

**Open Competitive Examination for
Recruitment to Class III of the Sri Lanka Education Administrative Service
By Order of the Public Service Commission
2015/2016**

Applications are called, on the direction of the Public Service Commission, from the following suitable officers for the open competitive examination to fill existing 219 vacancies in the general cadre and special cadre in Information Technology, Bio Systems Technology and Engineering Technology in Class III of the Sri Lanka Education Administrative Service. All applicants must possess the qualifications as per this gazette notice as at the closing date of applications. Applications prepared according to the format given at the end of this notice should be forwarded on or before the date given below to the Commissioner General of Examinations, Organizations and Foreign Examinations Branch, Department of Examinations, Post Box 1503, Colombo, under registered cover. The top left hand corner of the envelope should clearly carry the words “Open Competitive Examination for Recruitment to Class III of the Sri Lanka Education Administrative Service – 2015/2016”. Further, the name of the examination should be written in Sinhala applications in addition to Sinhala in English, and in Tamil applications in addition to Tamil in English.

The closing date of applications: - 01.02.2016

Note-No complaints shall be considered to the effect that an application or documents connected therewith were lost or delayed in the post. Any loss that may result by delaying the application to the last date will have to be borne by the applicant.

1 Method of Recruitment

- a. Qualified applicants from those who sat for all four papers shall be called for the viva voce examination for recruitment. From the applicants who score minimum marks of 40% to each paper, total number of applicants calling for the interview shall be equal to the number of vacancies and 25% thereof. Marks of the written examination shall not be given to the viva voce Panel. The criteria of marks for the interview have been given in the paragraph No 9.2 of this notification. Existing number of vacancies in class III shall be filled according to the merits of total marks obtained for the written examination and the interview. The Public Service Commission has the right to fill all or a certain number of vacancies.

Selected applicants from the open competitive examination shall be placed in Southern, Sabaragamuwa, Central, Wayamba, North Central, Uva, Eastern and Northern provinces to fill in following vacancies.

Subject	No of Vacancies
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General Carder	197
Information Technology	11
Engineering Technology	06
Bio Systems Technology	05

2 Conditions of service

employment in the

- (i) Subject to the conditions set out in the service minute of Sri Lanka Education Administrative Service published in the Gazette Extra-ordinary of the Democratic Socialist Republic of Sri Lanka No 1928/28 dated 21.08.2015 and the amendments made thereafter to the said service minute, and subject to the general conditions governing appointments to the government service, the selected candidates shall be appointed to Class III of the service.
- (ii) This post is permanent and pensionable. Contributions have to be paid for the Widows'/Widowers' and Orphans' Pension (W&OP).
- (iii) Officers appointed to this post are subject to a probation period of three (03) years.

(iv)

Language	Expected Proficiency level
National Language	Officers who joined the service in a language other than an official language should obtain proficiency in one official language prior to be made permanent in the post
Other National Language	In accordance with the provisions of Public Administrative Circulars 01/2014 and circulars thereof, the level of proficiency in respect of the other language should be obtained
Link Language	Within three (3) years of the date of recruitment the proficiency in the link language (English Language) should be obtained. Annexure 7 of the service minute of Sri Lanka Education Administrative Service describes the relevant examination on link language. Note: If an officer has obtained a credit pass or above at G.C.E. (O/L) examination or being recruited to the administrative service in English medium she/he will be exempted from the requirement of link language.

- (v) The procedural rules of the Public Service Commission, Circulars issued from time to time governing the Public Service and the conditions of the Service Minute of the Sri Lanka Education Administrative Service, amendments made to the said service minute thereafter, and amendments that will be made from time to time are applicable to this post.

(vi)The officers appointed to the posts of class III shall be placed as per existing service requirements to the posts in the central government or provincial public service.

3 Salary Scale

This post is entitled to the salary scale SL-1-2006 Rs. 22,935 – 10 x 645 - 8 x 790 - 17 x 1050-53,555/- (monthly) in terms of the Public Administrative Salary Circular No 6/2006

4 Educational Qualifications

a. General Cadre

A graduate with a degree from a university recognized by the University Grants Commission

b. Special Cadre (Information Technology and Bio Systems Technology)

- i. A degree from a university recognized by the University Grant Commission for information technology
- ii. Under technological stream, for bio systems technology, a degree in agriculture from a university recognized by the University Grant Commission

c. Special Cadre (Engineering Technology)

The degree in Civil, Mechanical, Electrical or Electronics Engineering from a university recognized by the university grant Commission **OR** the four year Higher National Diploma in Engineering offered by the Sri Lanka Institute of Advanced Technological Education (HNDE) **OR** the four year diploma in Engineering Science (NDES) awarded by the Institute of Engineering Technology, Katunayake.

