

**MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND
LOCAL GOVERNMENT**

**Open Competitive Examination for Recruitment to Grade III of
Management Service Officers Service - 2024(2025)**

01. IT is hereby notified that the Open Competitive Examination for Recruitment to the Posts in Class III of Management Service Officers Service shall be held by the Commissioner General of Examinations in the month of **September 2025**. The application for this purpose is published in the website **www.doenets.lk** of the Department of Examinations and the applications can strictly be submitted online. The closing date of applications is 30th of June 2025.

Note - Accepting online applications will commence on **02nd of June 2025 at 9.00 am** and end on **30th of June 2025 at 9.00 pm**.

The examination shall be held at the examination centers located in the towns mentioned in the Schedule II. The expected town to sit for the examination shall be selected as per the Schedule and that town expected to sit for the examination and the relevant number of the town should be mentioned correctly according to the Schedule II.

02. Candidates who satisfy the prescribed qualifications shall be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examinations and on the basis of district population ratio to the posts in the Grade III of Management Service Officers Service.
03. (a) Number of persons to be appointed and effective date of appointments shall be determined by the Appointing Authority, Further the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.
- (b) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Service Minute of Management Service Officers Service published in the *gazette extraordinary* of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013, amendment already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial regulations and Procedural Rules of the Public Service Commission published in the *gazette extraordinary* No. 2310/29 dated 14.12.2022.
- (c) The officer shall compulsarily serve at the service station to which he/she is appointed at first for three (03) years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.
- (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 three (03) years after recruiting to Grade III of the Management Service Officers Service as prescribed in the Service Minute.
- (e) If you are selected for an appointment, the prescribed official language proficiency shall be acquired in accordance with the language medium of satisfy the qualification for your appointment as per the provisions of Public Administration Circular 18/2020 dated 16.10.2020 and consequent circulars.
04. The salary code MN 02-2025 is entitled to this post as per Public Administration Circular 10/2025 dated 25.03.2025 and the salary scale relevant to the same is Rs. 48,470 - 10 x 540 - 11x630 - 10x1,010 - 10x1,190 - Rs. 82,800/- and you are entitled to the said salary from 01.01.2027. You shall be paid the salary as per the provisions in Schedule III of this circular from the effective date of the appointment.
05. This post is permanent and pensionable. The pension scheme entitled for the officers in Grade III of Management Service Officers Service shall be determined on the policy decision taken by the government in future.

06. Qualifications :

Following qualifications are applicable for the recruitment to posts in Grade III of Management Service Officers Service:

- (a) Shall be a citizen of Sri Lanka.
- (b) Shall be not less than 18 years and not more than 30 years of age as at the closing date of applications. (Accordingly, the candidates whose birthday falls on or before 30.06.2007 and on or after 30.06.1995 shall strictly be eligible to apply for this).
- (c) Shall be of an excellent character.
- (d) Shall be of an excellent moral character and physical and mental fitness to serve at any part of the island.
- (e) Shall have fulfilled the following educational qualifications.
 - (1) Shall have passed six (06) subjects with Credit passes for four (04) subjects including Sinhala/Tamil/English and Mathematics at the General Certificate of Education (Ordinary Level) Examination at **one sitting**;
 - and*
 - (2) Shall have passed all the subjects in General Certificate of Education (Advanced Level) at **one sitting** (except the General Paper and General English).

Note -

- i. The language medium in which the candidate appears for this competitive examination is considered to be the language in which a credit pass must be obtained in the General Certificate of Education (Ordinary Level) Examination.
- ii. In case where a qualification has been obtained by appearing for an examination equivalent to the General Certificate of Education (Ordinary Level) and General Certificate of Education (Advanced Level) examinations conducted by other local or foreign educational institutions, the final decision on making it applicable for granting an appointment shall be made by the Director General of Combined Services after verification from the relevant educational institutions and the Commissioner General of Examinations.

N.B. - It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 30th of June 2025.

7. Selection on the basis of district population ratio

District Name list is indicated as Schedule I. The district selected to compete for vacancies and its number should be mentioned in the application correctly according to the Schedule I.

