

INSTRUCTIONS TO COMPLETE ONLINE APPLICATIONS

- A. The online application should be filled on English BLOCK CAPITAL LETTERS only.**
- B. In the online application, sections up to “Particulars about Higher Educational Qualifications” must be completed online.**
- C. Check and verify that the completed information is correct and in accordance with the instructions given. (According to Common Instructions and Technical Instructions)**
- D. Then, click on “Submit this application” and “proceed to payment”, pay and click on “Complete and Submit” to submit the application online.**
- E. Download the softcopy of the application and obtain a hardcopy. (printout)**
- F. The duly completed hard copy of the application should be mailed in register post. A copy of the application should be kept in hand for any further inquiry.**
- G. Applicants can change payment methods only once.**
- H. Applications submitted contrary to the instructions given will be rejected.**

(A) Common Instructions:

1. Online examination applications should be completed in English medium only.
2. The special characters such as “” ? : { } [] ! ~ # \$ % ^ * < > = + - _ | should not be used when completing applications. Applications completed with such special characters will be rejected.
3. Examination fees should be paid only under the following payment methods as instructed by the online system:
 - i. Through any Bank Credit Card
 - ii. Through a Bank Debit Card with an online payment facility.
 - iii. Through the Bank of Ceylon online banking method
 - iv. Through any Bank of Ceylon branch
 - v. Through any Post Office

For details on the above payment methods see **(B) Technical Instructions**

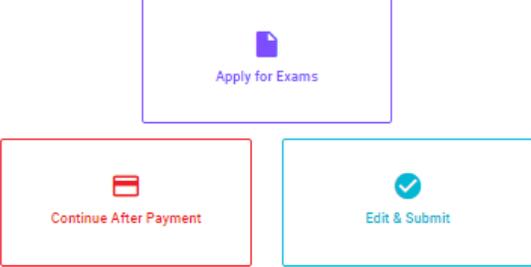
4. The Department of Examinations – Sri Lanka shall not be responsible for any faults that may occur when making payment of examination fees under the methods mentioned in above, and no refund or transfer of payment to any other examination will be possible.
5. Applicant should confirm his or her agreement to the rules and conditions stipulated by the Commissioner General of Examinations, before submitting the perfected application to the online system.
6. A copy of the application should be downloaded and a printout obtained once the application is submitted online after the payment of the examination fee.
7. The following terms and conditions will prevail with regards to the applications:
 - Incomplete applications and those bearing false information will be rejected without any notice.
 - Applications submitted without paying the prescribed fee (except for specific exams) will be rejected.
 - A printed copy of the application should be duly signed and sent through registered post to reach the Commissioner General of Examinations, Organization (Institutional and Foreign Examinations) Branch, Department of Examinations – Sri Lanka, P.O. Box 1503, Colombo on or before the closing date of applications. If the printed copy is not submitted as above, the online application will be rejected.
8. Any further instructions about completing applications may be obtained by contacting the following telephone numbers.
 - Recruitments and qualifications (Ministry of Education) -011-2785634/011-2784819
 - Examination applications and organization – 011 – 2785230
 - Payments via post offices – Hotline 1950
 - Payments via BOC branches – 011 – 2205280
 - If your payment have not been updated in the system, e-mail to “**it@doenets.lk**” with relevant information (Name, NIC, Reference Number, photo of the paid receipt of the payment method)
9. Information contained in the online application shall not be changed under any circumstance after the submission. Therefore, it is the sole responsibility of the applicant to complete and the application accurately before submission.
10. Any amendments made in the printed copy of the application shall not be considered valid.
11. Information contained in the soft copy and the hard copy of the application as at the closing date of applications shall be considered accurate.

