

Examinations, Results of Examinations & c.

MINISTRY OF PUBLIC ADMINISTRATION PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Open Competitive Examination for Recruitment to Grade III of Management Service Officers Service – 2026

01. It is hereby notified that the Open Competitive Examination for Recruitment to the Posts in Class III of Management Service Officers Service shall be held by the Commissioner General of Examinations in the month of **December 2026**.

The application for this purpose is published in the website www.doenets.lk of the Department of Examinations under “Our Services” via “Online Applications – Recruitment Exams/E.B. Exams” and the applications can strictly be submitted online. The closing date of applications is **25.09.2026**.

Note – Accepting online applications commences on 31st of August 2026 at 9.00 a.m. and ends on 25th of September 2026 at 9.00 p.m.

This examination shall be held at the examination centers located in the towns mentioned in the Schedule II. All the applicants should select the town they expect to sit for the examination as per the said Schedule and they should correctly mention the town they expect to sit for the examination and the relevant number of the town according to Schedule II when completing the online application.

02. Candidates who satisfy the prescribed qualifications shall be selected on merit, on the results of a written examination to be conducted by the Commissioner General of Examinations and, on the basis of District population ratio, to the posts in the Grade III of Management Service Officers Service.

03.

- (a) Number of persons to be appointed and effective date of appointments shall be determined by the Appointing Authority. Further, the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.

Note :- This recruitment will give priority to filling vacancies with high vacancy percentages in Ministries/ Departments /Commissions

and candidates who qualify for appointment by passing this competitive examination will be required to report for duty at the place of assignment. Requests for revision of the place of assignment after the appointment has been made will not be considered.

- (b) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Service Minute of Management Service Officers Service published in the *Gazette* extraordinary of Democratic Socialist Republic of Sri Lanka No. 1840/34 dated 11.12.2013, amendment already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial regulations and Procedural Rules of the Public Service Commission published in the *Gazette* Extraordinary No. 2310/29 dated 14.12.2022.

- (c) If selected for an appointment, the officer shall compulsorily serve at the service station to which he/she is appointed at first for three (03) years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.

- (d) This appointment is subject to a probation period of three years. The first efficiency bar examination shall be passed by the officer within a period of three (03) years after recruiting to Grade III of the Management Service Officers Service as prescribed in the Service Minute.

- (e) If you are selected for an appointment, the prescribed official language proficiency shall be acquired in accordance with the language medium of satisfying the qualification for your appointment as per the provisions of Public Administration Circular 18/2020 dated 16.10.2020 and consequent circulars.

04. The salary code MN 02-2025 is entitled to this post as per Public Administration Circular 10/2025 dated 25.03.2025 and the salary scale relevant to the same is Rs. 48,470 - 10 x540 - 11x630 - 10x1,010 - 10x1,190 – 82,800/-. An applicant who is selected for an appointment is entitled to the said salary from

01.01.2027 and salary shall be paid as per the provisions in Schedule III of this circular from the effective date of the appointment.

05. This post is permanent and pensionable.

06. Qualifications:

Following qualifications are applicable for the recruitment to posts in Grade III of Management Service Officers Service.

- (a) Shall be a citizen of Sri Lanka.
- (b) Shall be not less than 18 years and not more than 30 years of age as at the closing date of applications. (Accordingly, the candidates whose birthday falls on or before 25.09.2008 and on or after 25.09.1996 shall strictly be eligible to apply for this).
- (c) Shall be of an excellent character.
- (d) Shall be of an excellent moral character and physical and mental fitness to serve at any part of the island.
- (e) Shall have fulfilled the following educational qualifications:
 - (1) Shall have passed six (06) subjects with Credit passes for four (04) subjects including Language (Sinhala /Tamil /English) and Mathematics at the General Certificate of Education (Ordinary Level) Examination at one sitting
 - and*
 - (2) Shall have passed all the subjects in General Certificate of Education (Advanced Level) at one sitting (except the General Paper and General English).

