

Postmaster General Circular No: 13/2026

My Number: POST/HQ/ADM/SAS/EX/11-50/PL3/REQ(L)/2025(2026)

Postal Headquarters,

Colombo 10.

2026.08. 

All Deputy Postmasters General,

All Divisional Superintendent of Posts/ Regional Administrative Officers,

All Chief Postmasters/ Postmasters,

All Sub Postmasters,

Practical Test for the Recruitment of Grade III Postal Drivers (Limited) Posts in the Primary Level Skilled Category of the Postal Department of Sri Lanka – 2025(2026)

Applications are called from the staff of the Postal Assistant (Salary Scale PPL-1-2025, PPL-2-2025, PPL-3-2025, PPL-4-2025) and Postal Assistant Technical (Salary Scale PL -2-2025) to fill in 14 vacancies in the Primary Level Skilled Category of Grade III of the Postal Department. Applicants are selected according to the practical test carried out by an authorised Recruitment Board. The practical tests will be carried out at the Postal Headquarters.

2. Language Medium

The practical tests will be carried out in the language mediums of Sinhala and Tamil. An applicant should sit for the test only in the language by which the person has entered the state service.

3. Qualification

3.1 Professional qualifications:-

Should possess a D category (Heavy Vehicle) driving license issued by the Commissioner General of Motor Traffic.

3.2 Educational Qualifications:- Not applicable.

3.3 Experience:-

i, Should have obtained the D Category Driving (Heavy Vehicles) License 3 years before the date of closing (2026.09.18) the applications. (Should forward a photocopy of the driving license along with the application.)



ii. Should have been confirmed in the active service for the last 5 years as at 2026.09.18 and be a Postal Assistant (PPL-1-2025, PPL-2-2025, PPL-3-2025, PPL-4-2025 Salary Scale) and Postal Assistant Technical (PL -2 - 2025 Salary Scale) who has not received any disciplinary punishment in accordance with the provisions of Public Service Commission Circular No. 01/2020.

3.4 Physical Qualifications:-

- i. Height should not be less than 5' and 2 ½" (CM 157)
- ii. Every applicant must be physically and mentally fit and have good eyesight to perform the duties of a driver at any time of the day in any part of Sri Lanka, both day and night. (This must be confirmed by a formal medical certificate issued by the National Transport Medical Institute.)

3.5 Any other information:-

- i. Only males should apply.
- ii. The applicant will be considered to have fulfilled the qualifications required to appear for the practical test for recruitment to the post only if the qualifications mentioned in paragraph 3 above have been fulfilled in all respects by the closing date of applications, 2026.09.18

4. Age:- Not applicable.

5. Salary scale:-

According to the Public Administrative Circular No. 10/2025 monthly salary scale will be Rs. 42,780 – 10 x 490 – 10 x 540 – 10 x 590 – 12 x 630 – Rs. 66540. (PL – 3 – 2025)

6. Recruitment Procedure:-

Recruitment will be done by a practical test and by a general interview.

Recruitment will be based on the order of merit of the marks obtained at the practical test and there will be no marks given for the interview.

Note:- When there are insufficient applicants who will qualify to fill in the vacancies in the position of grade III Postal Drivers (Limited), the balance number of remaining vacancies will be filled in through an open system.



6.1 Practical Test:-

Following selection criteria will be used for this test. The applicant should obtain marks as follows and should pass all the three subjects in one attempt.

	Subjects	Maximum amount of marks	Pass marks
1.	Driving competency	40	20
2.	Practical knowledge on road traffic rules	40	20
3.	Basic knowledge on motor mechanism	20	10

7. Conditions of employment:-

- The applicants who will be selected for this post are in permanent employment. Therefore, they will be recruited under a probationary period of one year.
- Must get through the first Efficiency Bar Test within 03 years of recruitment to the post, and must obtain the relevant level of language proficiency as per Public Administration Circular No. 18/2020 and its related circulars.
- The applicants those who will be selected, should be available to serve in the position of the Driver at any given day or time either in the night or day in any part of Sri Lanka.

