

PUBLIC SERVICE COMMISSION

Foreign Ministry

OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO GRADE III OF THE
SRI LANKA FOREIGN SERVICE – 2020 (2021)

APPLICATIONS are hereby called to fill 40 vacancies in Grade III of the Sri Lanka Foreign Service (hereinafter referred to as the “Service”) from candidates who are eligible in terms of the Section 02 of this notification. This examination will be conducted by the Commissioner General of Examinations on behalf of the Public Service Commission in Colombo in July 2021.

01. *Method of Recruitment* : The qualified candidates in terms of this notification are required to sit for a written examination and an interview for assessment of eligibility and will be selected for appointment by the Public Service Commission based on the total aggregate of marks obtained at the written examination and the interview.

02. *Required Qualifications* :

I. *Educational/Professional qualifications* :

A degree obtained from;

- A University recognized by the University Grants Commission of Sri Lanka (UGC);

or

- An institution recognized by the UGC as an institution of degree awarding;

or

- A foreign University recognized by the UGC (Documentary proof to this effect issued by the UGC should be submitted by the candidate at the time of interview).

II. *Physical Qualifications* :

All candidates should be physically and mentally fit for serving in Sri Lanka or any part of the world and perform duties of the post.

III. *Other*:

- (a) Should be a citizen of Sri Lanka. (Those who have dual citizenship should rescind their foreign nationality in the event they are selected to Sri Lanka Foreign Service and should not acquire the citizenship of any other country during the period of service.)

(b) Have an excellent moral character.

(c) Have fulfilled all the requirements to be recruited to the post by the closing date of applications.

Note:

- (i) No person ordained in any religious order shall be eligible to apply or sit for this examination.
- (ii) No person shall be eligible to sit for this examination for more than three occasions.
- (iii) All the necessary qualifications should have been completed on the date as stated in the relevant *Gazette* Notification.

03. Terms of engagement in the service and Conditions of the service:

- I. The selected candidates for the service shall be subject to the terms and conditions set out in the Sri Lanka Foreign Service Minute of 06.12.2016 and amendments thereto made or those that may be made hereafter, in terms of the general conditions governing appointments in the Public Service.
- II. This post is permanent and subjected to policy decisions taken by the Government in future with regard to the Pension Scheme.
- III. The appointment shall be subjected to a 03-year probation period. Following recruitment to Grade III of the Sri Lanka Foreign Service, the officer is required to pass the 1st Efficiency Bar Examination within 03 years in terms of the Service Minute.
- IV. In terms of the Public Administration Circular No. 18/2020 proficiency in an official language / languages should be gained.
- V. The appointment is subjected to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations as well as the other Departmental orders.
- VI. The Public Service Commission reserves the right to dismiss any candidate from the service if it is established that he /she had not fulfilled any of the required qualifications or conditions stipulated in this *Gazette* Notification or Sri Lanka Foreign Service Minute, or that any fact presented incorrect, even after the recruitment to the post.

04. Age limit:

Have attained the age of 22 years and have not attained the age of 30 years on the closing date of applications. (Accordingly, only those who are born on or before 10.05.1999 and on or after 10.05.1991 are eligible to apply).

Candidates who are already in the Public Service, should not have attained the age of 37 years on the closing date of applications, (Accordingly only those who are born on or after 10.05.1984 are eligible to apply) and should possess a satisfactory record of service.

Note:

- (i) For the purpose of Clause 04 above, a candidate in the Public Service means (as defined in Chapter I of the Establishments Code), any officer who has been confirmed in the Public Service or in the Provincial Public Service by the closing date of applications.
- (ii) A candidate in the Public Service will not be eligible to sit for this examination unless he/she has had a satisfactory record of service during the 05 years immediately preceding the closing date of application or if the period of service is less than 05 years, during the total period of service.
- (iii) A member of the Public Service will be considered to have a satisfactory record of service only if he/she has earned on the due date, all increments within the 05 years immediately preceding the closing date of applications or if the period of service is less than 05 years during the total period of his/her service in the respective Institution, and has not suffered any punishment whatsoever (except a warning) in respect of any offences committed during the period as mentioned above.
- (iv) Applicants in the Public Service should send their applications through their respective Heads of Department/ Institution.