5 Age Limit

Not less than twenty two years (22) of age and not more than thirty years (30) of age on the closing date of application

6 Physical suitability

All applicants must be physically and mentally fit to serve and perform the duties attached to the post in any part of the island.

7 Other Qualifications

- i. Applicants must be citizens of Sri Lanka
- ii. Applicants must possess an exemplary character and good conduct
- iii. An applicant can sit for the open competitive examination only two (2) times maximum.

- iv. Each applicant must possess all prescribed qualifications as at this notice to the closing date applications as given in this gazette notification to be recruited to the Sri Lanka Education Administrative Service.

8 Method of Application

- i. In addition to the General Cadre, the candidates can also apply for the vacancies in the fields of the Special Cadre referred to in Paragraph **iii (b)** below. If applying under the Special Cadre, it is compulsory to fulfill the qualifications given in **4 (b) and (C)** above and moreover, 1/3 of the total number of credits offered for the degree should be relevant to the subject applied for.
- ii. In the event of an applicant is selected for the General Cadre as well as for several subjects in the Special Cadre, the Public Service Commission has the right to decide the subject for which the recruitment is made.
- iii. The subjects and the codes assigned to General and Special Cadres are given below. The subjects applied for and the codes assigned should be mentioned in the relevant cage in the application.

	Code Number	
a. General Cadre		11
b. Special Cadre		
Subject Area		
Information Technology		27
Engineering Technology		43
Bio Systems Technology		44

9 Method of Recruitment

9.1 Written Examination

9.1.1 This examination will be conducted by the Commissioner General of Examinations

9.1.2 Syllabus:

The written examination comprises of (04) four papers. A 40% of minimum marks should be obtained to pass each paper.

1. Subject No 01. Comprehension – Marks 100 – time one hour

The candidates will be given a set of short passages. In case of some of the passages, the candidate will be presented with a set of alternative statements, one of which fits the content of the passage best. The candidate would be required to pick the most appropriate statement. These questions will be set to test the manner

in which the candidate is able to grasp the meaning of all such passages given. This question paper contains compulsory questions. (All questions must be answered)

2. **Subject Number 02:** Intelligence Test – Time One hour, Marks (100)

The test on intelligence ascertains the applicant’s power of logical reasoning. This paper consists of 50 multiple-choice and short answer type questions. (All questions must be answered)

3. **Subject Number 03:** General Knowledge – Time One hour (Marks 100)

The question paper tests the candidate’s awareness of the environment in which she/he lives and works including the political, social, and cultural environment and the education system in Sri Lanka and the current matters of national and international importance as well as scientific and technological development. This paper consists of 50 multiple-choice and short answer type questions. (All questions must be answered)

4. **Subject Number 04:** Essay and Precis – Time One hour and thirty minutes (Marks 100)

Current topics will be given for constructing the essay. The question paper will be designed to measure the ability of candidate to incorporate appropriate contents, the way he organizes them, the style of its presentation and the language she / he uses and her/ his general knowledge and intelligence as well as power of thinking and expressing ideas. Special attention is given to clear and methodical presentation of essay.

It is expected to summarizing one or more passages given in making the precis.

9.2 Viva Voce Test

- i. A panel appointed by the Public Service Commission will conduct the viva voce test to examine the knowledge and ability on teaching learning process, reasoning and problem solving and communication skills and personality of the applicants, who obtain necessary marks from written examination, using following criterion. Here, the maximum marks awarded will be twenty five (25).

Subject Area	Maximum Marks
Knowledge on teaching learning process	04
Reasoning and Problem Solving	08
Communication Skills	08
Personality	05
Total	25

- ii. If the number of qualified applicants is not equal to the number given in paragraph 01 above, only qualified applicants will be called for the viva voce test.
- iii. A general interview to ascertain applicant's qualifications will be held before the viva voce test and no marks will be awarded there. The applicants, who prove at the general interview that they have obtained all qualifications as per this gazette notification shall only be called for the viva voce test. If it is revealed that some applicants, who appear for the general interview, do not satisfy the necessary qualifications to be called for the viva voce test, no other applicants shall be called again in their place for the general interview.