- (a) Recruitment to the service shall strictly be on a representative basis. A fixed number of vacancies shall be set apart for each district in proportion to its population. Only the applicants from a particular district shall be entitled to compete for the number of vacancies to be filled from that district.
 - 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 shall be re-distributed among the adjoining districts in proportion to population.
 - II. If the total number of vacancies to be filled is few and the district population basis cannot be applied, selection shall 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.

N.B. - It should be noted that the number of vacancies allocated to a district refers to the number of vacancies allocated to candidates appearing for the competitive examination from that district in proportion to the population of that administrative district and does not refer to the number of vacancies in the public institutions within that administrative district.

(b) *Eligibility for inclusion in a district* - At least one of the following requirements should have been fulfilled by a candidate to compete for the vacancies in any district.

- I. The candidate should have been born in the district;
or
II. He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination;
or
III. He should have received his secondary school education within the district for five (05) continuous years.

Note:-

1. In order to confirm the candidates selected from the written examination belong to the above district, they are bound to forward following documents, at the interview or any time inquired
 - I. Birth Certificate;
 - II. Extracts from electoral registers confirming the residence of a period of continuous three (03) years and the certificate of residence issued by Grama Niladhari;
 - III. School leaving Certificate.
2. If the father/mother of any candidate has been employed in a transferable service of the government or of a provincial public service or of a state corporation, such candidate shall be allowed to choose his own, or his father's/mother's place of birth as his district. (At the interview or any time Candidates are required to forward documents to prove the place of birth of the parents and that they work in Government or Provincial Public Service or Public Corporation.)
3. No candidate shall be allowed to compete for vacancies in more than one district. Once the district is selected to compete for the vacancies as per the qualifications indicated in 07(b) above when submitting the online application, it cannot be changed subsequently.
8. Three percent (3%) of the existing number of vacancies shall be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify shall be selected for appointments on the order of merit. The candidates should score at least fortypercent (40%) of marks for each subject and fifty percent (50%) from the total marks of the examination to be eligible for this. Public Administration Circular No: 27/88 is applicable for recruitment of persons with disabilities.

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

9. **Scheme of the examination:-**

- (a) This examination shall be held in Sinhala, Tamil and English media. Candidate may sit this examination in only one language medium of their preferences and should answer for the question papers using that language medium. Candidates shall not be allowed to change language medium applied initially. The examination shall consist of two papers.

		Marks	Durations
01	Language Proficiency	100	2 1/2 hours
02	Aptitude	100	1 hour

- (1) Language Proficiency:- This question paper shall consist of subject related questions designed to test the candidates' ability of expression, comprehension, spelling, language and essay, drafting a given letter, making graphs 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.
- (2) Aptitude :- This paper shall consist of 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:- These papers shall be designed to test the aptitude and ability of the candidate to perform his official duties

- (b) From this competitive examination, candidates are expected to secure at least forty percent (40%) of the marks allocated for each subject and an aggregate of at least Fifty percent (50%) of the total marks of the examination. Appointments shall 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 - Issuance of results to each candidate shall be made by the Commissioner General of Examination by post or via the website www.results.exams.gov.lk

10. Penalty for furnishing false information :

- i. The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate 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.
- ii. If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/she has willfully suppressed any material fact he or she shall no longer be considered for an appointment. Furthermore, he or she shall be liable for dismissal from the public service or cancellation of any appointment made on this examination.

11. Conditions of the examination :

- (i) The online application form must be filled in English. Only the sections that are instructed to be completed in Sinhala or Tamil must be completed accurately in those languages. Before Filling out the online application form, candidates must download and carefully read the common instructions regarding applying for the examination. The candidates must strictly adhere to those instructions in filling out the application. Incomplete applications will be rejected without notice. The Department of Examinations of Sri Lanka will notify the applicant that the soft copy submitted online is accepted/not accepted as a valid application by SMS sent to the mobile number used to access the system or by an email sent to the e-mail address.
- (ii) Examination fee is **Rs. 600.00**. The examination fee must be paid only through the following payment methods provided in the online system :-

- i. Any Bank Credit Card ;
- ii. Any Bank Debit Card ;
- iii. Bank of Ceylon Online Banking Method ;
- iv. Bank of Ceylon Teller Slip Payment.

