MINISTRY OF PORTS AND CIVIL AVIATION

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

Applications are invited from Sri Lankan citizens who possess the qualifications specified in this notice to fill 06 vacancies in Grade III of the Office Employees' Service in the Combined Service in the Ministry of Ports and Civil Aviation.

02. The number of applicants to be appointed and the effective date of the appointment will be determined by the Appointing Authority. The Appointing Authority reserves the power to leave any or all of the vacancies unfilled.

03. Qualified applicants should prepare their applications in accordance with the format given below and the applications along with copies of relevant certificates, should be sent via Registered Post to the address below with **"Application for the Interview for Grade III of the Office Employees' Service"** clearly marked on the top left corner of the envelope, to be received on or before**12.12.2026.** Applications received after the closing date will be rejected.

Secretary
Ministry of Ports and Civil Aviation
No. 19
Chaithya Road
Colombo 01

04. Nature of the Post and Duty Structure:

I. This post is a Primary Non-Technical category post.
II. This appointment is permanent and pensionable.
III. You must contribute to the Widows' and Orphans' / Orphans' Pension (W&OP) Scheme. You shall make contributions to the scheme as prescribed by the Government from time to time.
IV. You shall be subject to a probation period of three (03) years from the date of assuming duties. You must pass the prescribed Efficiency Bar (EB) Examination as specified in the Service Minute.
V. You must acquire proficiency in the other official language/languages in accordance with the provisions specified in the Public Administration Circular No. 18/2020 dated 16.10.2020.
VI. You shall be subject to the Procedural Rules of the Public Service Commission, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations, and other Government regulations, circulars, and instructions, as well as any amendments issued thereto from time to time.

05. This is a multi-skilled service category where basic tasks can be performed without specific semi-technical knowledge or specialized skills. According to the Service Minute, the designated designation for Grade III is the post of Office Labourer. Any duty falling within this scope of work will be assigned to this service category by the Head of the Institution / Appointing Authority.

Examples –

Key duties, moving documents and files, carrying out cleaning duties as required, assisting with photocopying, handling fax messages, and performing other institutional duties as assigned.

06. Service Conditions:

I. It is mandatory to serve for a minimum of three (03) years at the initial place of appointment. However, if it becomes necessary to transfer an officer before the expiration of the said period due to any exceptional reasons determined by the Appointing Authority, the Appointing Authority reserves the power to do so.
II. In relation to this appointment, the conditions set out 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 Establishment Code, and the matters contained in the Service Minute of the Office Employees' Service shall also apply.

07. Qualifications for Recruitment:

I. Must be a citizen of Sri Lanka.
II. Must be not less than 18 years and not more than 45 years of age as of the closing date for applications. The upper age limit will not apply to those who are already holding permanent and pensionable appointments in the public service.
III. Must be of excellent moral character.
IV. Every candidate must possess adequate physical and mental fitness to serve in any part of the island and to discharge the duties of the post.
V. Must have passed six subjects, including at least two passes, in not more than two sittings at the General Certificate of Education (Ordinary Level) Examination.
VI. Must not be a person unqualified for appointment to the government service under Chapter V of the Procedural Rules of the Public Service Commission.
VII. It is mandatory that all qualifications required for the post have been completed on or before the closing date for applications.

Note –

As this recruitment is strictly for the performance of duties within the Office Employees' Service, it should be noted that possessing higher educational or professional qualifications does not entitle an individual to receive an alternative salary or to be appointed to a post within such a salary structure outside the Service Minute of the Office Employees' Service and without a formal procedure.

08. Method of Recruitment:

Qualified applicants will be appointed to the post of Office Labourer in Grade III of the Office Employees' Service strictly based on the order of merit of the marks obtained by candidates at a structured interview conducted by an Interview Board. Candidates must clearly state in their application the language medium in which they wish to face the interview, and the structured interview will be conducted in that language medium.

1. The marking scheme for the structured interview is given in the table below.

	Criteria		Marks
01	Educational Qualifications	Passed G.C.E. (A/L)	5
		Having obtained a Pass in Mathematics, Language, Second National Language, English Language, and another subject at the G.C.E. (O/L) examination. (A maximum of 5 subjects will be considered for awarding 02 marks per subject.)	10
02	Professional qualifications and experience obtained		10
03	Extracurricular activities (Sports / Social Services ..... etc.)		10
04	Personality and Communication		10
05	Skills demonstrated during 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 is Rs. 40,000 - 10 x 450 - 10 x 490 - 10 x 540 - 12 x 590 - 61,880/=

(Salaries will be paid from 01.01.2027 in accordance with the Public Administration Circular No. 10/2025. Until then, the due salary will be calculated according to 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 (NIC) / valid Passport.
III. Certified copies of Educational Certificates.
IV. Grama Niladhari Certificate (DS 04 Format).

11. Candidates who have submitted their applications on or before the due date will be called for the structured interview on the presumption that only applicants possessing the qualifications specified in this notice have applied. If it is revealed at the time of verifying qualifications during the interview that a candidate does not possess the required qualifications, their candidature will be cancelled.
12. All applicants shall be bound to comply with the general rules and regulations specified in this notice.
13. Provision of False Information:
    i. Extreme care must be taken to provide accurate information when filling out the application. If it is found that any candidate is ineligible to appear for this interview in accordance with the relevant regulations, his/her candidature may be cancelled at any stage - whether prior to, during, or after the interview.
    ii. If any information provided by a candidate is subsequently found to be incorrect, or if it is revealed that he/she has willfully suppressed any material fact, he/she will no longer be considered for appointment. Furthermore, any appointment already granted on account of this interview will be subject to cancellation or may even lead to dismissal from the government service.
14. In the event of any inconsistency or contradiction among the Sinhala, Tamil, and English texts of this Gazette notification, the Sinhala text shall prevail.
15. In the event of any matter not specified in this notification, or if any problematic situation arises during the recruitment process, the decision taken by the Director General of Combined Services regarding the same shall be final.

By Order of the Director General of Combined Services
Secretary to the Ministry

Ministry of Ports and Civil Aviation
No. 19
Chaithya Road, Colombo 01.

13 November 2026

SINCE 2014 Gazette.lk AMBITIONS REALIZED