9.3 Releasing Examination results

According to 01) a. of this notification the list of selected applicants prepared according to merits from both written examination and viva voce test will be sent to the Secretary, Public Service Commission. Thereafter, as directed by the Public Service Commission, the results will be either sent personally to the applicants or published on www.results.exams.gov.lk; the official website of the Department of Examinations for results release.

10 Examination Conditions

- I. The examination will be conducted in the Sinhala, Tamil and English media. A candidate can appear for the examination in only one language of her/his choice. All question papers have to be answered in the same medium. Candidates will not be permitted to change the medium of examination in her/his application later.
- II. The examination fee, which is Rs.1000/- could be paid at any post office or divisional secretariat in the island to the credit of Revenue Head 2003-02-13 of the Commissioner General of Examinations. A margin of the original receipt obtained in the candidate's own name should be firmly pasted to the place specified in the application form. It would be advisable to retain a photocopy of this receipt.
- III. The examination fees shall not be refunded for any reason.
- IV. This examination will be held in Colombo. The date of the examination will be notified later.
- V. Incomplete applications will be rejected without notice.

On the assumption that only those who fulfill necessary qualifications as per this gazette notification have applied for the examination, the applicants, who are below the specified age limit and submit their duly completed applications on or before the closing date of applications, with the receipt of duly paid examination fees attached, and included requested information such as medium of examination, the cadre applied, and completed the relevant grid of information with applicant's signature attested and if applicable with the recommendations of them Head of the Department, shall receive an admission card from the commissioner general of examinations.

Note: Entering to the examination hall will not be permitted without an admission card. Only an admission card with the attested signature of the candidate should be presented to the supervisor of the examination hall on the first day examination.

Issuing an admission card to a candidate for the examination should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to sit for the examination.

- VI. The application should be prepared on either side of A4 paper of the size 22-29 cm. Headings 01 to 04 should be entered on the first page, 05 to 06 on the second page and the rest on page three and four. The relevant particulars should be entered very clearly in candidate's own handwriting. Applications, which do not conform to the specimen application given at the end of this gazette notification and incomplete applications will be rejected without any notice. It would be advisable to retain a copy of the application. Further, the candidate should satisfy herself / himself that the completed application conforms to the specimen application before submitting. All applicants should thoroughly learn that the applications do not conform to the given specimen will be rejected.
- VII. Department of Examinations will publish a paper notification as soon as the admission cards are issued. If the admission card is not received by any of the applicants at least five (05) days prior to the date of examination, an inquiry should be made from the organizations and foreign examinations branch of the Department of Examinations in the manner stated in the paper notice. In the said inquiry, the name of the examination applied, full name of the applicant, national identity card number, and the address should be correctly mentioned. In case of the applicant lives outside Colombo, it is advisable to send the request by fax with the said details and a fax number of the applicant. In such cases, it is important to keep a copy of the application, a copy of the receipt of examination fees and the receipt of the registered post at hand to provide the details requested by the Department of Examinations.
- VIII. The Commissioner General of Examinations has the power, with the approval of the Public Service Commission, to either postpone or cancel the examination.

- IX. Candidates would be subject to the rules and regulations enacted by the Commissioner General of Examinations in respect to the conduct of the examinations. If these rules are violated, candidates are bound to undergo any punishment imposed by the Commissioner General of Examinations.
- X. The identification of the candidate: All candidates should prove their identity to the satisfaction of the head of the examination hall. Only one of the following documents will be accepted for this purpose.
- i. The National Identity Card issued by the Department for the Registration of Persons.
 - ii. A valid Passport

NB: - (a) No document or a copy thereof should be annexed to the application.

(b) The applications of candidates who fail to produce documents when requested to do so will not be considered.

- XI. If it is revealed that a candidate does not possess any of the required qualifications, the candidature can be annulled at any stage before, during or after the examination. If it comes to light that any fact presented is incorrect after selection to the post or if any significant fact has been willfully suppressed, the person in question may be dismissed from the service.

Applicants should get their signature attested in both application and admission card for the examination. An applicants who is already in the public service should get her /his signature attested by her /his head of the department or a delegated officer by the said department head, and other applicants from a head of a government school, a Grama Niladhari of the division, justice of peace, a commissioner for oath, a lawyer, notary public, a commissioned officer in the three armed forces, or an permeant executive officer from government or provincial public service who draws an annual salary more than Rs. 240,360/- .