Note -

- i. The language medium in which the candidate appears for this competitive examination is considered to be the language in which a credit pass must be obtained in the General Certificate of

Education (Ordinary Level) Examination.

- ii. In case where a qualification has been obtained by appearing for an examination equivalent to the General Certificate of Education (Ordinary Level) and General Certificate of Education (Advanced Level) examinations conducted by other local or foreign educational institutions, the final decision on making it applicable for granting an appointment shall be made by the Director General of Combined Services after verification from the relevant educational institutions and the Commissioner General of Examinations.

N.B. - It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before **25.09.2026**.

07. Selection on the basis of District population ratio

District Name list is indicated as Schedule I. The District selected by the applicants to compete for vacancies and its number should be mentioned in the application correctly according to the Schedule I when completing the online application.

- (a) Recruitment to the service shall strictly be on a representative basis. A fixed number of vacancies shall be set apart for each District in proportion to its population. Only the applicants from a particular District shall be entitled to compete for the number of vacancies to be filled from that district.

- I. If the vacancies so allocated to a particular district cannot be filled by the applicants who have applied for that particular District and have satisfied the qualifications, number of vacancies shall be re-distributed among the adjoining Districts in proportion to population.
- II. If the total number of vacancies to be filled is few and the District population basis cannot be applied, selection shall be made on the order of merit.
- III. Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a District, the District population basis shall not be applied for the selection.

N.B. - It should be noted that the number of vacancies allocated to a District refers to the number of vacancies allocated to candidates appearing for the competitive examination from that District in proportion to the population of that administrative District and does not refer to the number of vacancies in the public institutions within that administrative district.

(b) Eligibility for inclusion in a District - At least one of the following requirements should have been fulfilled by a candidate to compete for the vacancies allocated to a District.

I. The candidate should have been born in the District;

or

II. He should have been a permanent resident of the District at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for the examination;

or

III. He should have received his secondary school education within the District for five (05) continuous years.

Note :-

1. In order to confirm the candidates selected from the written examination belong to the above District, they are bound to forward following documents, at the interview or any time inquired

I. Birth Certificate

II. Extracts from electoral registers confirming the residence of a period of continuous three (03) years and the certificate of residence issued by Grama Niladhari

III. School leaving Certificate

2. If the father/mother of any candidate has been employed in a transferable service of the Government or of a provincial public service or of a state corporation, such candidate shall be allowed to choose his own, or his father's/mother's place of birth as his District. (At the interview or any time Candidates are required to forward documents to prove the place of birth of the parents and that they work in Government or Provincial Public Service or Public Corporation.)

3. No candidate shall be allowed to compete for vacancies

in more than one District. Once the district is selected to compete for the vacancies as per the qualifications indicated in 07(b) above when submitting the online application, it cannot be changed subsequently.

08. Three percent (3%) of the number of vacancies to be filled through this competitive examination shall be reserved for persons with disabilities. Only 3% of the persons with disabilities who secure highest marks in the examination and qualify shall be selected for Interview on the order of merit. The candidates should score at least forty percent (40%) of marks for each subject and fifty percent (50%) from the total marks of the examination to be eligible for this. Public Administration Circular No. 27/88 is applicable for recruitment of persons with disabilities.

Applicants applying for vacancies reserved for persons with disabilities who qualify for the interview will be referred to a Medical Board, in addition to the general interview for verification of qualifications and it should be noted that any applicant recommended by the Medical Board as not being a person with a disability or as being ineligible for appointment under the disability category, shall be considered disqualified for the appointment.

Note - If an applicant with special needs or who requires special facilities at the time of the examination as per the provisions of Public Administration Circular No. 27/88 appears for this examination, it must be mentioned while completing the online application and copies of the relevant medical certificates should be submitted to the Sri Lanka Examinations Department along with a printed copy of the application. A **non-disabled person should not be falsely stated as disabled.**

09. Scheme of the examination:-

(a) This examination shall be held in Sinhala, Tamil and English media. Candidate may sit this examination in only one language medium of their preferences and should answer for the question papers using that language medium. Candidates shall not be allowed to change language medium applied initially. The examination shall consist of two papers.

