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The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,477 – 2026 පෙබරවාරි මස 20 වැනි සිකුරාදා – 2026.02.20
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PART I: SECTION (IIA) – ADVERTISING

(Separate paging is given to each language of every Part in order that it may be filed separately)

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IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY "GAZETTE"

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after **three months** from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 13th March 2026, should reach Government Press on or before 12.00 noon on 27th February, 2026.

Electronic Transactions Act, No. 19 of 2006 - Section 9

"Where any Act or Enactment provides that any proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette."

S. D. PANDIKORALA,
Government Printer.

Department of Govt. Printing,
Colombo 08,
01st January, 2026.



This Gazette can be downloaded from www.documents.gov.lk

1. General Qualifications required :

1:1 Every applicant must furnish satisfactory proof that he is a Sri Lankan. A Sri Lankan, is a citizen of Sri Lanka by descent or by registration as defined in the Sri Lanka Citizenship Act.

1:2 A candidate for any post for which the minimum educational qualification prescribed is a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass in the Senior School Certificate Examination or equivalent or higher examination, should have a pass either in Sinhala language or Tamil language obtained, as the case may be, at the Senior School Certificate Examination or its equivalent if he is either a Sinhalese educated in Sinhala Medium or if he is a Tamil educated in Tamil Medium (This requirement will not apply to those who are in the public service from a date prior to January 01, 1961, and who seek appointments to other posts in the public service).

1:3 Application from the ,New Entrants, Public Officers, who are not either Sinhala or Tamil educated, whose probationary trial appointments have been terminated for failure to pass the prescribed official language proficiency tests will not be entertained unless they have obtained the qualifications which could entitle them to seek exemptions from the highest proficiency test prescribed for the post.

2. Conditions of Service-General :

2:1 All officers in the Public Service will be subject to the Financial Regulations, the Establishments Code, Departmental Orders or Regulations and any other Orders or Regulations that may be issued by the Governments from time to time.

2:2 A Public officer may be required to furnish security in terms of the Public Officers (Security) Ordinance, in such sum and in such manner as the secretary to the Ministry concerned may determine.

2:3 A Public Officer may be called upon to serve in any part of the Island.

3. Conditions of Service applicable to Public Officers holding permanent appointments :

3:1 In addition to the conditions referred to in Section 2 above Public Officer holding permanent appointments will be subject to the following further conditions:

3:1:1 All appointments will be on probation for a period of 3 years unless a longer period is considered necessary in respect of any post. Any appointment may be terminated at any time during the period of probation without a reason being assigned.

3:1:2 All public officers are required to conform to the provisions of the Chapter IV of the Constitution of the Democratic Socialist Republic of Sri Lanka and any other laws, regulations or rules that may be made from time to time to give effect to the Language Policy of the Government.

3:1:3 All Public officers who have not entered the Public Service either in Sinhala Medium or in Tamil Medium are required to acquire a working knowledge in one of the official languages.

3:1:4 Confirmation at the expiry of the period of probation of an officer who entered the Public Service in a medium other than Sinhala or Tamil will depend, inter alia, on the passing of the Grade I Proficiency Test in one of the Official Languages within one year; Grade II Proficiency Test within two years, and Grade III Proficiency Test (where applicable) within three years from the date of appointment.

Failure to pass a test within the prescribed period will result in the suspension of increments. Suspension will be converted to a stoppage if the test is not passed within a further period of six months beyond the prescribed period such stoppage operating until the test is passed or until such time as the provisions of Section 3:1:6 below apply.

3:1:5 Such officers should, on receiving appointment, be given facilities on full pay, for a period of 6 months to obtain proficiency in one of the official languages. He will thereafter, be required to sit the relevant proficiency examination and if he does not pass he will be given the opportunity to pass the examination within a period of 2 years immediately after the period of 6 months on full pay, while he performs his normal duties.

3:1:6 If he fails to pass the examination in this prescribed period of 2 1/2 years his services will be terminated.

3:1:7 A Public Officer already confirmed in permanent post in the Public Service will not normally be required to serve the period of probation on being appointed to another permanent post in the Public Service. Such Officers may in the first instance be appointed to act in the new post for a

specified period with a view to testing him in his new post.