05. Salary Scale: The applicable salary scale for this post is as per the Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016, is as follows:

Rs.47,615 - 10x1,335-8x1,630-17x2,170-Rs.110,895 (SL-1-2016)- monthly.

06. Written examination :

- I. The examination will be held in Colombo in July, by the Commissioner General of Examinations on behalf of the Public Service Commission.
- II. The examination will be held in Sinhala, Tamil and English mediums.
- III. A candidate can apply in one of the three languages mentioned above and he/she must sit all the question papers in the language medium applied for. The language medium in which the candidate applied for cannot subsequently be changed.
- IV. The written examination consists of two parts as follows. With the approval of the Public Service Commission, Part I may be conducted under a general competitive examination conducted by the Commissioner General of Examinations for parallel services and in such a case, all applications submitted under this notification will be treated as applications for the General Competitive Examination in respect of vacancies in the Sri Lanka Foreign Service.

Part I :

<i>Question Paper</i>	<i>Time Duration</i>	<i>Nature of the Question Paper</i>	<i>Pass Mark</i>
IQ Test	1 ½ hours	Carries 100 marks, consists of Multiple Choice Questions and/or Short Questions	40
Comprehension	2 hours	Carries 100 marks, consists of Multiple Choice Questions and/or Short Questions	40

Part II :

<i>Subject No.</i>	<i>Subject</i>	<i>Time Duration</i>	<i>Marks</i>	<i>Minimum Marks</i>
01.	General Paper	03 hours	100	40
02.	World Affairs I	03 hours	100	40
03.	World Affairs II	03 hours	100	40
04.	Précis	01 hour	100	40
05.	Language Proficiency	03 hours	100	40

Note:

- i. All candidates are required to appear for Part I of the Written Examination.
- ii. Only candidates who obtain a minimum of 40 marks in each subject in the written examination Part I and a minimum total of 100 marks in both the subjects are eligible to appear for the Part II of the written examination.

V. Authority of the written examination : Commissioner General of Examinations

VI. Professional Examination : Not applicable

VII. Interview for eligibility assessment : The interview for eligibility assessment will be conducted as per the marking scheme approved by the Public Service Commission

VIII. General Interview : Marks will not be given.

Objectives : To check whether the qualifications mentioned in the Sri Lanka Foreign Service Minute and the *Gazette* Notification published as per the above Minute have been fulfilled and to examine the physical fitness.

IX. Syllabus for the Written Examination:

Part I:

(a) IQ Test :

This paper consists of multiple-choice questions designed to measure the candidate's ability to reason, adapt, interpret, view, translate, solve problems, understand the causal relationships, predict, organize information, identify patterns, and follow instructions.

(b) Comprehension:

These objective questions are designed to measure a candidate's ability to understand, communicate, summarize, comment, and be creative.

Part II:

(a) General Paper:

This paper is designed to assess the candidates' knowledge on political, historical, social, cultural and economic environment of Sri Lanka, matters of current national and international interest as well as scientific and technological development.

(b) World Affairs I:

This paper will consist of questions on current global political developments, the United Nations and other international organizations, conflict situations and development of various national and international movements, in order to ascertain the candidate's ability to analyse global trends for peace, security and development and their impact on Sri Lanka.

(c) **World Affairs II:**

This paper will consist of questions on recent trends of economic development, including the role of international organizations, the impact of regional economic groupings, issues such as environment and sustainable development and their relevance to Sri Lanka.

(d) **Précis:**

This paper is designed to ascertain the candidate's ability to comprehend the meaning of a given passage/ passages and to express it clearly and concisely in an attractive manner.

(e) **Language Proficiency paper:**

This paper is designed to ascertain the candidate's Language Proficiency. (There are three papers in Sinhala, Tamil and English languages and the total marks allocated for this paper is 100. The duration of the question paper is 03 hours.) The candidates who appear for the examination in Sinhala or Tamil medium should sit for a paper in English language and those who appear for the examination in the English medium should sit for a paper in the Sinhala or Tamil language.