		Marks	Durations
01	Language Proficiency	100	2 1/2 hours
02	Aptitude	100	1 hour

(01) *Language Proficiency*:- This question paper shall consist of subject related questions

designed to test the candidates' ability of expression, comprehension, spelling, language and essay, drafting a given letter, making graphs based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar. All questions should be answered.

- (02) Aptitude :- This paper shall consist of questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence. This consists of 50 questions of Multiple Choice and Short Answer model. All questions should be answered.

Note:- These papers shall be designed to test the aptitude and ability of the candidate to perform his official duties

- (b) From this competitive examination, candidates are expected to secure at least forty percent (40%) of the marks allocated for each subject and an aggregate of at least fifty percent (50%) of the total marks of the examination. Appointments shall strictly be made in the order of merit based on the total marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.
- (c) Examination Results - With the approval of the Director General of Combined Services, the Sri Lanka Examinations Department will issue a result sheet indicating the marks/total marks obtained in each subject of the written examination to all candidates who appeared for the examination by post or through the website www.results.exams.gov.lk.

10. Penalty for furnishing false information

- The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the regulations of this examination, his/her candidature can be cancelled at any time before, during or after the examination.
- If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/she has willfully suppressed any material fact he or she shall no longer be considered for

an appointment and he or she shall be liable for dismissal from the public service or cancellation of any appointment made on this examination.

11. Conditions of the examination :

- The online application form must be filled in **English**. Before filling out the online application form, candidates must download and carefully read the common instructions on applying for the examination. The candidates must strictly adhere to those instructions in filling out the application. Incomplete applications will be rejected without notice. The Department of Examinations of Sri Lanka will notify the applicant that the soft copy submitted online is accepted/not accepted as a valid application by SMS sent to the mobile number used to access the system or by an email sent to the e-mail address.
- Examination fee is Rs. **600.00**. The examination fee must be paid only through the following payment methods provided in the online system.
 - Any Bank Credit Card
 - Any Bank Debit Card
 - Bank of Ceylon Online Banking Method/ Flex App
 - Bank of Ceylon Teller Slip Payment

Note: Instructions on the manner in which the payments are made through the above methods are published under Technical Instructions related to this examination on the website

- The acknowledgment of the payment will be informed by an SMS or email. The full amount of the examination fee must be paid and applications for which the payments have been made less or more than the examination fee will be rejected. The Department of Examinations will not be responsible for the errors occurring in the payment of examination fees by the above payment methods.
- The examination fee shall not be refunded or transferred for another examination under any circumstance.
- Applicants must bear any adverse consequences resulting from the delay in submitting applications until the closing date of applications.
- On the assumption that only those who possess

the qualifications mentioned in the *Gazette* Notification have applied, the Commissioner General of Examinations will issue admission cards strictly online to the candidates who have paid examination fees and properly submitted the application online on or before the closing date of applications.

- (vii) Once the admission cards are issued to the candidates, a notification indicating the same will be published in the official website of the Department of Examinations, Sri Lanka and the candidates will be informed by SMS. If an applicant does not receive the admission card, steps should be taken to notify the Institutional Examinations Organization Branch of the Department of Examinations in the manner specified in the web notice. It would be advisable to send a letter of request indicating the name of the examination, full name of the applicant, national identity card number and the address to the email address mentioned in the web notice. It would be advisable to keep the copy of the application and the copy of the receipt received upon payment of examination fee to prove any information inquired by the Department of Examinations.
- (viii) Upon reviewing the admission card, if any corrections are required, the Department of Examinations of Sri Lanka must be contacted to make the necessary revision in accordance with the application. Requests for corrections will not be considered during the examination hall proceedings or the interview.
- (ix) The signature of the applicant in the admission card should have been attested. An applicant who appears for the examination through a public institution should get his/ her signature attested by the respective Head of the Institution or an authorized officer, Other applicants should get their signature attested by Principal of a Government School/ Retired Officer, Grama Niladhari of the Division, Justice- of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, a Commissioned Officer of the Three Armed Forces, a permanent staff grade officer of the Public Service or Provincial Public Service, or a Chief Incumbent of a Buddhist temple or a clergy of any other religion who reserves a considerable status.
- (x) Examination candidates are subject to the regulations imposed by the Commissioner General of Examinations on conducting the examination.

