. Officers currently in public/ provincial public service should handover a copy of the application to the head of the institution to be kept in the personal file. A copy of the application and a service affirmation letter certified by the head of institution should be provided when called for the interview.

1.2 This examination will be held only in Colombo in January 2025 as per the regulations of the Department of Examination, Sri Lanka. The Commissioner General of Examinations has the power to cancel or postpone the examination at his discretion.

02. Qualifications:-

2.1 Educational Qualifications.

I. Should have passed General Certificate of Education (Ordinary Level) Examination with six (06) subjects including credit passes for Sinhala/ Tamil/ English language, Mathematic and two other subjects at one sitting.

and

II. Should have passed General Certificate of Education (Advanced Level) at least in one (01) subject (except the Common General Test and General English subjects).

2.2 Professional Qualification

Should have obtained at least Level 3 of National Vocational Qualification (NVQ) with regard to the field of computer/ information and communication technology or an equivalent qualification of the above field recognized by the Tertiary and Vocational Education Commission.

2.3 Experience

Should have 06 months experience in computer data entering.

2.4 Physical Qualifications

Every applicant should be physically and mentally fit to perform the duties of the post and ability to serve during day and night according to the service requirement.

2.5 Other Qualifications

- I. Should be a citizen of Sri Lanka.
- II. Should be of excellent moral character.
- III. Should have fulfilled all the qualifications required to be recruited to the post as at the closing date of applications (19.11.2024).
- IV. No person holding priesthood of any religion is allowed to apply or appear for this competitive examination.

2.6 Age limit

The candidate should be not less than 18 years and not more than 35 years of age as at the closing date of applications.

(Accordingly only those whose birthdays fall on or before 19.11.2006 and on or after 19.11.1989 are qualified to apply)

03. Language Medium:-

This examination shall be conducted in Sinhala and Tamil languages only. Candidates will not be permitted to change language medium stated in the application. The language medium stated in the application shall be the qualified language medium for your appointment.

04. Method of recruitment:-

Recruitments shall be made to above posts on the order of merit of the marks scored by applicants at the written examination, structured interview and practical test as per the vacancies available.

4.1. Written Test

| Subject | Time | Maximum marks | Pass marks |
|----------------------|---------|---------------|------------|
| 1. Computer literacy | 2 hours | 100 | 40% |

Syllabus:-

1. Computer Literacy – A question paper to assess the subject knowledge equivalent to Level 3 of National Vocational Qualifications in the fields of computer / information and communication technology.

Note - Candidates securing 40% or more marks in the written examination paper will be selected and called for structured interview in double the number of available vacancies among the highest scoring candidates as per the index number/ alphabetical order based on their merits of scores.

4.2 Structured Interview:

Education qualifications, professional qualifications and practical skills of the candidate will be assessed.

| Main areas for which marks will be given | Maximum marks | Minimum mark considered for selection |
|--|---------------|---------------------------------------|
| I. Additional educational qualifications | 30 | Not applicable. |
| II. Additional professional qualifications | 35 | |
| III. Skills displayed at the interview | 05 | |
| Total marks | 70 | |

Note – A comprehensive marking scheme for each structural interview will be prescribed by the Commissioner General of Examinations subject to the maximum mark allocated for the main areas stated in the above table.

4.3. Practical Test

| <i>Activates tested</i> | <i>Maximum marks</i> |
|---|----------------------|
| Taking printed copy of the given document as it is. | 10 |
| Time consumed for type writing and taking printed copy. | 10 |
| For the accuracy of its spelling | 10 |
| Total marks | 30 |

A practical test to assess computer type writing skill shall be conducted for candidates appeared in structured interview. The candidates shall be given a document with several paragraphs to computer type write and to obtain its printout within an exact duration.

- 4.4. Recruitments shall be made to above posts on the order of merit of the marks scored by applicants at the written examination, structured interview and practical test as per the vacancies available.

05. Employment and Service Conditions

- I. This post is permanent and pensionable. You will be subjected to the government policy decisions taking on your pension scheme. You are required to contribute to the Widows'/ Widowers' and Orphans' Pension Scheme.
- II. This appointment shall be subjected to a period of 03 year probation. 1st Efficiency Bar Examination should be passed within 03 years from the appointment to the post. The appointees whose work, attendance, conduct are satisfactory during the period of probation shall be confirmed in the post.
- III. In terms of provisions in the Public Administration Circular No.18/2020 dated 16.10.2020 and incidental circulars, proficiency in the official language other than the language of recruitment should be acquired within three years from the recruitment.
- IV. This post is a limited service to the Department of Examinations, Sri Lanka. However, the appointees are subjected to be appointed in any part of the island within the Department. As the day and night shifts continues depending on service requirements, it is mandatory to act accordingly after accepting the appointment.
- V. Selected candidates shall be subject to the procedural

rules of the Public Service Commission, the provisions of the Establishment Code, the Financial Regulations, Departmental Orders and other regulations and orders issued by the Government from time to time.