8. Method of applying:-

- The application should be prepared according to the model application appearing at the end of this announcement, by using both sides of an A4 size paper. Use headings 01 to 05 in the 1st page and the rest in the 2nd and the 3rd pages. This test will be held in the Sinhala and Tamil languages, and it will not be allowed to change the applying language. The application forms could be obtained from the official service portal of the Postal Department, which is <https://epay.slpost.lk/>
- The receipt of the applications will not be acknowledged. Those applications that are not fulfilling the requirements according to 3rd paragraph of this circular and those applications that are not fulfilling the requirements as specified in the Model Application and those applications that are not filled properly will be rejected without any notification.

9. Instructions to Officers responsible for Sections and Postmasters on Duty:-

9.1 This notice should be brought to the knowledge of all the junior staff in the Sub-Post Offices who are serving under the Sectional Heads and Postmasters on duty in your offices / under your administration.



9.2 The application should be certified by the Chief Clerk responsible for the Section, Staff Assistant or Postmaster on Duty. The certifying officer should be satisfied with all the information given in the application. To achieve this purpose the Sectional Head or the Postmaster on Duty should examine the applicant's personal file. **The personal file of the applicant should not be forwarded along with the application.**

9.3 All the officers who are certifying the applications are responsible to examine the qualifications fully, and should submit the applications only of those who have fulfilled the qualifications specified in the paragraph No. 03 of the circular. The applications of those who have not fulfilled the qualifications should not be submitted.

9.4 The applications that are certified by the Postmasters on Duty should be sent through the relevant Divisional Superintendent of Posts and the applications that are certified by the Officers in charge of the Sections should be sent through the Staff Officers in charge of the Sections, to the Senior Administrative Secretary (Headquarters), Postal Headquarters, No. 310, D.R. Wijewardena Mawatha, Colombo 10; before 2026.09.18 under registered post. The left hand side of the envelope should be written, **"Practical Test for the recruitment of Grade III Postal Drivers (Limited) Posts – 2025"**.

10. Results: -

Those who get selected from the practical test will be informed after obtaining the approval from the Postmaster General.

11. Leave for attending the practical test:-

The applicants that are selected for the practical test by the Postmaster General should be granted leave by their Sectional Heads and the Postmasters on Duty. Such leave should be treated as duty leave and no travel expenses or any other payment will be paid for this purpose.

12. Supply of false information:-

If some information that is supplied in the application is found to be false or incorrect before the test, no opportunity will be given to sit for the practical test. Also, if it is found that false or incorrect information has been given after the recruitment or while in service, it is possible to terminate from service.

13. If it appears that there is any discrepancy or inconsistency between the language versions of this announcement published in the Sinhala, Tamil and English languages, action will be taken in accordance with the Sinhala language medium announcement.



14. If there are any matters of importance that are not described in this circular; in such a situation action will be taken at my discretion as the Postmaster General.

15. It is compulsory for those who are serving as temporary drives due to the exigencies of service to apply according to this announcement for permanent employment.



S.R.W.M.R.P. Sathkumara

Postmaster General **S.R.W.M.R.P. Sathkumara**
Postmaster General

Copies

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| I. Deputy Postmaster General
(Operations/Administration/Development) | - For information and necessary action |
| II. All Provincial Deputy Postmasters General | - For information and necessary action |
| III. Chief Accountant | - For information and necessary action |
| IV. Chief Internal Auditor / Chief Accountant (Stamp) | - For information and necessary action |
| V. Controller (Operation/ Investigations) | - For information and necessary action |
| VI. Senior Administrative Secretary
(Headquarters/ Provincial) | - For information and necessary action |
| VII. Administrative Secretary (Personnel) | - For information and necessary action |
| VIII. All Directors/ Superintendent | - For information and necessary action |
| IX. Deputy Chief Accountant | - For information and necessary action |
| X. Divisional Superintendent of Posts/
Regional Administrative Officers | - For information and necessary action |
| XI. All Assistant Superintendents | - For information and necessary action |
| XII. All Accountants/ Regional Accountants | - For information and necessary action |
| XIII. Assistant Superintendent/ Assistant Director
(Information Technology) | - For publication on the department
Service Portal |
| XIV. Engineer (Mechanical/ Civil) | - For information and necessary action |
| XV. Chief Postmasters/ Inspector Mail Transport | - For information and necessary action |
| XVI. Chief Instructor (Postal Training Institute) | - For information and necessary action |
| XVII. Incharge Postmasters | - For information and necessary action |
| XVIII. Sub Postmasters | - For information and necessary action |