

SRI LANKA RAILWAY DEPARTMENT

Open Competitive Examination for Recruitment to the post of Instructor - Grade III in Supervisory Management Assistant in Non Technological Service Category in the Sri Lanka Railway Department - 2025

APPLICATIONS are invited from a qualified citizens in Sri Lanka for the Open Competitive Examination for the recruitment to the post of Instructor - Grade III in the Supervisory Management Assistant in the Non Technological Service Category in the Sri Lanka Railway Department.

01. By this Examination recruitment will be made to the post of Instructor - Grade III

Written Examination :- The examination will consist of two (2) papers.

1. General Knowledge
2. Intelligence Test

02. It will be made 08 appointments. If there are candidates with equal marks exceeding the number of vacancies for the last vacancy or the last vacancies, the filling of vacancies will be decided by the Public Service Commission as per clause 80 in the Minutes of Procedural Rules.

03. **Conditions of Service :-**

3.1 A selected candidate will be appointment to the Grade III in the service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the recruitment procedure in Supervisory Management Assistant in Non Technological Service Category in Sri Lanka Railway Department, approved on 12.09.2017 by the Public Service Commission No. PSC/EST/04-01-43/02/2016 and subject to any amendments made or to be made hereafter to that procedure, provisions in the establishment code and Financial Regulations and of the Minutes of procedural rules of the Public Service Commission published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 2310/29 dated 14.12.2022.

3.2 This post is permanent & pensionable. (It should be liable to the ensuring policy decisions, taken by the Government.)

3.3. The First Efficiency bar Examination should be passed within 03 years from the date of appointment to the post of Instructor- Grade III in Sri Lanka Railway Department.

3.4 Language Proficiency

It is required to achieve the proficiency of due official language within the probational period.

The other official language should be fulfilled in term of the provisions of the Public Administration Circular No. 18/2020 and the consequent circulars.

3.5 The General Manager in Railways is vested powers to be cancelled the appointments of candidates who fail to report for duty on the due date & or refuse or evade to take up duties in a post or in an area they are appointed to.

04. **Salary scale per month :-**

In terms of the schedule 1 of the Public Administration circular 10/2025 dated 25.03.2025 the Salary scale relevant to this post is Rs. 52,250-10x800-11x1,190-10x1,320-10x1,350-Rs. 100,040/= (MN-3-2025). Your payments will be made with compliance to the Provisions of that circular as per the schedule II. In addition to this, you are entitled to the allowances paid to the government officers from time to time by the Government.

05. Eligibility :-

(a) I. Be a citizen in Sri Lanka

II. Have a sound moral character

III. Be physically & mentally fit to serve in any part in the island & to perform duties in the post.

(b) Educational Qualifications :-

Have been passed G.C.E. (Ordinary Level) Examination with six subjects including credit passes for Sinhala/ Tamil/ English Language, Mathematics & for other two subjects in one sitting.

&

Have been passed all the subjects (Except General Test) in G.C.E. (Advanced Level) Examination in one sitting. (It is sufficient of passing 03 subjects in one sitting under the old syllabus.)

(c) Professional Qualifications

Have been followed National Technological Diploma or Higher National Engineering Diploma or a recognized Technological Level Diploma with National Vocational Qualification (N.V.Q.) Level five (05) or Level six (06) in Mechanical, Electric or Mechatronic Field as determined by the Tertiary & Vocational Educational Commission.

(d) Experience :-

Teaching experience of two years in a recognized Technical Institute &/ or Practical experience will be considered as a special qualification.

All the qualifications mentioned above as the requirements to recruit to the post should be completed in every aspect on the date, notified by the Notice/ Gazette Notification.

(e) Age :- Minimum Limit : Not less than 18 years of age
Maximum Limit : Not more than 45 years of age

06. Recruitment Procedure :-

6.1 Written Examination

A written Examination will be held for the following subjects with two papers. It is as follows the subjects & the minimum marks required to pass each subject.

No.	Subject	Marks	Minimum marks required to pass	Time
01	General Knowledge	100	40	01 Hour
02	Intelligence Test	100	40	01 Hour

Candidates should sit for all the papers.

6.1.1 Syllabus of the written Examination.

01. General Knowledge :-

This paper is designed to test the candidate's awareness & understanding of the social, political, geographical, economic & scientific knowledge in local & international level.

02. Intelligence Test :-

To assess analytical skill, capability of taking decisions, Mathematical skill.

6.2 Interview of evaluating eligibility :-

In terms of paragraph 6.1 in this notification, a number equivalent to twice the number of vacancies shall be called for the interview for the evaluation of eligibility in order of merits from among those who have passed the written examination. It will not be recruited by waiting in a waiting list.

An Interview of evaluating eligibility of candidates will be held by an interview board, appointed by the General Manager in Railways. The highest marks, scored in the interview is 100.

Main Heads of offering Marks	The Maximum Marks
Additional Educational Qualifications	10
Experience	40
English Language Proficiency & Computer Skill	10
The Performance in the Interview	05
Additional Professional Qualifications	10
Trade Test	25
Total	100

6.3 Its' detailed scheme of offering marks is as below.

Major areas of offering marks	Sub areas, taken for consideration	The Maximum of Marks
Additional Educational Qualifications	Diploma/ Degree/ Post Graduate/ Others	10 Marks
Experience	05 marks per annum for a maximum of 8 years for teaching and practical experience in addition to the two year teaching and / or practical experience in the relevant field in recognized Technical Institute.	40 Marks
English Language Proficiency & Computer Skill	Ability to handle English Language &/ or English Language Diplomas - 05 Marks	10 Marks
	Up to maximum of 05 marks as per the followed Computer Diplomas	
The Performance in the Interview	Personality & Facing to Interview	05 Marks
Additional Professional Qualification	Additional Professional Diplomas & Trainings, relevant to the profession	10 Marks

The Trade Test, held for testing lecturing skill.