Note : Instructions on the manner in which the payments are made through the above methods are published under Technical Instructions related to this examination on the website

- (iii) The acknowledgment of the payment will be informed by an SMS or email. The full amount of the examination fee must be paid, and applications for which the payments have been made less or more than the examination fee will be rejected. The Department of Examinations will not be responsible for the errors occurring in the payment of examination fees by the above payment methods.
- (iv) The examination fee shall not be refunded or transferred for another examination under any circumstance.
- (v) Applicants must bear any adverse consequences resulting from the delay in submitting applications until the final deadline.
- (vi) On the assumption that only those who possess the qualifications mentioned in the *Gazette* Notification have sent applications, the Commissioner General of Examinations will issue admission cards strictly online to the candidates who have paid examination fees on or before the closing date of applications and properly submitted the application online.
- (vii) Once the admission cards are issued to the candidates, a notification indicating the same will be published in the official website of the Department of Examinations, Sri Lanka and the candidates will be informed by SMS. If the admission card is not received even after 2 or 3 days from the day of publishing the notification, steps should be taken to notify the Institutional Examinations Organization Branch, Department of Examinations in the manner specified in the notification. It would be advisable to keep the following in hand at the time of calling the Department of Examinations stating the name of the examination, full name of the candidate, National Identity Card number and address. In case of applicants outside Colombo, letter of request furnishing the above particulars and a fax number to which a copy of the admission card is to be sent should be sent to the Department of Examinations through the fax number indicated in the notification. It would be advisable to keep a copy of the application form and the copy of the receipt kept at your possession to confirm any particular sought by the Department of Examinations.
- (viii) Upon reviewing the admission card, if any corrections are required, the Department of Examinations of Sri Lanka must be contacted to make the necessary amendments in accordance with the application. Requests for corrections will not be considered during the examination hall proceedings or the interview.
- (ix) The signature of the applicant in the admission card should have been attested before appearing for the examination. An applicant who appears for the examination through an Government Institution should get his/ her signature attested by the respective Head of the Institution or an Authorized Officer, Other applicants should get their signature attested by Principal of a Government School/ Retired Officer, Grama Niladhari of the Division, Justice- of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, a Commissioned Officer of the Three Armed Forces, a permanent staff grade officer of the Public Service or Provincial Public Service, or a Chief Incumbent of a Buddhist temple or a clergy of any other religion who reserves a considerable status.
- (x) Examination candidates are subject to the regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the release of results. Any violation of these regulations will result in the candidate being subject to the penalties imposed by the Commissioner General of Examinations.

12. **Admission to the examination :**

- (a) A candidate presenting himself for the examination shall get his signature on the admission card attested in advance and produce his admission card to the supervisor of the examination center on the first day of the examination. Any candidate who fails to produce his admission card shall not be permitted to sit for the examination.
- (b) Candidates must sit for the examination at the examination hall assigned to him. A set of rules to be followed by all the candidates is published in this *Gazette*.

Note: Issuance of admission card to the examination does not necessarily mean that he/ she has fulfilled the qualifications to sit for the examination.

13. **Identity of candidates :**

Candidates shall be required to prove his/ her identity at the examination hall to the satisfaction of the supervisor for each subject he/ she offers. Strictly the following documents shall be accepted for this purpose :-

- I. National Identity Card;
- II. A valid passport;
- III. Valid driving license.

Candidates are required to dress in a way that exposes their full face and ears for clear identification and to ensure they are not wearing any electronic devices. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears.

14. Any matter not referred to herein shall be decided by Director General of Combined Services.
15. In the event of any inconsistency between the Sinhala, Tamil and English text of this Examination Notification, the Sinhala text shall prevail.

N.U. NISHAN MENDIS
Government Director General of Combined Services
Independence Square, Colombo 07.

20th of May, 2025,
Ministry of Public Administration, Provincial Councils and Local Government,
Independence Square,
Colombo 07.

