Ministry of Foreign Affairs, Foreign Employment, and Tourism

Recruitment to Grade III of the Office Employees' Service of the Combined Service

Applications are hereby invited from Sri Lankan citizens who possess the qualifications specified in this notification to fill two (02) vacancies in Grade III of the Office Employees' Service of the Combined Service in the Ministry of Foreign Affairs, Foreign Employment, and Tourism.

02. The number of appointments to be made and the effective date of such appointments shall be determined by the Appointing Authority. The Appointing Authority reserves the right to fill any number of vacancies or to refrain from filling all or any of the vacancies.

03. Eligible applicants shall submit their applications prepared in accordance with the format given below, together with certified copies of the relevant certificates. The top left-hand corner of the envelope containing the application should be clearly marked **"Application to participate in the Interview for Grade III of the Office Employees' Service"** and sent by registered post to reach the address given below on or before **27.11.2026**. Applications received after the closing date will be rejected.

Ministry of Foreign Affairs, Foreign Employment and Tourism (Tourism Section)

No. 03, Times Building,

Bristol Street (Sir Razik Fareed Mawatha)

Colombo 01.

04. Nature of the Post and Structure of Duties:

I. This post is classified as a Primary Non-Skilled category post.

II. This appointment is permanent and pensionable, subject to any future policy decisions taken by the Government regarding pensions.

III. The appointee shall be required to contribute to the Widows'/Widowers' and Orphans' Pension Scheme and shall pay contributions as prescribed by the Government from time to time.

IV. The appointee shall be subject to a probationary period of three (03) years, from the date of assumption of duties and shall pass the prescribed Efficiency Bar Examinations in accordance with the Service Minute.

V. The appointee shall acquire the required proficiency in the other Official Language/ Official Languages in accordance with the provisions of Public Administration Circular No. 18/2020, dated 16.10.2020.

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VI. The appointee shall be subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government, and all other Government regulations, circulars, instructions, and any amendments issued thereto from time to time.

05. This service category involves assigning basic multi-purpose duties required for the functioning and maintenance of institutions which can be performed without specific semi-skilled or technical qualifications . According to the Service Minute of the Office Employees' Service, the designated post for Grade III is Office Laborer. Any duty falling within this scope of this service may be assigned by the Head of the Institution /Appointing Authority .

Examples -

Key handling duties , carrying letters and files, performing cleaning duties as required, assisting with photocopying, handling fax related work, and other duties assigned relevant to the institution.

06. Conditions of Service:

I. An appointee shall be required to serve for a minimum period of three (03) years at the first place of appointment. However, the Appointing Authority reserves the right to transfer an officer prior to the completion of this period, for special reasons determined by the Appointing Authority.

II. The conditions stipulated in the Procedural Rules of the Public Service Commission, published in the Extraordinary Gazette No. 2310/29 dated 14.12.2022, the provisions of the Establishments Code, and the Service Minute of the Office Employees' Service shall also apply to this appointment .

07. Qualifications for recruitment:

I. Must be a Sri Lankan citizen.

II. Must be not less than 18 years and not more than 45 years of age as at the closing date of applications. The upper age limit shall not apply to permanent and pensionable officers already in the Public Service.

III. Must be of excellent character.

IV. Must be physically and mentally fit enough to perform duties of the post and be willing to serve in any part of the island.

V. Must have passed six (06) subjects, including at least two 'Credit' passes at the General Certificate of Education (Ordinary Level) Examination, in not more than two sittings .

VI. Must not be a person disqualified for appointment to the Public Service under Chapter V of the Procedural Rules of the Public Service Commission.

VII. All qualifications relevant to the post must have been completed on or before the

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date of calling applications.

Note –

As this recruitment is solely for the performance of duties under the Office Employees' Service, possession of higher educational or professional qualifications does not entitle an appointee to claim any additional salary or appointment to a post with such a salary structure outside the provisions of the Service Minute of the Office Employees' Service.

08. Recruitment Procedure:

Qualified applicants will be appointed to the permanent post in Grade III of the Office Employees' Service, strictly in order of merit, based on marks obtained at a Structured Interview conducted by an Interview Board. Applicants must clearly indicate in the application the language medium in which applicants wish to face the interview, and the Structured Interview will be conducted in that medium.

I. The marking scheme for the Structured Interview is as shown in the table below:

	Criterion		Marks
01	Educational Qualifications	Having passed the G.C.E. (Advanced Level) examination	5
		Having a pass in Mathematics, Language, Second Official Language, English, and one other subject at the G.C.E. (Ordinary Level) Examination (02 marks per subject, maximum 5 subjects considered)	10
02	Professional qualifications and experience acquired		10
03	Extracurricular activities (sports/ social service, etc.)		10
04	Personality and communication		10
05	Skills shown at the interview		5
	Total Marks		**50**

09. Salary:

I. Salary Code - **PL-1-2025**

II. Salary Scale: The monthly salary scale applicable to Grades III, II, and-I **Rs. 40,000 – 10 X 450 – 10 X 490 – 10 X 540 – 12 X 590 – 61,880/=.**

(Salaries will be paid in accordance with Public Administration Circular No. 10/2025, with effect from 01.01.2027. Until then, salaries shall be calculated in terms of

Schedule III of the said circular)

10. Documents to be submitted with the application:

I.A certified copy of the Birth Certificate

II. A certified copy of the National Identity Card / valid Passport

III. Certified copies of educational certificates

IV. Grama Niladhari Certificate (Form DS 04)

11. Applicants who submit applications on or before the due date shall be called for the structured interview on the presumption that they possess the required qualifications specified in this notification. If, upon verification at the interview, it is found that an applicant does not possess the required qualifications, such candidature shall be cancelled.

12. All applicants are bound to act in accordance with the general rules and regulations set out in this Notification.

13. Furnishing of False Information:

i. Applications must be completed with utmost care and accuracy. If, at any stage before, during, or after the interview, it is found that an applicant is ineligible under the applicable regulations of this interview, his/her candidature may be cancelled.

ii. If any information provided by an applicant is later found to be false, or, if any material fact has been deliberately concealed by him/her, such applicant shall not be considered for an appointment, and any appointment already granted on the basis of this interview may be cancelled or the individual may be dismissed from the Public Service.

14. In the event of any inconsistency or discrepancy among the Sinhala, Tamil, and English texts of this Notification, the Sinhala text shall prevail.

15. In respect of any matter not provided for in this notification, or in the event of any issue arising during the recruitment process, the decision of the Director General of Combined Services shall be final.

By order of the Director General of Combined Services

Aruni Ranaraja

Secretary

Ministry of Foreign Affairs, Foreign Employment, and

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Tourism.

On 05th day of November, 2026,

Ministry of Foreign Affairs, Foreign Employment, and Tourism (Tourism Section)

No. 03, Times Building,

Bristol Street (Sir Razik Fareed Mawatha)

Colombo 01.

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