(B). Technical Instructions:

1. Access to the system

- i. Access the Official Website of the Department of Examinations – Sri Lanka to complete the application. (www.doenets.lk)
- ii. Click on the “**Online Applications (Recruitment Exams)**” tile under the “Our Services” tile.
- iii. Then you can access the webpage shown below:

Online Application Calling System



Apply for Exams

අයදුම් කළ හැකි විභාග ලැයිස්තුව බලා ගැනීම මෙන්ම අදාළ විභාගය සඳහා අයදුම් කිරීම
விண்ணப்பிக்கத் தக்க பரீட்சைகளின் பட்டியலைப் பார்த்துக் கொள்வதற்கும் குறித்த பரீட்சைக்கு
விண்ணப்பிப்பதற்கும்
To see the list of examinations you can apply and also to apply for the relevant exam

Continue After Payment

කුසල කාර්යාල හෝ ලංකා බැංකුව මගින් මුදල් ගෙවීමෙන් පසු ඉදිරියට යාම
தபாற் காரியாலயம் அல்லது இலங்கை வங்கியின் மூலம் கொடுப்பனவைச் செய்த பின்னர் முன்னோக்கிச்
செல்லல்
To proceed after paying money through post office or Bank of Ceylon

Edit & Submit

"Submit" නොකරන ලද අයදුම්පත්වල සංශෝධන සිදුකිරීම හෝ ගෙවීමේ ක්‍රමය වෙනස් කර ඉදිරියට යාම
"Submit" செய்யப்படாத விண்ணப்பப் படிவங்களில் திருத்தங்களை மேற்கொள்ளல் அல்லது கொடுப்பனவை
முறையை மாற்றிக் கொண்டு முன்னோக்கிச் செல்லல்
To make amendments or change the payment method and proceed in applications not submitted yet

2. “Apply for Exams” Tile:

- i. The information on examinations you can apply for will appear in the below window.
- ii. The gazette notification of the examination can be downloaded from there.

Verify OTP

NIC : 200052124521

Mobile : 0715524123

Email : meelesap@gmail.com

Enter the OTP code sent to you via SMS/ Email *

Haven't received the code yet? [Resend OTP](#)

[Change Mobile/ Email](#)

[Cancel](#)[Submit](#)

3. Completing the Application:

Follow the given instructions when completing the following items:

- i. It is compulsory to fill all the items marked with * in the online application.
- ii. Enter the language medium (Medium), and the city in which you wish to appear for the exam. (in order of preference)

Medium / Town / School Type

Medium of Language: *

Sinhala Tamil English

Exam town First Preference *

Exam Town Second Preference *

- iii. Enter the school type as per the schedule 02.

School Type applied for: (Please use schedule 2) *

National Schools Only

Select the preferred type from the list

- iv. Name per maximum of two (02) subjects related to Note 03 consistent with two (02) categories; G.C.E (Advanced Level) and 13-Year Guaranteed Education Program/ G.C.E (Ordinary Level) and other subjects for the subjects applied.

Subjects (Select maximum of two subjects related to Note 03 consistent with two categories)

Subjects under G.C.E. (Advanced Level) and 13-Year Guaranteed Education Program

(a) Subject 01 * ▼

(a) Subject 02 * ▼

Subjects under G.C.E. (Ordinary Level) and other subjects

(b) Subject 01 * ▼

(b) Subject 02 * ▼

- v. Use ENGLISH BLOCK CAPITALS as in the following example to enter the **Name in Full** and **Name with Initials** in relevant fields.

Personal Information

* Name in full (in Block Capitals)

HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

e.g : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA

* Name with initials at the end (in Block Capitals)

GUNAWARDHANA H. M. S. K|

- vi. Enter Current Address and the Province/District relevant to the address.

Current Address (Admission card will be posted to this address) *

Must use Commas (,) and type IN BLOCK CAPITAL LETTERS as shown in the example : 154/1, Pelawatta, Battaramulla.

Province/District related to permanent residence * ▼

- vii. Entering an additional province is not relevant to the applicants those who have applied “National School Only’ as the School Type. All the other applicants can select an additional province according to their preference.

Do you agree to work in another province if there are no vacancies for the relevant subject in the national school or provincial school applie...

Yes - North Western Province

- viii. Fill the Gender, Telephone numbers and other fields correctly.

Gender * 

Mobile Telephone Number *

Fixed Telephone Number.