Schedule -1
The List of the Names of Districts

<i>District</i>	<i>District Number</i>
Colombo	01
Gampaha	02
Kalutara	03
Matale	04
Kandy	05
Nuwaraeliya	06

<i>District</i>	<i>District Number</i>
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Mulativu	12
Vavuniya	13
Trincomalee	14
Batticaloa	15
Ampara	16
Puttalam	17
Kurunegala	18
Anuradhapura	19
Polonnaruwa	20
Badulla	21
Moneragala	22
Kegalle	23
Ratnapura	24
Kilinochchi	25

Schedule - II

Towns where Examination Centers will be located

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
(01) Colombo	Kotahena	01
	Maradana	02
	Borella	03
	Kurunduwatta	04
	Bambalapitiya	05
	Havelock Town	06
	Nugegoda	07
	Moratuwa	08
	Piliyandala	09
	Homagama	10

<i>District</i>	<i>Town</i>	<i>No.of the Town</i>
	Maharagama	11
	Hanwella	12
	Avissawella	13
(02) Gampaha	Negombo	14
	Minuwangoda	15
	Divulapitiya	16
	Veyangoda	17
	Gampaha	18
	Ja-Ela	19
	Wattala	20
	Kelaniya	21
	Dompe	22
(03) Kalutara	Horana	23
	Panadura	24
	Kalutara	25
	Matugama	26
	Aluthgama	27
(04) Matale	Matale	28
	Galewela	29
	Naula	30
	Laggala Pallegama	31
(05) Kandy	Kandy	32
	Katugastota	33
	Teldeniya	34
	Wattegama	35
	Nugawela	36
	Galagedara	37
	Gampola	38
(06) Nuwara Eliya	Hedunuwewa	39
	Nuwara Eliya	40
	Watumulla	41
	Hatton	42
	Ginigathhena	43

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
(07) Galle	Ambalangoda	44
	Galle	45
	Baddegama	46
(08) Matara	Weligama	47
	Matara	48
	Kamburupitiya	49
	Hakmana	50
	Deiyandara	51
	Dikwella	52
	Akuressa	53
	Kotopola	54
(09) Hambantota	Beliatta	55
	Walasmulla	56
	Weeraketiya	57
	Tangalle	58
	Ambalantota	59
	Hambantota	60
	Tissamaharama	61
(10) Jaffna	Chavakachcheri	62
	Jaffna	63
	Thellipallai	64
	Point Pedro	65
(11) Mannar	Mannar	66
	Murukkan	67
(12) Mullativu	Mullativu	68
(13) Vavuniya	Vavuniya	69
(14) Trincomalee	Kantalai	70
	Trincomalee	71
	Muttur	72
	Padavi Parakramapura	73
	Kinniya	74
(15) Batticaloa	Batticaloa	75
	Eravur	76

<i>District</i>	<i>Town</i>	<i>No.of the Town</i>
	Kathankudi	77
(16) Ampara	Ampara	78
	Serankada	79
	Kalmunai	80
	Akkaraaipattu	81
	Sammanthurai	82
(17) Puttalam	Wennappuwa	83
	Madampe	84
	Chilaw	85
	Puttalam	86
(18) Kurunegala	Kuliyapitiya	87
	Bingiriya	88
	Narammala	89
	Polgahawela	90
	Kurunegala	91
	Ibbagamuwa	92
	Dodangaslanda	93
	Morathiha	94
	Nikaweratiya	95
	Maho	96
(19) Anuradhapura	Medawachchiya	97
	Kekirawa	98
	Anuradhapura	99
	Galenbindunuwewa	100
	Kahatagasdigiliya	101
(20) Polonnaruwa	Polonnaruwa	102
	Hingurakgoda	103
(21) Badulla	Bandarawela	104
	Welimada	105
	Badulla	106
	Passara	107
	Mahiyanganaya	108
	Girandurukotte	109

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
	Hasalaka	110
(22) Monaragala	Bibile	111
	Monaragala	112
	Wellawaya	113
(23) Kegalle	Kegalle	114
	Rambukkana	115
	Mawanella	116
	Ruwanwella	117
(24) Ratnapura	Eheliyagoda	118
	Ratnapura	119
	Pelmadulla	120
	Balangoda	121
	Kalawana	122
	Embilipitiya	123
(25) Kilinochchi	Kilinochchi	124
	Pallai	125