Any violation of these regulations will result in the candidate being subject to the penalties imposed by the Commissioner General of Examinations. The decision of the Commissioner General of Examinations with regard to the examination results shall be final.

12. Admission to the examination:

- (a) A candidate presenting himself for the examination shall get his signature on the admission card attested in advance and produce his admission card to the supervisor of the examination center on the first day of the examination.
- (b) Candidates must sit for the examination at the examination hall assigned to him. A set of rules to be followed by all the candidates is published in this *gazette*.

Note: Issuance of admission card to a candidate does not necessarily mean that he/ she has fulfilled the qualifications to sit for the examination.

13. Identity of candidates:

Candidates shall be required to prove his/ her identity at the examination hall to the satisfaction of the supervisor for each subject he/ she offers. Strictly only the following documents shall be accepted for this purpose.

- I. National Identity Card.
II. A valid passport.
III. Valid driving license.

Candidates are required to dress in a way that exposes their full face and ears for clear identification and to ensure they are not wearing any electronic devices. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears.

14. Any matter not referred to herein shall be decided by Director General of Combined Services.

15. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette* Notification, the Sinhala text shall prevail.

N.U. NISHAN MENDIS,
Director General of Combined
Services.

Schedule - II

Towns where Examination Centers will be located

Ministry of Public Administration, Provincial Councils and
Local Government,
Independence Square,
Colombo 07,
19th of August 2026

SCHEDULE - I

The List of the Names of Districts

District	District Number
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwaraeliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mulativu	13
Kilinochchi	14
Batticaloa	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Monaragala	23
Ratnapura	24
Kegalle	25

<i>District</i>	<i>Town</i>	<i>No.of the Town</i>
(01) Colombo	Kotahena	01
	Maradana	02
	Borella	03
	Kurunduwatta	04
	Bambalapitiya	05
	Havelock Town	06
	Nugegoda	07
	Moratuwa	08
	Piliyandala	09
	Homagama	10
	Maharagama	11
	Hanwella	12
	Avissawella	13
(02) Gampaha	Negombo	14
	Minuwangoda	15
	Divulapitiya	16
	Veyangoda	17
	Gampaha	18
	Ja-Ela	19
	Wattala	20
	Kelaniya	21
(03) Kalutara	Dompe	22
	Horana	23
	Panadura	24
	Kalutara	25
	Matugama	26
(04) Kandy	Aluthgama	27
	Kandy	32
	Katugastota	33
	Teldeniya	34
	Wattegama	35
	Nugawela	36
	Galagedara	37
(05) Matale	Gampola	38
	Matale	28
	Galewela	29
	Naula	30
(06) Nuwara Eliya	Laggala Pallegama	31
	Hedunuwewa	39
	Nuwara Eliya	40
	Watumulla	41