Email Address

Marital Status * 

Date of Birth * 

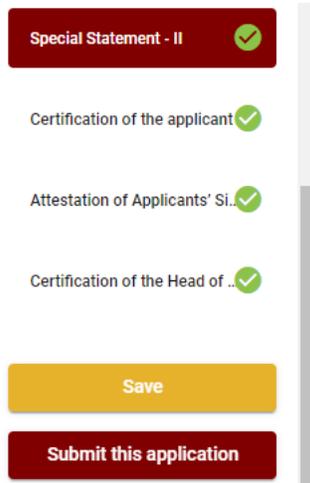
Age as at 10.02.2023 *

Eg. : 31 Years 02 Months 21 Days

- ix. Enter particulars about Educational and Higher Educational Qualifications accordingly.
- x. Attestation of Signature of Applicant
- Statements are displayed only to read and understand to attest the declaration and the signature of the applicant in the online application.
 - Then, it should be attested by signing on the printed copy.

xi. Making amendments in the completed application

You will see two buttons on the left side as given in the picture below after completing the application.



- **“Save”** - By clicking this, you will be able to fill in your information until the closing date and time of applications. That means you could access the online system again and enter your details. To access the online system again, click on the tile **“Online Applications (Recruitment Exams)”** under **“Our Service”** and click **“Edit & Submit.”**

However, if you do not click **“Submit this application”** and do not proceed to further activities, your application will be rejected after the closing date and time.

- **“Submit this application”** - Click to proceed after entering all the information in the application.

The information you entered can be previewed as in the image given below once you click **“Submit this application.”**

Language Medium

Language Medium	Sinhala
Are you appearing at the examination under the disabled rehabilitation condition as per para 01 (ii) of the gazette notification?	No

Personal Informations

Name in full (In Block Capitals)	HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA
Name with initials at the end (In Block Capitals)	GUNAWARDHANA H.M.S.K.
National Identity Card No	200111111111
Permanent Address (In Block Capitals)	No: 234/1/A, SADAHAM MAWATHA, SOYZAPURA,
Postal Town of Permanent Address (In Block Capitals)	MORATUWA.

Certification of the applicant

Attestation of Applicants' Signature

Certification of the Head of the Institution (Government/ Provincial Government/Government and Non-Government Co-operation applicants only)

I hereby confirm that the information provided here is accurate, correct and complete.

Proceed to payment

If it is necessary to edit your information, go back to the application (←) edit (“**Edit**”) and click “**Submit this application**” to proceed.

If the information entered is correct, you may proceed by conveying the consent as given in the following image.

I hereby confirm that the information provided here is accurate, correct and complete.

Proceed

You will be directed to the payments page of online examination applications by clicking “**Proceed to payment.**”

Payment verification	
Exam	Fee
Open Competitive Examination for Recruitment to Class 1-Grade III of the Sri Lanka Information & Communication Technology Service -2018	1,200.00 LKR
Total	1,200.00 LKR

[← Back](#)
[Proceed to payments](#)

4. Payment of examination fees.

- ✚ Applicants can be allowed to change the payment method only once.
- ✚ Select the payment method through which you intend to pay as given in the image below.

Payment Method

Pay with Credit/ Debit Card
VISA mastercard

PAY WITH POST

PAY WITH BANK OF CEYLON
BOC
Bankers to the Nation

[Cancel](#)
[← Back](#)
[Proceed](#)

➤ Method of **pay with Credit/ Debit Card**

- ✚ 1.7% of the examination fee will be charged as the service fee.
- ✚ Make sure that your **Credit/ Debit Card has activated with an online payment facility.**
- ✚ Only those Credit/Debit cards can be proceeding to pay by entering the details of your card as given in the image below and clicking **“Pay Now.”**

✚ Otherwise, your payment will be rejected.