3:1:8 Selected candidates (Other than those already holding permanent or temporary appointments in the Public Service) who have already been medically examined will be required to undergo a medical examination by a Government Medical Officer to test their physical fitness to serve in any part of the Island.

4. Terms of Engagement :

4:1 Public officers appointed to permanent and pensionable posts should contribute to the 'Widows and Orphans' Pension Scheme from their salary an amount equivalent to the percentage the Government requires to recover from their salary.

4:2 Public officers appointed to permanent or temporary posts on Provident Fund basis will be required to contribute 6% of their consolidated salary to the Public Service Provident Fund. The Government will contribute as its share of contributions an amount equal to 150% of the compulsory contributions credited to the fund at the close of the Financial Year.

4:3 Officers who hold pensionable appointments in the Public Service and who are released for appointments to pensionable posts in the Local Government Service and those officers in the Local Government Service who hold pensionable appointments and who are released for appointments to pensionable posts in the Public Service will be allowed pensionability in their posts in the Local Government Service and Public Service respectively.

4:4 Regular Force personnel in the Army, Navy and Air Force who are released for appointments to posts in the Public Service which are pensionable under the Minutes on Pension will be allowed pensionability in their posts in the Public Service. Notwithstanding anything to the contrary in these Minutes the unforfeited full pay service of any member of the Armed Forces who is released to accept an appointment as a Public Officer in a post which has been declared to be pensionable under these Minutes shall be reckoned for the purpose of any pension or gratuity payable under these Minutes.

5. Serving Officers in the Public Service :

5 :1 Applications from officers of the Public Service who possess all the necessary qualifications must be forwarded through the Heads of their respective Departments. In the case of applications from Public Officers holding post in the permanent establishment in the Public Service. Heads of Departments in forwarding such applications should state whether the applicants could be released or not to take up the new appointment, if selected.

5 :2 Candidates may be required to present themselves for interview at an appointed time and place. No travelling or other expenses will be paid in this connection.

5 :3 Anyone desiring to recommend a candidate should do so by giving a testimonial. Any form of canvassing or any attempt to influence the selection of a candidate will disqualify such candidates.

5 :4 Any statement in the application which is found to be incorrect will render the applicant liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

5 :5 Application not conforming in every respect with the requirements of the advertisement will be rejected.

6. Definition of Salary for the purpose of Eligibility :

6 :1 Salary for purposes of eligibility means only the consolidated salary and does not include any action salary, allowances etc.

7. New National Policy on Recruitment and Promotions :

Recruitment and Promotion in the Public Service, Provincial Public Service, Public Corporate Sector and Companies fully owned by the Government will be done in accordance with the policy laid down in the Public Administration Circulars No. 15/90 of 09.03.1990, 15/90 (I) of 25.03.1990 & 15/90 (ii) of 15.06.1990 with effect from 01.01.1990 subject to amendments that will be done by subsequent Public Administration Circulars.

Rules and Instructions for Candidates

All candidates are bound to act in conformity with the provisions of the Examinations Act, No. 25 of 1968.

All candidates are bound to abide by the rules given below. A candidate who violates any of these rules is liable to one or more of the following punishments at the discretion of the Commissioner of Examinations :—

- (i) Suspension from the whole or part of the examination or one subject or a part thereof ;
- (ii) Disqualification from one subject or from the whole examination ;
- (iii) Debarment from appearing for an examination for a period of one year or two years ;
- (iv) Debarment for life ;
- (v) Suspension of the certificate for a specified period ;
- (vi) Reporting the candidate's conduct to his Superiors or handing over the candidate to the Police or making a complaint to the Police over his action.

The Commissioner reserves himself the right to take action at any time before the Examination or at any stage of it or thereafter, and his decision shall be deemed final. In the case of examinations for recruitment to the Public Service, the decision of Commissioner of Examinations shall be subject to the Supervision of the Public Service Commission.

1. All candidates should conduct themselves in a quiet manner in and around the Examination Hall so as not to disturb or obstruct the Supervisor, his assistants or the other candidates. They should enter and leave the Examination Hall as quietly as possible.