<i>District</i>	<i>Town</i>	<i>No.of the Town</i>	<i>District</i>	<i>Town</i>	<i>No.of the Town</i>
	Hatton	42		Padavi Parakramapura	73
	Ginigathhena	43		Kinniya	74
(07) Galle	Ambalangoda	44	(18) Kurunegala	Kuliyapitiya	87
	Galle	45		Bingiriya	88
	Baddegama	46		Narammala	89
				Polgahawela	90
(08) Matara	Weligama	47		Kurunegala	91
	Matara	48		Ibbagamuwa	92
	Kamburupitiya	49		Dodangaslanda	93
	Hakmana	50		Morathiha	94
	Deiyandara	51		Nikaweratiya	95
	Dikwella	52		Maho	96
	Akuressa	53			
	Kotopola	54	(19) Puttalam	Wennappuwa	83
				Madampe	84
(09) Hambantota	Beliatta	55		Chilaw	85
	Walasmulla	56		Puttalam	86
	Weeraketiya	57			
	Tangalle	58	(20) Anuradhapura	Medawachchiya	97
	Ambalantota	59		Kekirawa	98
	Hambantota	60		Anuradhapura	99
	Tissamaharama	61		Galenbindunuwewa	100
				Kahatagasdigiliya	101
(10) Jaffna	Chavakachcheri	62			
	Jaffna	63	(21) Polonnaruwa	Polonnaruwa	102
	Thellipallai	64		Hingurakgoda	103
	Point Pedro	65			
			(22) Badulla	Bandarawela	104
(11) Mannar	Mannar	66		Welimada	105
	Murukkan	67		Badulla	106
				Passara	107
(12) Vavuniya	Vavuniya	69		Mahiyanganaya	108
				Girandurukotte	109
(13) Mullativu	Mullativu	68		Hasalaka	110
(14) Kilinochchi	Kilinochchi	124	(23) Monaragala	Bibile	111
	Pallai	125		Monaragala	112
				Wellawaya	113
(15) Batticaloa	Batticaloa	75			
	Eravur	76	(24) Ratnapura	Eheliyagoda	118
	Kathankudi	77		Ratnapura	119
				Pelmadulla	120
(16) Ampara	Ampara	78		Balangoda	121
	Serankada	79		Kalawana	122
	Kalmunai	80		Embilipitiya	123
	Akkaraaipattu	81			
	Sammanthurai	82	(25) Kegalle	Kegalle	114
				Rambukkana	115
(17) Trincomalee	Kantalai	70		Mawanella	116
	Trincomalee	71		Ruwanwella	117
	Muttur	72			

MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Limited Competitive Examination For Recruitment To Grade III of The Management Service Officers' Service – 2026

- 1.0 APPLICATIONS are hereby called for the Limited Competitive Examination for Recruitment to Grade III of the Management Service Officers' Service. The application for this purpose is available on the website of the Department of Examinations, Sri Lanka, www.doenets.lk, and applications can strictly be submitted online. The closing date for applications is **25th of September 2026**. This examination will be held in the month of **December 2026**.

Officers must submit a copy of the application to the Head of the Institution for inclusion in the personal file. They must present a copy of the application certified by the Head of the Institution and a service confirmation letter at the interview.

The applicants must bear any adverse effects caused by the delay in submitting applications until the closing date.

Note - Receipt of online applications will be open from 31st of August at 9:00 a.m. and will close on **25th of September at 9.00 p.m.**

- 2.0 Eligibility to apply for this competitive examination is restricted solely to officers holding permanent appointments in the public service, who have been confirmed in those posts and receive salaries under the salary codes of PL category and MN 1-2025 salary code, in accordance with Public Administration Circular No. 10/2025. The towns in which this examination is expected to be held and their corresponding town numbers are furnished below. The Commissioner General of Examinations may, at his discretion, cancel any of the examination centers owing to the insufficient number of candidates or another reason and decide on an alternative center, taking the candidates' second preference into consideration.

<i>Town</i>	<i>Town No.</i>		<i>Town</i>	<i>Town No.</i>
Colombo	01		Kilinochchi	14
Gampaha	02		Batticaloa	15
Kalutara	03		Ampara	16
Kandy	04		Trincomalee	17
Matale	05		Kurunegala	18
Nuwara Eliya	06		Puttalam	19
Galle	07		Anuradhapura	20
Matara	08		Polonnaruwa	21
Hambanthota	09		Badulla	22
Jaffna	10		Monaragala	23
Mannar	11		Ratnapura	24
Vavuniya	12		Kegalle	25
Mullaitivu	13			

- 3.0 (i) This examination will be held by the Commissioner General of Examinations and the candidates shall be bound by the rules and regulations prescribed by him for conducting the examination. The decision of the Commissioner General of Examinations regarding the conducting of examinations shall be final.
- (ii) Rules and regulations for candidates are provided separately in the *Gazette* notification. Candidates are liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

4.0 Salary -

As per Public Administration Circular No. 10/2025 dated 25.03.2025, the monthly salary scale applicable to Grade III of the Management Service Officers' service is Rs. 48,470 - 10x540 - 11x630 - 10x1,010 - 10x1,190 – 82,800/- (MN 2-2025). An applicant who qualifies for an appointment will be entitled to that salary effective from 01.01.2027.