Major Areas of offering Marks	Marks, offered	Minimum Marks, considered for selection
1. Preparation of lecture notes	07 Marks	10
2. Presentation	18 Marks	
I. Approach	03 Marks	
II. Presentation of points in the lecture layout precisely	03 Marks	
III. Style of presentation	05 Marks	
IV. Content of the subject	04 Marks	
V. Time Management	03 Marks	

Note :- Facing the interview should not necessarily mean that it has been fulfilled requisite qualifications to offer the appointment.

6.4. The list of candidates who pass the examination will be published in the web site of the Department of Railways.

07. Examination Fee :-

The examination fee is Rs. 1,000.00. It should be paid before the closing date of receipt of applications at any branch of Peoples' Bank to be credited to Account Number 176 - 100129027-313 of the General Manager in Railways in Mid City Branch of People's Bank. The receipt, obtained should be pasted in the relevant cage of the application form using one of its edges. It will not be entertained Money orders or stamps for the Examination Fee. This fee is non-refundable or replaced for other examination. It is advisable to keep a photocopy of the receipt with the Candidate.

08. Method of Application :-

- (a) The application should be in the specimen appended to this notification & should be prepared on A4 size paper using both sides. It should be specially noted that the application forms should be prepared that cages 1-0 to 2-12 appear on the first page of the paper, 3.0 to 5.0 appear on the second page & 6.0 to 7.0 appear on the third page. For this purpose it can be used computerized/ type applications.
- (b) The application should be completed in the language medium in which the candidate intends to sit the examination using own handwriting. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala & Tamil medium. As applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice, it is the responsibility of the candidate to make sure that the application form complies with the specimen given in the examination notice or completed in every aspect & pasted the receipt obtained by making payments while completing relevant details in the application. It is advisable to keep a photocopies of the application and the receipt with the candidate.
- (c) The completed application form for the examination should be sent by registered post to reach the address below before 30.06.2025. The words "Open Competitive Examination for Recruitment to the Indicator - Grade III in Sri Lanka Railway Department - 2025" should be clearly indicated on the top left hand corner of the envelope enclosing the application. Any application received after the closing date will not be accepted.

General Manager in Railways,
General Manager's Office,
Sri Lanka Railway Department,
P.B. 355,
Olcott Mawatha,
Colombo 10.

- (d) Candidate's signature in the application form & the admission card should have been attested by a principal of a Government school, a justice of peace, Commissioner of Oaths, Attorney-at-law, Notary Public, Commissioned officer in the armed force, an officer holding a gazette post in the police service or a staff officer holding permanent post whose annual initial salary is more than Rs. 746,760/=.
- (e) Any application, which is not completed in every aspect, is rejected, No complaint that an application has been lost or delayed in post will be considered.
- (f) Receipt of application forms will not be acknowledged. A notice will be published in the newspapers by the Department of Examination as soon as admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement. Steps should be taken to notify the Department of Examination in the manner specified in the advertisement. In such notification, it should be mentioned the title of the Examination, full name of the candidate, address & National Identity Card Number. In case of application outside Colombo, a letter of request furnishing a fax number to which the admission card should be sent is important to be forwarded to the Railway Department through the Fax number 011-2446490 with the object of sending a photocopy of the admission card by fax. In the instance of such an inquiry it would be advisable to keep photocopies of the application form and receipt kept at your possession, receipt of registration.

09. Admission to the Examination :-

- (a) On the prior assumption that only the qualifiers have applied as per the Gazette Notification, The Commissioner General of Examinations will issue admission cards to the candidates who have sent duly completed application forms with the receipt of payment the due examination fee on or before the closing date of receipt of application forms. A candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) A Candidate must sit the Examination at the examination hall assigned to him. Every candidate presenting himself for the examination firstly must produce his admission card on which his signature has been attested, to the supervisor of the Examination center on the first day. A set of rules to be observed by all candidates is published at the beginning of *Gazette*, Candidates are subjected to rules & regulations imposed by the General Manager in Railway on conducting the Examination. He is liable to a Punishment imposed by the General Manager in Railways for breach of these rules.
- (c) Attestation of Signature :- Signature of the candidate in the application form & the admission card should have been attested.

Note :- The issue of an admission card to a candidate does not mean that he/she has fulfilled the requisite qualifications to sit the examination or for an appointment.

10. Identity of Candidates :-

A candidate will be required to prove his identity at the Examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents will be accepted.

- (a) National Identity card issued by the Department of Registration of persons.
- (b) Valid passport

11. Penalty for furnishing false information :-

It is advisable to furnished accurate particulars. According to the rules and regulations of this examination. If it is found to be disqualified, his candidature will be cancelled at any instant prior or during or after the examination.

12. Any matter not provided in these regulations will be dealt with as determined by the General Manager in Railways.
13. Scheme of Examination and Medium of Examination -

- (a) The examination will be held in Sinhala, Tamil Medium

Note :- (1) A candidate must sit all the papers of the examination in one & the same language.

- (2) A candidate will not be permitted to change the language medium of the examination indicated in the application.

14. In the event of inconsistency in the notification among Sinhala, Tamil and English languages, the Sinhala text shall be prevailed.

Eng. J. I. D. JAYASUNDARA,
General Manager in Railways.

On 23rd May, 2025,
P.B. 355,
Olcott Mawatha,
Colombo 10,
At Sri Lanka Railway Department.