2. Candidates should obey the Supervisor. Therefore, when the Examination is in progress and before the commencement of the Examination as well as immediately after the end of the Examination they should act in accordance with the instructions of the Supervisor and his assistants.

3. Under no circumstances whatsoever will a candidate be allowed into the Examination Hall after the lapse of half an hour after the commencement of a paper. No candidate will be permitted to leave the hall till after half an hour from the time of commencement of the paper. Candidates who come late for Practical and Oral Examinations are liable to be refused admission.

4. Every candidate should sit at the desk bearing his/her index number and not at any other desk. Unless with the permission of the supervisor no candidate should change his/her seat. The occupation of a seat other than the one assigned to him by a candidate is liable to be considered as an act with a dishonest intention.

5. Absolute silence should be maintained in the Examination Hall. A candidate is forbidden to speak to, communicate with or have dealings with any person within or outside the Examination Hall other than a member of the Examination Hall Staff. If there is an urgent need for a candidate to communicate with another, prior permission must be obtained from the supervisor.

6. A candidate's answer script is identified only by the Index Number and his/her name should not be written on the answer script. Another candidate's index number appearing on the answer script of a candidate is considered as an attempt to commit a dishonest act. Answer scripts bearing an index number that is difficult to decipher is liable to be rejected.

7. Candidates should write only on the paper provided and should not write anything on the blotting paper, question paper, desk or any other place. Non conformity with this rule could be taken as an act with dishonest intentions.

8. Any paper or answer book supplied should not be torn up, crushed, folded or erased. Each and every sheet of paper used for rough work should be tied up with the answer script. It should be a part of the answer script. (Such rough work should be neatly crossed out.) Anything written inside the Examination Hall should not be taken out. If a question has been answered twice, the unnecessary answer should be neatly crossed out. Failure to abide by these requirements may be considered as an attempt to cheat.

9. When answering questions in Mathematics the submission of correct answers with incorrect working or with no working at all and in art if the work of art is similar or very close in resemblance to that of another candidate in concept, in form or in execution it is liable to be considered as a dishonest act.

10. The removal of any paper or stationery supplied to candidates out of the Examination Hall is prohibited. All such material remains the property of the Commissioner of Examinations. Breach of this rule shall be liable to be considered an act with dishonest intention.

11. While in the Examination Hall a candidate should not have with him or near him any book, note book, pocket note book, exercise book, sheet of paper or pieces of paper other than the stationery supplied to him. Nor should any handbag, travelling bag or parcel other than the candidate's boxes of colours and boxes of instruments where necessary or any file cover, card board pad, folded newspapers, brown papers should be brought into the Examination Hall. Breach of this rule is a punishable act.

12. A candidate is strictly forbidden to keep with him any book, note book or a sheet of paper with written notes once inside the Examination Hall. Should the Supervisor so requires, each candidate is bound to

declare everything he has with him/her. Breach of this requirement shall be considered as an attempt to commit an act of dishonesty.

13. Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, a book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any another candidate. A candidate should refrain from helping another Candidate and also from getting help from another candidate or a person. Every completed answer sheet should be kept underneath the sheet on which the answer is being written. Sheets of writing paper should not be strewn all over the desk.

14. A candidate will under no circumstance whatsoever be allowed to leave the Examination Hall even for a brief period during the course of the paper. However in an emergency if a candidate needs to leave the hall, he/she shall be allowed to do under the surveillance of the supervisor or his assistant. He/she shall be subject to search before leaving the hall as well as before re-entering it.

15. Impersonation while answering a paper or before the commencement of the Examination is a punishable offence. Tampering with identity cards, presenting false identity cards or tampering with someone's identity are also such offences. Candidates are warned not to commit such offences.

16. Assistance given to a candidate in a dishonest manner by a person who is not a candidate, is considered a serious offence.

Candidates should adhere to the following instructions for their own safety :—

(i) Be at the Examination Hall well in time. It is sufficient to be at the Examination Hall 10 or 15 minutes before the commencement of each paper. If you have any doubt as to the location of the Examination Hall, make inquiries on a day prior to the date of Examination and be sure of its location.