From the date the appointment takes effect, you will be paid salary in accordance with the provisions of Schedule III of this circular. In addition, you are entitled to other allowances paid to public officers by the government from time to time.

Note:-

They shall be granted incremental credit subject to the incremental credit rules prevailing at the time of receiving appointment.

5.0 Service Conditions -

- (i) The number of appointments and the effective date of appointments shall be determined by the appointing authority. The appointing authority reserves the right to refrain from filling some or all vacancies.

Note :- This recruitment will give priority to filling vacancies with high vacancy percentages in Ministries/ Departments /Commissions and candidates who qualify for appointment by passing this competitive examination will be required to report for duty at the place of assignment. Requests for revision of the place of assignment after the appointment has been made will not be considered.

- (ii) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Service Minute of the Management Service Officers' Service published in *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No: 1840/34 dated 11.12.2013, revisions already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial regulations and Procedural Rules of the Public Service Commission published in *Gazette Extraordinary* No. 2310/29 dated 14.12.2022.
- (iii) Candidates who are successful in this examination shall be appointed subject to a probation period of one year from the date of appointment. Their posts shall be permanent and pensionable. They must pass the first Efficiency Bar Examination within 03 years from the date of recruitment to Grade III of the Management Service Officers' Service, as mentioned in the service minute.

- (iv) Candidates who receive appointments on the results of this examination shall be liable to transfer and may be posted to any station in Sri Lanka.

- (v) The officer must compulsorily serve at the service station to which he/she is appointed at first for three years. However, if the appointing authority determines it necessary to transfer an officer before the end of the specified period due to exceptional circumstances, they reserve the power to do so.

- (vi) If selected for an appointment, you must acquire proficiency in the Official Language as applicable, in accordance with the provisions of Public Administration Circular No. 18/2020 dated 16.10.2020 and its consequent circulars, based on the language medium in which you qualified for the appointment.

6.0 Eligibility -

Eligibility to apply for this competitive examination is restricted solely to officers holding permanent appointments in the public service, who have been confirmed in those posts and receive salaries under the salary codes of PL category and MN 1-2025 salary code, in accordance with Public Administration Circular No. 10/2025.

Note: The officers in provincial public services are not allowed to sit for this examination

In order to be eligible to apply for this examination, every candidate must have satisfied the following qualifications, in addition to the aforementioned qualification;

- (i) As of the closing date for applications, candidates must have completed at least **05 years of active and satisfactory service** in a permanent appointment. Furthermore, they must not have been subjected to any disciplinary punishment in accordance with the provisions stated in the **Public Service Commission Circular No. 01/2020**. This must be certified by the Head of the Department.
- (ii) Candidates must have passed at least six (06) subjects with two (02) credit passes in **not more than two sittings** at the G.C.E.

(Ordinary Level) Examination, including Language/Literature and Arithmetic/Pure Mathematics/Elementary Mathematics/Commercial Arithmetic.

- (iii) Candidates must be of an excellent character.
- (iv) All the candidates must have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.
- (v) **All the qualifications prescribed for recruitment to the post must have been satisfied as of 25th of September 2026**

employees of Boards, Corporations and similar bodies are not eligible to compete in this examination.

- 5) Except for the employees in the Combined Services, any other employee in the Department of Post who has been given training according to 3 above is not eligible to appear for this examination.
- 6) The candidates, before submitting their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who present themselves for the examination without satisfying the qualifications prescribed in this notification shall be disqualified, even if they obtain a required level of marks at the examination.