07. *Interview for eligibility assessment :*

- I. Only the candidates who have appeared for all seven (07) papers and have obtained marks at or above the minimum pass marks in each paper and have obtained the aggregate at or above the cut-off point determined by the Secretary which will not be less than 350 marks, shall be called for the Interview for eligibility assessment. However, the number of candidates to be called for the interview shall not exceed five times the number of vacancies to be filled.
- II. The interview for eligibility assessment will carry 100 marks.
- III. Under no circumstances, shall the minimum aggregate cut off marks be lowered.
- IV. The candidates will be interviewed by an Interview Board for assessment of eligibility appointed by the Public Service Commission. The objective of the interview is to assess his/her suitability for the service for which he/she is entering. The Board will attach particular importance to his/her intelligence and mental alertness, his/her personality. A candidate's proficiency in other languages, higher educational qualifications and computer skills etc. will also be assessed at the interview.
- V. The marks scored at the written examination will not be made available to the interview board.
- VI. The merit order will be made based on the total aggregate marks obtained at the written examination and the interview for eligibility assessment. Appointment will be made by the Public Service Commission on the merit order and depending on the number of vacancies.
- VII. The marking scheme of the interview for eligibility assessment is as follows:

<i>Interview for eligibility assessment- Marking Criteria</i>		<i>Marks Breakdown</i>	<i>Maximum Marks</i>
01	Additional Educational Qualifications A degree from a University recognized by the University Grants Commission		20
	Special Degree		
	(i) Degree with 1 st class	20	
	(ii) Degree with 2 nd class upper division	18	
	(iii) Degree with 2 nd class lower division	16	
	General Degree		
	(i) Degree with 1 st class	18	
	(ii) Degree with 2 nd class upper division	16	
	(iii) Degree with 2 nd class lower division	14	

<i>Interview for eligibility assessment- Marking Criteria</i>		<i>Marks Breakdown</i>	<i>Maximum Marks</i>
02	<p>Other/Professional Qualification :</p> <p>A degree from a University recognized by the University Grants Commission</p> <p>(i) Post Graduate Degree</p> <p>(ii) Post Graduate Diploma (Duration not less than 01 year)</p> <p>(iii) Diploma course obtained from a government registered Institution (Duration not less than 06 months/ 720 hours)</p> <p>(iv) Diploma/Certificate Course obtained from a government registered Institution (Duration not less than 03 months/ 360 hours.)</p>	15 15 13 10 08	15
03	<p>Proficiency in English Language</p> <p>A degree obtained from a University recognized by the University Grants Commission,</p> <p>(i) English Special Degree</p> <p>(ii) English as a subject in the degree (General Arts Degree)</p> <p>(iii) Degree in English medium</p> <p>(iv) Diploma from a recognized University, Technical college or from a government registered institution (Duration more than 01 year)</p> <p style="text-align: center;">OR</p> <p>Qualifications such as TOEFL (TOFEL– iBT Score 79, TOEFL- CBT Score 213, TOEFL-PBT Score 550 or above) or IELTS (Score 6.0 or above) or a similar qualification.</p> <p>(v) English as a Subject in G.C.E. (A/L) Exam (Local or London)</p> <p>Distinction</p> <p>Very good pass</p> <p>Credit pass</p> <p>Ordinary pass</p>	15 08 07 07 05 04 03 02	15
04	<p>Proficiency in Foreign Languages</p> <p>Proficiency in Arabic, Chinese (Mandarin), French, German, Hindi, Italian, Japanese, Korean, Russian and Spanish language</p> <p>(i) As a subject in the Degree (Must be a degree obtained from a University recognized by the University Grants Commission)</p> <p>(ii) G.C.E. (A/L) Examination</p> <p>Distinction</p> <p>Very good pass</p> <p>Credit pass</p> <p>Ordinary pass</p> <p>(iii) G.C.E. (O/L) Examination</p> <p>Distinction</p> <p>Very good pass</p> <p>Credit pass</p> <p>Ordinary pass</p> <p>(iv) Diploma course obtained from a government registered Institution (Duration not less than 06 months/ 720 hours)</p> <p>(v) Certificate Course obtained from a government registered Institution (Duration not less than 03 months/360 hours)</p>	10 09 08 07 06 05 04 03 02 05 03	10

