

MINISTRY OF PUBLIC SECURITY AND PARLIAMENTARY AFFAIRS

Limited Competitive Examination for making Recruitment to Grade II of the Post of Authorized Officer of Segment 2 - Field/Office based Service Category of the Department of Immigration and Emigration - 2025

IT is hereby informed that the limited Competitive Examination will be held in **July 2025** to make recruitment for Grade II of the Post of Authorized Officer, Segment 2 - Field/ Office based service category of the Department of Immigration and Emigration.

Applications are hereby invited from the eligible citizens of Sri Lanka for the limited competitive examination for making recruitment to the post of Authorized Officer of the Department of Immigration and Emigration. The application form has been published online in "Online Applications - Recruitment Exams / E.B. Exams" under "Our Services" on the website www.donets.lk of Department of Examinations of Sri Lanka and applications may be submitted online only. The acceptance of online applications will be commenced at **9.00 a.m. on 07th of April, 2025** and will be closed at **9.00 p.m. on 05th of May, 2025**.

Officers shall hand over a copy of the application to the Heads of Institutions to include into their personal file, and a copy of the Application certified by the Head of Institution and a letter of confirmation of service shall be submitted at the event of calling for the interview.

1. "Head of the Department" in this notification means the Controller General of Immigration and Emigration. Recruitment will be made through this examination for Grade II of the post of Authorized Officer of the Department of Immigration and Emigration. Unless otherwise specified, the "Post" means Grade II of post of Authorized Officer.

2. The closing date for the application is **05.05.2025**.

2.1 Written Examination - This Examination consists of the following three (03) question papers:

- I. Intelligence Test and General Knowledge ;
- II. English Language ;
- III. Basic knowledge on Computer Science.

2.2 Date of Examination :- This examination will be held in Colombo in the month of July, 2025. The Controller General of Immigration and Emigration reserves the powers to postpone or cancel this examination.

2.3 Interview :-

I. Ten Percent (10%) of the total No. of vacancies will be reserved for female applicants.

II. Candidates similar to the number of vacancies and who have scored the highest marks on the basis indicated in (i) above, out of those who have sat all the question papers of the written examination and scored at least 40% of marks or above for each question paper will be interviewed by an Interview Panel appointed by the Controller General of Immigration and Emigration. (The interview will be conducted only for the purpose of verification of qualifications.)

III. Physical qualifications indicated under No. 6.3 will be examined at the Interview.

3. Number to be appointed is **45**. At the instances where there are candidates, who have scored equal marks for the final vacancy or final few vacancies, exceeding the number of vacancies, the final decision of filling the number of vacancies will be made by the Controller General of Immigration and Emigration and the effective date of the recruitments will also be determined by the Controller General of Immigration and Emigration.

4. Conditions of Service :

4.1 A selected candidate will be appointed to Grade II of the post subjecting to the General conditions which govern the appointments of Public Service, provisions of the Establishments Code and Financial Regulations, Procedural

Rules of Public Service Commission published in the *Extraordinary Gazette* No. 2310/29 of 14.12.2022, the terms and conditions of the Scheme of Recruitment for Grade II of the Post of Authorized Officer, Segment 2-Field/Office based Service Category of the Department of Immigration and Emigration approved by the Public Service Commission dated 20.12.2013 and the amendments already made or making in future.

4.2 This post is permanent and pensionable.

4.3 Recruitment will be made to Grade II of the post of Authorized Officer subjecting to three (03) year probationary period. First Efficiency Bar Examination shall be passed within three (03) years as mentioned in the Scheme of Recruitment.

4.4 Prescribed official language proficiency shall be obtained within five (05) years of joining the service as per Public Administration Circular No. 1/2014 and incidental Circulars.

5. Monthly Salary Scale :-

Monthly salary scale related to this post as per Schedule I of Public Administration Circular No. 10/2025 dated 25.03.2025 is Rs. 58,660-10x1,190-11x1,360-15x1,670-110,570 (MN5 - 2025) The salaries are paid as per Schedule II of such Circular in compliance with the provisions of the same. In addition, the other allowances paid to the Government officers by the Government from time to time will also be entitled.

6. Qualifications for recruitment :

6.1

- I. Shall be a citizen of Sri Lanka,
- II. Shall have an excellent moral character,
- III. Shall be physically and mentally fit to serve in any part of the Island.

6.2 Educational qualifications and Experience.-

- (i) Should have passed the G.C.E. (Ordinary Level) Examination in six (06) subjects in one sitting with at least four (04) Credit passes inclusive of Mathematics, English, Sinhala/Tamil, language.

And

Should have passed the G.C.E. (Advanced Level) Examination at least in one (01) subject (except General Examination).