06. Issuing results

All candidates appeared for the examination shall be notified the results personally by the Commissioner General of Examinations by post or *via* website, www.results.exams.gov.lk.

07. Salary Scale (Monthly)

MN-01-2016 as per the public Administration Circular No. 3/2016, Rs. 27,140 - 10× 300 - 11× 350 - 10× 495 - 10× 660 - Rs. 45540/-

08. Promotional Scheme

The recruitment scheme of Management Assistant – Non Technical – Segment 2 service category (Departmental) Examination Data Assistant shall be applicable.

09. Method of Applying

- I. Applications will be accepted *via* online only. Online applications should be filled in English language only. Acceptance/ non acceptance of online applications will be notified to your mobile phone by Short Message Service (SMS). Download the common instructions prepared on applying for the examination prior to completing the online application. Follow the instructions when completing the application. Candidates should keep in hand a printed copy of the application for future inquiries. Particulars in the online system as at the closing date of applications will be considered as accurate. Incomplete applications will be rejected without prior notice.
- II. Applicant should pay an amount of Rs. 600/- as examination fees. Only the following methods of payment provided by the online system should be used when payment of examination fees.
 - I. With any bank credit card.
 - II. With any bank debit card with internet payment facility.
 - III. *Via* Bank of Ceylon online banking bill payment method.
 - IV. *Via* any branch of the Bank of Ceylon.

Note :- Instructions to make payments as above are published under technical instructions of the above examination in the website of the Department of Examination.

- III. Receipt of payment will be informed through SMS or an e-mail. Entire amount of the examination fee should be paid and the applications with less or over paid applications will be rejected. The Department of Examinations Sri Lanka will not be responsible for any defects committed in payment of examination fees *via* above payment methods.
- IV. Fees paid for the exam will not be refunded or transferred for any other exam for any reason.
- V. Commissioner General of Examinations will issue admission cards for the applicants, who have correctly submitted the online application on or before the closing date of applications with accurately paid examination fees upon the presumption that only the applicants who have fulfilled the qualifications prescribed in the *Gazette* Notification. Immediately after issuing admission cards to the candidates, it will be noticed in the official website of the Department of Examinations, Sri Lanka and the candidate will be noticed *via* Short Message Service (SMS) and e-mail. Any candidate, who has not received the admission card, should inquire the same from the Institutional Examinations Organization Branch of the Department of Examinations Sri Lanka as stated in the notice. Applicants should accurately mention title of the examination applied, full name of the applicant, National Identity Card number and the address when inquiring. If the applicant is residing outside Colombo, it would be effective for the applicant to inquire the same by forwarding a letter of request to the fax No. mentioned in the notice *via* fax along with above information while mentioning a fax No of the applicant to receive a copy of the admission card. It will also be useful to keep a copy of the application and the receipt of payment of examination fees ready to confirm any information asked by the Department of Examination.

VI. Issuing an admission card to a candidate shall not be considered as an acceptance of his /her being qualified to face the examination or being qualified for the post.

VII. Candidates must prove their identity in the written examination and in the structured interview to the satisfaction of the supervisor for each subject they appear in the examination hall. Any of the following documents will be accepted in that regard.

- National Identity Card,
- Valid Passport,
- Valid Sri Lankan driving license.

Furthermore, the candidates should enter the examination hall without covering their faces and ears so that their identity can be verified and also not wearing any electronic equipment or accessories. Applicants who refuse to prove their identity will not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving it, the applicant must remain uncovered so that the examination authorities can identify him.

10. The candidates are subjected to the rules imposed by the Commissioner General of Examinations with regard to the conduct of examination and releasing of results. Violation of those rules will make him/her liable to a penalty imposed by the Commissioner General of Examinations.

Commissioner General of Examinations,
Department of Examinations, Sri Lanka.

On 18th day of October, 2024
At the Department of Examinations,
Sri Lanka,
Pelawatta,
Battaramulla.