<i>Interview for eligibility assessment- Marking Criteria</i>		<i>Marks Breakdown</i>	<i>Maximum Marks</i>
05	Computer Skills (i) Degree in Information Technology from a University recognized by the University Grants Commission (ii) Diploma in Information Technology from a recognized University, Technical College or from a government registered Institution (Duration not less than 01 year) (iii) Certificate Course in Information Technology from a government registered Institution (Duration not less than 06 months / not less than 720 hrs.) (If the IT Degree is the basic qualification, marks will not be granted for the IT degree under this stream.)	05 03 02	05
06	Proficiency in Official Languages (except the language medium in which the candidate appeared) (i) As a first language in G.C.E. (O/L) Examination Distinction Very good pass Credit pass Ordinary pass (ii) As a second language in G.C.E. (O/L) Examination Distinction Very good pass Credit pass Ordinary pass	 06 04 03 02 04 03 02 01	10
07	Personality, Communication skills and special skills Personality Communication skills Special skills	10 10 05	25
Total			100

Note: If the relevant periods are not mentioned in the certificates submitted at the Interview for Eligibility Assessment, it is the responsibility of the applicant to have the relevant periods confirmed in writing by the relevant institution for such certificates. Such certificates which do not have a period mentioned and where the period has not been confirmed in writing will not be considered for offering marks.

08. *Method of Applying :*

- I. Application forms should be prepared in A-4 size paper as per the specimen appended to this notification, containing items 01 to 06 on the first page and the rest on the 2nd and 3rd pages. Both sides of the paper should be used. Application should be filled by the applicant legibly in his/her own handwriting. In applications prepared in Sinhala or Tamil languages, the name of the examination should be indicated at the top of the application form in English in addition to in Sinhala or Tamil. Applications which are not in conformity with the specimen and are not completed will be rejected without any notification. Applicants are advised to keep a photocopy of the application.
- II. The application should be prepared in the language medium in which the candidate intends to sit for the examination.

- III. The perfected applications should be sent by registered post to the “Commissioner General of Examinations, Department of Examinations, P.O. Box. 1503, Colombo” to reach on or before 10.05.2021. Applications received after this date will be rejected. The words “Open Competitive Examination for Recruitment to Grade III of the Sri Lanka Foreign Service – 2020 (2021)” should be written clearly on the top left hand corner of the envelope enclosing the application. English letter ‘S’ should be indicated clearly within a cage (2 cm x 2 cm) on the top left-hand side of the envelope.
- IV. Applications which are not perfected in every respect will be rejected. No claims regarding the loss of applications or delay in the post will be entertained.
- V. Receipt of the applications will not be acknowledged. On the presumption that only those who possess the qualifications specified in the *Gazette* Notification have applied, admission cards will be issued by the Commissioner General of Examinations to the applicants who have forwarded duly perfected applications on or before the closing date of applications with receipts obtained on the payment of examination fee duly affixed, provided they are within the prescribed age limit. Immediately after issuing admission cards an advertisement to that effect will be published in the newspapers by the Department of Examinations, Sri Lanka. Candidates who do not receive their admission cards within 02 or 03 days after the publication of the newspaper advertisement should make inquiries from the Organization and External Examinations branch of the Department of Examinations. In making inquiries the candidates should state clearly the name of the examination applied for, full name of the applicant, National Identity card number and the postal address. In the case of outstation candidates, it will be more advantageous to send a letter of request with a fax number which he/ she can receive his/ her admission card, referring to the fax number given in the notification. In making such inquiries it will be beneficial for the applicant to keep with him/her a copy of the application, a copy of the receipt issued on payment of the examination fee and

the receipt issued on sending the application by registered post to enable him/her to substantiate any information required by the Department of Examination.

- VI. The Issue of an Admission Card to an applicant should not be treated as an assurance that he/ she has fulfilled requirements to appear for the examination or that he/ she is eligible for the post.