And

Should have completed an active period of service for not less than ten (10) years in a permanent and pensionable post in the Government Service/ Provincial Government Service with a salary scale of MN-1/2025 or above as at the final date for fulfilling the qualifications mentioned in the notification of calling applications.

Or

Should have possessed a degree from a university recognized by the University Grants Commission or from an institution recognized by the University Grants Commission as an institution for awarding degrees.

And

Should have completed an active period of service for not less than five (05) years in a permanent and pensionable post in the Government Service/ Provincial Government Service with a salary scale of MN-1/2025 or above as at the final date for fulfilling the qualifications mentioned in the notification of calling applications.

Note. -

- I. Effective date of the Degree and the date, on which the aforesaid expected passes have been obtained at the G.C.E. (Ordinary Level/ Advanced Level) Examinations, shall be a date on or before 05.05.2025, the last date of fulfilling qualifications.

- II. In calculating the above period of service, relevant and continuous periods of service in the Government service and/ or provincial Government services will be accepted.

6.3 Physical Qualifications :-

- I. Male applicants' height shall be at least of 5 feet 4 inches (162.5 cm) and the circumstance of chest shall be at least of 32 inches (81.25cm)
- II. The height of female applicants shall be at least of 5 feet 2 inches (156cm)

6.4 Age :

Age limit is not applicable as it is for the officers already serving in the Government Service.

7. Examination fee :

The examination fee is Rs. 600/-. In making the examination fees, it shall only be paid under the following payment methods provided in online system.

- I. Any Bank Credit Card
II. Any Bank Debit Card with the facility of Internet Transactions
III. Online Banking Method of Bank of Ceylon
IV. Any Branch of the Bank of Ceylon

Note:-

- (a) Instructions for making payments through the above methods have been published in the website under the Technical Instructions related to the examination.
- (b) You will be informed through an SMS or an email that the payment has been received. The total amount of the examination fee shall be paid and applications with overpaid or underpaid examination fees will be rejected. The Department of Examinations of Sri Lanka will not be responsible for any lapses that occur in the payment of examination fees through the aforementioned payment methods.
- (c) The amount paid for the examination will not be refunded or transferred to another examination for any reason.

8. Method of Application :

- 8.1 The online application form for the examination shall be completed only in English. The applicant will be informed by sending short message (SMS) to the mobile phone number used to access the system or by sending an e-mail to the e-mail address that the soft copy submitted online is accepted/not accepted as a valid application by the Department. Before filling the online application, download the instructions prepared for applying for the examination. Follow the instructions carefully in filling the application form. Any amendment made to the application form after obtaining a printed copy of the same will not be treated as a valid amendment. Incomplete applications will be rejected without intimation.
- 8.2 The post and place of work of the applicant at the event of application for the examination will be applicable for all the purposes related to the examination and any changes made in this regard after the submission of applications will not be taken into consideration.
- 8.3 The Commissioner General of examinations will issue Admission cards only to the applicants who have sent the applications which are completed in every aspect on the presumption that only the persons who pass the qualifications mentioned in the *Gazette* notification have applied for this post. A web notice will be published by the Department of Examinations as soon as admission cards are issued to applicants. If the admission card is not received, applicant shall inform the same to the Department of Examinations of Sri Lanka in the manner specified in the notification. In informing so, the name of the examination applied for, full name, National Identity Card

number and address of applicant shall be correctly mentioned. It will be more productive to fax a letter of request along with a fax number of the applicant to the Department of Examinations through the fax number mentioned in this notification for sending a copy of the admission card if the applicant is outside Colombo. Further, it will be useful to keep a copy of the application and a copy of the receipt obtained making payment of examination fees to prove any information requested by the Department of Examinations.

9. Admission to the Examination :

9.1 Only the applicants who have been issued Admission Cards by the Commissioner General of Examinations will be permitted to sit the examination. Any candidate who fails to produce his admission card on the date of examination will not be permitted to sit the examination.

9.2 Candidate shall sit the examination at the examination hall assigned to him/her. Every candidate shall produce his/her admission card attested and hand it over to the Supervisor of the examination hall on the first day he/she presents himself/herself for the examination. A set of rules to be followed by every candidate is published at the beginning of this *Gazette*.

Note : The issuance of an admission card to a candidate is not be constituted as an acknowledgement as the fulfillment of all the qualifications requested by this notifications either to sit the examination or to hold a post.

10. Identity of Candidate :

Candidates shall prove their identity for each subject they sit at the examination hall to the satisfaction of the supervisor. Any of the following documents will be accepted for this purpose :

- (I) National Identity Card
- (II) Valid Passport
- (III) Valid Driving license of Sri Lanka

Further, candidates shall enter the examination hall without covering their face and both ears so as to identify them at the hall and to get ascertained that they have not wear any electronic communication accessories. Those who refuse to prove their identity so will not be permitted to enter the examination hall. Further, the candidates shall remain their face and both ears uncovered since entering the examination hall until leaving at the end of the examination.