Note:-

- 1) Any period of service served prior to being permanently appointed to a post, or any period of service or training completed as a condition for permanent appointment to a post, shall not be counted toward the five-year period required for qualifying mentioned in 6.0(i) above. Furthermore, the period of service on a casual/temporary basis completed by a candidate before his / her appointment to a certain post on a permanent basis shall not be taken into account when calculating the qualifying 05-year period mentioned in 6.0 (i) above.
- 2) The Head of Department should be prepared to release the officer if he/she is selected for an appointment.
- 3) Employees in any Grade who are engaged in semi-technical work, who have been trained on a certain task or who have been given special training by the government shall not be eligible to sit this examination. For example, employees in engineering and industrial grades and Public Health Officers in the Department of Health shall not be eligible to sit for this examination. In case there are any doubts as to whether a particular employee is eligible or not, the applicant should consult the Director General of Combined Services through the head of department.

When inquired by the Director General of Combined Services regarding the eligibility of any employee in this regard, the department concerned should submit a comprehensive description of the job held by the employee with the salary scale and state whether the applicant had been given any training to equip himself to hold the job and the nature and duration of such training, if any.

- 4) Temporary and casual employees in public service,

7.0 Conditions of the Examination –

- (i) The examination will be held in Sinhala, Tamil and English languages. Candidates may sit for the examination in the language of their preference. Candidates must answer all the question papers of this examination in one and the same language. They shall not be allowed to change the language medium indicated in the application subsequently. Every candidate must answer both question papers.
- (ii) The online examination application must be completed in English only. Once the Department of Examinations receives the soft copy of the application submitted by the applicant online, it will be verified and the candidates will be notified *via* SMS to the mobile phone number used to access the system or *via* email whether the application is accepted/not accepted by the Department as a valid application. Before completing the online application, you must download and read the Common Instructions on filling the application and strictly follow those instructions when filling out the application. Incomplete applications shall be rejected without any notice.
- (iii) Examination fee is Rs. 600/-. Payment of examination fees must be made strictly using the following methods provided by the online system.
 - (i.) Through any Bank Credit Card,

- (ii.) Through any Bank Debit Card,
- (iii.) Through Bank of Ceylon Online Banking Method/ Flex App,
- (iv.) Through Bank of Ceylon Teller Slip Payment.

Note: The instructions on payment through the above methods are published under the technical instructions related to the examination on the website.

- (iv) The receipt of payment shall be acknowledged through SMS or e-mail. The total examination fee must be paid, and applications of the candidates who have made payments more or less than the prescribed examination fee shall be rejected. The Department of Examinations shall not bear responsibility for the errors that occur when paying the examination fees through the above methods.
- (v) Under no circumstances the examination fee shall be refunded/ allowed to be transferred in favor of another.
- (vi) The signature of the applicant placed on the admission card must have been attested by the head of the Institution or an officer authorized by him.

Note: Candidates are not allowed to enter the examination hall without the admission card. The admission card in which the signature has been attested must only be produced to the supervisor of the examination center on the first day of the examination. Issuance of an admission card to an applicant does not necessarily mean that he/ she has fulfilled the qualifications to sit for the examination.

- (vii) If **applicants with special needs** appear for this examination, that matter must essentially be mentioned in the application, and the copies of the relevant medical certificates must be presented together with the printed copy of the application by post to the **Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations - Sri Lanka, Pelawatta, Battaramulla.**
- (viii) The Commissioner General of Examinations will issue admission cards strictly online to the

applicants, who have paid the examination fee and correctly submitted the applications online on or before the closing date, on the assumption that only those who possess the qualifications indicated in the *Gazette* notification have applied for the examination. A notification shall be published on the website of the Department of Examinations as soon as the admission cards are issued to the candidates. If there is any candidate who has not received their admission card, steps should be taken to notify the Institutional Examination Organization Branch of the Department of Examinations in the manner specified in the advertisement. When making such an inquiry, the applicant must accurately state the name of the examination applied for, their full name, National Identity Card number, and address. It would be more effective to send a formal letter of request containing those details to the email address mentioned in the advertisement. When making such an inquiry, it will also be useful to have ready a copy of the application form you kept and the receipt obtained for the payment of examination fees, in order to verify any information requested by the Department of Examinations. Please check your admission card and, if there are any errors, contact the Department of Examinations, Sri Lanka in a timely manner to make the necessary amendments according to your application. Requests for amendments made at the examination hall shall not be considered.