09. *Admission to the Examination :*

- I. Signature of the applicant placed on the admission card as well as on the application should have been attested. Candidate employed in an government institution should get his/her signature attested by the Head of institution or any other officer authorized to sign on behalf of such Head of institution and in the case of other candidates a Head or a retired Head of Government school, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney-at-Law or Notary Public, a Commissioned Officer of the Army, Navy or Air Force, a permanent Government or the Local Government staff officers, the incumbent of a Buddhist Vihara, a Nayaka Buddhist Monk, the incumbent of a place of worship of any other religion or a religious dignitary of standing in any other religion. Candidate should submit his/her admission card with the signature attested to the Supervisor of the Examination hall. A candidate who fails to produce his/her Admission Card will not be permitted to sit for the Examination. Candidates will be subject to the rules and regulations governing the examination and the issue of results imposed by the Commissioner General of Examinations. A candidate, who violates such laws, shall be subject to a penalty imposed by the Commissioner General of Examinations.
- II. A candidate must sit for the examination at the examination hall assigned to him/her. Every candidate should surrender the Admission Card to the Supervisor of the hall, on the first day of the examination, before he/she sits for the examination. A set of rules to be observed by all candidates is published in this *Gazette*.

10. *Fees for the Examination:* The fee for the examination is Rs. 1,200/-. This fee should be paid before the closing date of applications at the Post/Sub Post Office and credited to the Revenue Head 20-03-02-13 and the receipt received should be affixed at the proper place in the application, so that it does not come off. You are kindly informed that there is no other charge in addition to this examination fee. Please be informed that no money orders or stamps will be accepted for the examination fee and the fee paid for the examination will not be refunded or transferred for any other examination for any reason. It will be useful to keep a photocopy of the receipt issued on payment with the applicant.

Note: A candidate who withdraws from the examination or is absent from the examination for any reason whatsoever or having sat for the examination and is found ineligible, shall not be entitled to a refund or a transfer of the whole or part of the examination fee for another examination.

11. *Identification of the Candidate:* A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject he/she appears. For this purpose, any of the following documents will be accepted.

- I. National Identity Card
- II. A Valid Passport
- III. A Valid Drivers Licence

Also, the candidates should enter the examination hall without covering their face and ears so that their identity can be verified. Candidates who refuse to prove their identities will not be admitted to the examination hall. Furthermore, the candidates should remain without covering the face and the ears from the moment of entering the examination hall until the end of the examination and leaving, so that the examination authorities can identify the candidate.

12. *Issue of Results:* Candidates who obtain maximum qualifications as per paragraph 06 of this notification will be referred for an eligibility assessment interview and the results on the basis of aggregate marks obtained by them for both these examinations will be sent to the Secretary, Public Service Commission. Thereafter, on the direction of the Public Service Commission the results will be notified personally to all the applicants or will be published in the website www.results.exams.gov.lk.

13. *Furnishing of false Information:* If the details furnished by the candidate in his/her application are found to be false or incorrect before the recruitment, his/her candidature will be cancelled. If such particulars furnished are found to be false or incorrect after the recruitment, the candidate will be dismissed from the service as per the rules and regulations.

14. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the issuance of results. Violation of those rules will result in a penalty imposed by the Commissioner General of Examinations.

15. Any matter not provided for in the *Gazette* Notification will be dealt with as determined by the Public Service Commission. Public Service Commission reserves the right to fill the vacancies, wholly or partly or not to fill any vacancy.

16. If there is any discrepancy with regard to the interpretation, the Sinhala version shall prevail.

By order of the Public Service Commission,

Admiral Prof. JAYANATH COLOMBAGE,
Secretary,
Foreign Ministry.

Foreign Ministry,
Republic Building,
Colombo 01,
09th April, 2021.

SPECIMEN APPLICATION FORM

PUBLIC SERVICE COMMISSION

FOREIGN MINISTRY

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT
TO GRADE III OF THE SRI LANKA FOREIGN SERVICE - 2020 (2021)

Medium of the Examination:
(Please write the appropriate number in the cage)

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(For office use only)

Sinhala - 2
Tamil - 3
English - 4

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01. (i) (a) Last name with initials at the end (in English block capitals) :
(Example: SUMANASIRI, E.D.C.B.A.)
(b) Last name with initials at the end (in Sinhala/Tamil):
(ii) (a) Full name (in English block capitals):
(b) Full name (in Sinhala/Tamil) :

02. Address :
(i) Residential (In English block capitals):
(Admission Card will be posted to this address)
(ii) Official :

03. Sex:
(Please write the appropriate number in the cage)
Male - 0
Female - 1
- | |
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| |
|--|

04. National Identity Card No. :

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05. Language applied for as the subject of "language proficiency" as per 6.X.(e) of the Gazette Notification:
(Sinhala - 2, Tamil - 3, English - 4) Please write the appropriate number in the cage.