- XII. The final decision on any matter that does not include in this notice rests with the Public Service Commission.

11 In case of any discrepancy arises among the phrases of this notice, which is published in Sinhala, Tamil and English languages, the Sinhala notice will be considered as the correct one.

W.M.Bandusena

Secretary

Ministry of Education

2015.12

Specimen Application

(For Office Use Only.)

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Open Competitive Examination for Recruitment to Class 111 of the Sri Lanka Education
Administrative Service – 2015 / 2016

Medium of the Examination

- Sinhala - 2
- Tamil - 3
- English - 4

(Indicate in the relevant cage.)

“Cadre” from which the candidate apply for the examination

- Only the general cadre - 1
- Only the special cadre - 2
- For both general and special cadre - 3

(Indicate in the relevant cage.)

If the cadre applied for is in the special cadre, the serial number of the subject area should be indicated in the following table. (as per the gazette notification)-

Name of the cadre	Name of the subject field	Serial no:
General	////////////////////////////////////	
Special		
Special		

01. 1.1 Name in Full (In Block Letters) :
- (Ex : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDENA)
- 1.2 Name with last name at the beginning and initials of other names at the end :
 (In Block Letters) :
- (Ex : GUNAWARDENA, H.M.S.K.)
- 1.3 Name in Full (In Sinhala/ Tamil) Name in Full (In Sinhala/ Tamil):

- 2.0 2.1 Permanent Address (In Block Letters) -
-
- 2.2 Personal Address(Sinhala/Tamil) -
-
- 2.3 Address to which the admissions should be sent (In Block Letters) -

-
- 2.4 Personal Contact No (If any) -
- 3.0 Sex
-
- (Indicate in the relevant cage.)
- Male - 0
 - Female - 1

4.0 National Identity Card No:

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5.0

5.1 Ethnicity

(Indicate in the relevant cage.)

- Sinhala - 1
- Tamil - 2
- Indian Tamil - 3
- Muslim - 4
- Other - 5

5.2 Marital Status

(Indicate in the relevant cage.)

- Unmarried - 1
- Married - 2

5.3 Date of Birth

Year

Month

Date

5.4 Age at 01.02.2016

Year

Months

Days

6.0 Medium of language in which the examination written to be eligible for this post -

.....

7.0 Education Qualifications

- 7.1 Date qualified for the degree or other qualifications-
- 7.2 University / Institution -
- 7.3 Registered no. of the University / Institution -
- 7.4 External / Internal -
- 7.5 Degree / Other Qualifications -
- 7.6 Subjects -
- 7.7 Class -
- 7.8 Upper / Lower -
- 7.9 Examination no. -
- 7.10 Medium of Language sat for the examination -

8.0 Indicate whether appeared the Open competitive Examinations for the recruitment to class III of Sri Lanka Education Administrative Service conducted in years 2010, 2013 (Tick off (√) where necessary)

Year	Yes	No
2010		
2013		

9.0 Examination Fees

Paste the Invoice here by paying examination fees.
(keep a photocopy of the invoice.)

10. I do herewith state that the information furnished by me herewith are true to my knowledge and belief, and have affixed the invoice no:..... of paying the examination fees. In addition, I would herewith agree to act according to the examination regulations and adhere to the laws and regulations enforced by the Commissioner General of Examinations and if revealed disqualified according to the conditions of this examination, I agree to any decision taken to cancel my candidature before or at the time of the examination or any other. Furthermore, I do know that I will be dismissed from service even if I was revealed to have been disqualified after selected for this post.

.....

Date

.....

Signature of the Applicant

Certification of the Signature

This is to certify Rev./ Mr./ Mrs./ Miss/

..... signed herewith and resided at
..... is personally known to me,
and he/ she placed her signature before me, after pasting the invoice herewith.

.....
Signature of the Attester
(Place the Official Stamp)

Date -
Name -
Designation-
Address-

Certification of the Head of the Institution :

(Only for candidates engaged in government / provincial government / government corporations service)

I do herewith recommend and submit the application of Mr./ Mrs./ Miss.
..... serving as a
..... at the Ministry / Department / Institution of
.....

Necessary actions to release from the service of this institution can be taken if selected for this post.

.....
Date : Signature of the Head of the Institution
Name:
Designation :
Address :
(Place the official stamp.)