11. Penalty for furnishing false information :

Application should be filled very carefully and correct information shall be provided. If a candidate is found to be ineligible as per the rules and regulations of this examination, his/her candidature will be cancelled at any stage prior to, during or after the examination.

12. Any fact not provided for in this notification will be dealt, when necessary, as per the decision of the Controller General of Immigration and Emigration.

13. Conducting of Examination :

13.1 The Examination will be held in Sinhala, Tamil and English media.

13.2 A candidate shall sit the examination in the language in which the highest qualification was obtained or in an official language.

13.3 A candidate, who has passed the subjects of the qualified Degree in two or more languages, he/she shall sit the examination in the language in which he/she passed majority of the subjects of the Degree or in any official language.

13.4 A candidate, with a Special Degree, has passed the main subject in one language and the subsidiary subject in another language shall sit the examination in the language in which he/she passed the main subject or in an official language.

Note :

- (i) The term "Qualified Degree" in 13.2 and 13.3 above refers to the Degree qualification referred to in paragraph 6.2(ii).
- (ii) A candidate shall answer in the same language for the two Question papers viz, Intelligence Test & General knowledge and Basic knowledge on Computer Science other than the Question paper of English subject.
- (iii) A candidate will not subsequently be permitted to change the medium of language of the examination indicate in the application.

14. Method of recruitment

14.1 Written Examination

A written examination of three (03) question papers including the following subjects will be conducted. Candidates shall sit all the subjects of the examination. The subjects and the minimum marks which shall be obtained for each subject to pass are as follows:

<i>Subject No.</i>	<i>Subject</i>	<i>Marks</i>	<i>Minimum marks required to pass</i>	<i>Duration - Hours</i>
01	Intelligence test and General Knowledge	100	40	2
02	English Language	100	40	2
03	Basic Knowledge on Computer science	100	40	1

* Subject No. 01 Intelligence Test and General Knowledge consists of two Question papers of 01 hour each.

14.2 General interview :

- (i) The General interview will be held to verify whether the candidate has fulfilled qualifications for recruitment mentioned in No. 6 above. The General interview Panel is appointed by the Head of the Department.
- (ii) Out of the candidate who have scored a minimum of forty (40%) marks or above for each subject, those who score the highest marks as per the aggregate of all the subjects are qualified to appear for the General Interview. Candidate similar to the number of vacancies and on the order of merit shown at the written will be called for the General Interview. If there are no enough eligible candidates similar to the number of vacancies to be filled, only the number of eligible candidates will be called for the interview.

N.B. - Participating in the interview is not constituted as a fulfillment of qualification for awarding appointment.

- 14.3 Recruitments are made to this post as per the vacancies "on the order of merit of the total marks" obtained at the written examination beginning "from the candidate who have secured the highest marks" among the candidates who have fulfilled all the qualifications.

14.4 Results

The Result Sheet prepared as per the merit of the total marks secured by candidates at Examination as per paragraphs 14.1 of this *Gazette Notification* will be handed over to the Controller General of Immigration and Emigration. Results will be sent personally to all applicants who sat the examination or published in the website www.results.exams.gov.lk. Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding conducting the examination and issuance of results. If such rules and regulations are violated, he/she will be subject to a punishment imposed by the Commissioner General of Examinations.

15. Syllabus of the written examination

01. Intelligence Test and General Knowledge - Duration 02 hours 100 marks.

Part I - Intelligence Test

A Question paper to test logical power, Mathematical skills, comprehension and ability to make decisions.

Part II - General Knowledge

A Question paper with short and/ or Multiple Choice questions on the recent economic social and political background of Sri Lanka, Global politics, knowledge on science and technology and new scientific inventions etc.

02. English Language - Duration 02 hours. 100 marks

A Question Paper to test the comprehension, expression and Communication Skills.

03. Basic knowledge on Computer science - Duration 01 hour. 100 marks.

A Question paper to test the basic knowledge on computer, usage of software such as Ms Word and Ms Excel, knowledge on the usage of Internet and e-mail.

16. If there is any inconsistency or incompliance among the Sinhala, Tamil and English notification, action shall be taken as per the Sinhala notification.

B. M. D. NILUSHA BALASURIYA,
Controller General of Immigration and Emigration (Actg.)
Department of Immigration and Emigration.

27th day of March, 2025,
Department of Immigration and Emigration,
"Suhurupaya",
Battaramulla.

04-47/1