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06. Telephone Number:
(i) Mobile :

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(ii) Official

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07. (i) Date of Birth: Year :

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 Month :

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 Date :

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(ii) Age on the closing date of applications: Years :

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 Months :

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 Days :

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08. Ethnicity :
(Please write the appropriate number in the cage)
(Sinhalese - 1, Tamil - 2, Indian Tamil - 3, Muslim - 4, Other-5)

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09. Civil status:

Please write the appropriate number in the cage

Single – 1
Married – 2

10. If you have sat for an examination for appointment to the Sri Lanka Foreign Service previously, state the year/years:

(a)
(b)
(c)

11. If you are a graduate holding a post in the Public Service, please state the name of the position:

12. Details of the University Degree: (Please read paragraph 2 (I) of the notification carefully to ascertain whether you are qualified in this respect) :

(i) Name of the University/ Institution :
(ii) Name of the Degree :
(iii) Date of awarding :
(iv) General/Special :
(v) Subjects :
(vi) Class :

13. If you possess any other academic/professional qualifications (Postgraduate Degree/ Diploma/ Proficiency in Foreign Languages etc.), please give details below :

.....
.....
.....
.....

14. Details of the receipt received by you on the payment of the examination fee:

(i) Post office where the examination fee was paid:
(ii) Receipt number and date:
(iii) Amount paid:

Please affix the receipt here
(Keeping a photocopy with the applicant will be useful)

15. Declaration of the Applicant:

I do hereby declare that the particulars furnished by me are true and accurate. I am also aware that if any particulars given herein is found to be incorrect or false, I am liable to be disqualified if discovered before selection and, to dismissal if discovered after selection. I further declare that, I abide by the rules and regulations imposed by the Commissioner General of Examinations in respect of conducting the examination and issuing the results.

.....,
Signature of applicant.

Date :

16. Attestation of the signature of the applicant:

I do hereby certify that Mr./Mrs./Miss who is forwarding this application is known to me personally and that he/she placed his/her signature before me on he/she has paid the prescribed examination fee and has attached the receipt herein.

.....,
Signature of the officer attesting.

Date:.....

Full name of the officer attesting :.....

Designation :.....

Address :.....

(Please confirm by placing the official stamp)

17. *Certificate of the Head of Department :*

(Only for candidates who are already in the Public Service/Provincial Public Service)

I have ascertained that during 5 years/..... years preceding Mr./Mrs./Miss has (a) earned all his/her increments (b) has not been subjected to any form of disciplinary punishment (other than warning).

I certify that the particulars given in the application are correct and he/she has paid the relevant examination fees and attached the cash receipt herein.

This officer, if selected, can be released from his/her present post immediately.

.....,
Signature and the Designation of the Head of the Department.

Date:

04-494

JUDICIAL SERVICE COMMISSION

**Open Competitive Examination for the Recruitment of Court Typist (Sinhala/Tamil/English)
Grade III of the Court Management Assistants' Service in the Scheduled
Public Officers' Service - 2021**

IN terms of provisions set out in the Scheduled Public Officers' Service Minute published in *Extraordinary Gazette* bearing No.2088/26 dated 11.09.2018, applications are called from Sri Lankan citizens who possess the required qualifications for the Open Competitive Examination for the recruitment of Court Typist (Sinhala/Tamil/English) Grade III of the Court Management Assistants' Service in the Scheduled Public Officers' Service – 2021.

It is hereby notified that this examination will be held in Colombo by the Secretary, Judicial Service Commission. The Secretary, Judicial Service Commission reserves the right to postpone or cancel this examination subject to the instructions of the Judicial Service Commission.