8.0 Once the appointing authority has communicated the appropriate date for the release of results, the Department of Examinations, Sri Lanka, will take steps to either send a result sheet indicating the marks for each subject and the total marks obtained at the written examination to all candidates who sat for the examination via post or release the results via the website www.results.exams.gov.lk.

9.0 Identity of Candidates - Candidates must prove their identity for every subject they sit for in the examination hall, to the satisfaction of the Supervisor. For this purpose, any of the following documents will be accepted.

- (a) National Identity Card,
- (b) A valid passport,
- (c) Valid driving license of Sri Lanka.

Furthermore, candidates must enter the examination

hall without covering their faces, so that their identity can be verified, and without covering their ears, so it can be confirmed that they are not wearing any electronic communication devices. Applicants who do not agree to this shall not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until leaving after the examination is over, the candidates must keep their face and ears uncovered.

10.0 Heads of Departments must approve duty leave to officers to whom admission cards have been issued by the Commissioner General of Examinations to enable them to appear for the examination. Traveling expenses shall not be paid.

11.0 **Penalty for Furnishing False Information** – Candidates must take care to furnish correct information when filling out the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled prior to, during or after the examination, if his/her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false at any stage he/she shall be liable to dismissal from the public service.

12.0 **Examination procedure and method of selection for appointment-**

The subjects of the examination and the marks assigned to each subject are given below:

<i>Subject</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>	<i>Duration</i>
Language Proficiency and Aptitude	100	40	2 ½ hours
Test for Management Service Officers' Service			
Aptitude	100	40	1 hour

Marks shall be deducted for illegible hand writing and spelling mistakes in every written answer paper. Candidates may sit for the examination strictly in one language medium of their preference. At least fifty percent (50%) should be obtained from the total marks of the examination to be selected for an appointment.

In relation to this competitive examination, only a number of candidates equal to 30% of vacancies, as of the date vacancies are calculated as per the service minute, will be called for the interview, strictly following the order of merit achieved in the written examination. **It is emphasized that no candidate shall be entitled to be called for an interview or qualify for an appointment simply by achieving the minimum pass marks in the limited competitive examination** mentioned in the above paragraph.

13.0 **Syllabus –**

Language Proficiency and Aptitude Test of Management Service Officers Service (duration 2 ½ hours)

The question paper shall consist of subject related questions designed to test the candidates' ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence making graph based on the given data, and use of simple grammar.

Questions designed to test the knowledge of the candidate on basic rules and regulations applied in taking action regarding the documents of an office and Management Service Officer's knowledge on duties such as action to be taken on a letter containing matters on which the officer should take action.

Questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use. All questions should be answered.

Part I - Structured questions on comprehension in order to test the language skills, summarization and essay writing (1 hour 15 minutes – 50 marks)

Part II - Short questions, structured questions and essay type questions on a case, statement or paragraph in order to test the aptitude for Management Service Officers Service. (1 hour 15 minutes – 50 marks)

Aptitude (Duration - 1 hour)

This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence.

This consists of 50 questions of Multiple Choice and Short Answer model. (Duration 01 hour)

All questions should be answered.

- 14.0 The decision of the Director General of Combined Services shall be final regarding any matter not provided for in this notice of examination.
- 15.0 In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

N .U. NISHAN MENDIS,
Director General of Combined Services.

Ministry of Public Administration, Provincial Councils & Local Government,
Independence Square,
Colombo 07.
19th of August 2026.

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