Department of Examinations, Sri Lanka
Secure payment

Card number *
4005-5555-5500-0000
VISA

Expiry month * Expiry year *
05 25

Cardholder name *
H.M.S.K. GUNAWARDHANA

Security code *
000 3 digits on back of your card

Order details
*1.75% of service charge will be added to the total of this online transaction.
TOTAL LKR: Rs1,221.00

The next screen you see may be payment card verification through your card issuer.
Cancel Pay now

➤ Method of **pay with Post**

When you pay through the method of “**Pay with Post**”, you will be given a reference number as given below. You should take it to any post office, and make the payment and return it to the online system. No additional fee will be charged when you pay through this method.

Reference Number
E75V9A

Provide this reference number when paying to the Post Office.

You need to enter the reference number to proceed after you make the payment to Post Office.

කුපුල් කාර්යාලය හරහා ගෙවීම් සිදුකරන කවිස්ටාමේට්
වෙබ් දැන්වෙන නිර්දේශ අංකය භාවිත කරන්න.

කුපුල් කාර්යාලයට ගෙවීම් සිදුකළ පසු, ඉදිරියට යාමට වෙබ් නිර්දේශ
අංකය භාවිත කරන්න.

මෙහිතරப்பட்டுள்ள குறிப்பு இலக்கத்தை கட்டணம்
செலுத்தும் போது தபால் நிலையத்திலும்,
சான்றிதழை பெறும்போதும் சமர்ப்பிக்கவும்.

தபால் நிலையத்தில் கட்டணம் செலுத்திய பின்பு,
இத்தளத்தில் முன்னோக்கிச் செல்ல
இக்குறிப்பு இலக்கத்தை வழங்கவும்.

← Back Home

➤ Method of **pay with BOC**

When you pay through the method of “**Pay with BOC**”, you will be given a reference number as given below. You may pay at any branch of BOC using this

“If your payment have not been updated in the system, e-mail to “it@doenets.lk” with relevant information (Name, NIC, Reference Number, photo of the paid receipt of the payment method)”

- After the payment is made utilizing one of the methods given above, the respective **receipt** will be displayed and you may print it. In addition, this information will be sent to your mobile number (through an SMS) and/or to your e-mail address.

Invoice	
Exam	Price
OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS I-III OF SRI LANKA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE - 2019	1000.00 LKR
Convenience fee	17.50 LKR
Total	1017.50 LKR

 [Proceed](#)

5. Submission of the application online

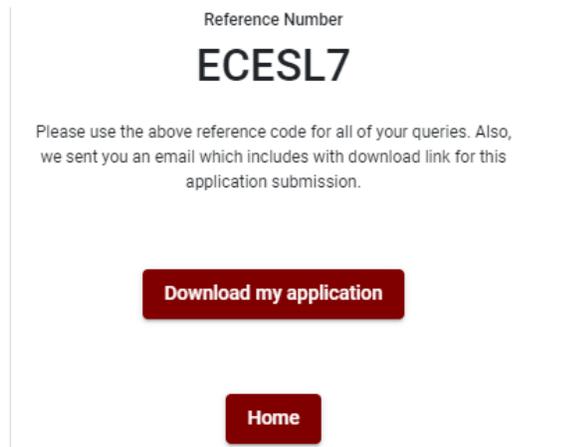
You should agree with the **Terms and Conditions** of the Department of Examinations, Sri Lanka and **confirm** the submission of the application to submit online after the payment is made as given in the image below. Then click **“Complete & Submit.”**

Application Submission Verification	
Exam	OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO CLASS I-III OF SRI LANKA INFORMATION
Name *	ALOKA GALAGEDARA
NIC/Passport *	888660895V
Payment	1017.50
<input checked="" type="checkbox"/> I agree the terms and conditions of the Department of Examinations.	
<input checked="" type="checkbox"/> I confirm the application submission for the examination.	
← Back	Complete & Submit

6. Downloading the application and obtaining the printed copy.

You can download your application by clicking “**Download my application**” as given in the picture below. After downloading, obtain a printed copy of it. No amendment should be made in the printed copy of the online filled details.

A duly completed application should be sent to the Department of Examinations by Registered Post.



7. Notification of the verified applications

Once the hard copy of the application is received and verified by DOE system, it will be notified to the applicant via SMS.