(ii) In case of any doubt regarding your entry for a paper or eligibility to sit a paper you should bring it to the notice of the Supervisor and get your doubts cleared. Failure to do so may result in your candidature for the subject being cancelled.

(iii) When appearing for the Examination, candidates should produce their identity cards at every paper they sit. If a candidate fails to produce identification documents at the Examination Hall, his candidature is liable to be cancelled. In case a candidate forgets to bring such documents into the Examination Hall, it should be brought to the notice of the Supervisor and arrangements should be made to produce them before the Examination concludes.

(iv) Standard stationery (i.e. writing paper, graph paper, ledger paper, precis paper) will be supplied. If you receive any stationery that is different from the kind generally distributed or distributed to the others it should be promptly brought to the notice of the supervisor. No paper other than those issued at the Examination Hall should be used for answering questions. Excess paper and other material should be left on the desk, in good condition. When log tables are supplied they should be used with care and left on the desk when you leave.

(v) Candidates should bring their own pens, pencils, bottles of ink, erasers, pieces of cloth, rulers, geometrical instruments, coloured pencils, coloured chalk, etc.

(vi) When you start answering you should promptly write down your Index Number and the name of the Examination on each sheet of paper used. Write neatly and legibly on both sides of the paper. Leave a blank line after the answer to each part of a question. After the answer to a full question leave one or several blank lines. Do not crowd in your work.

(vii) The left-hand margin of the answer sheet is set apart for you to enter the number of the question you answer. The right hand margin is reserved for the examiner's use and nothing should be written there. Number your answers correctly as incorrect numbering leads to confusion.

(viii) You should read carefully the instructions given at the head of the question paper, with regard to the compulsory questions and the manner in which the other questions should be selected. Disregard to these instructions is often liable to affect you adversely.

(ix) When Mathematics Questions are answered, give all details of calculations and any roughwork, in their serial order as part of the working of the problem. Necessary sketches, diagrams and figures should be accurate and sufficiently large. In an answer running into several pages if reference must be made to a diagram drawn in an earlier page, that diagram should be drawn repeatedly.

(x) At the end of each paper, arrange your answer sheets in the order you answered the questions. Then using the piece of twine supplied, tie them up at the top left hand corner. Do not tie up at the top right hand corner.

(xi) You should personally handover your answer script to the Supervisor or to an Invigilator. Or else remain in your seat till it is collected. Failure to do so may result in the loss of your script and your being treated as an absentee for the paper. On no account should your script be handed over to a peon or an attendant.

(xii) If it becomes necessary for you to speak to the Supervisor or an Invigilator, or if you need stationery, remain in your seat and raise your hand.

Commissioner General of Examinations.

Department of Examinations,
Pelawatta, Battaramulla.

Post - Vacant

SRI LANKA POLICE

Reservist Assistant Superintendent of Police (Male / Female) Post of Legal Officer

APPLICATIONS are invited from Sri Lankan citizens for recruitment on a temporary basis to the post of Sub-Service Assistant Superintendent of Police (Male/Female) (Legal Officer) in the Sri Lanka Police.

02. Applications prepared according to the format given below should be submitted to the **Director, Department of Recruitment and Cadre Appointments, No. 375, First Floor, Sri Sambuddhathva Jayanthi Mawatha, Colombo 06**. It should be sent to the given address. Applications should indicate the position being applied for at the top left corner, enclosed in a registered envelope and arranged to reach the above address by or **before 20.03.2026**. Applications received late will not be considered, and the Sri Lanka Police will not issue applications in such cases.

03. The applicant must bear any adverse consequences resulting from a delay in submitting the application.

04. In the event of any discrepancy or inconsistency between the Sinhala, Tamil, and English versions of this notification, the Sinhala version shall be considered as the correct and authoritative text.

05. Monthly Allowances

The calculation of monthly allowances is based on the initial monthly salary for the post of Assistant Superintendent of Police under Salary Code SL-1-2025 in accordance with Public Administration Circular No. 10/2025. Furthermore, the calculation of monthly allowances for these officers is carried out according to the table below:-

	(2026) (Monthly Rs.)	(2027) (Monthly Rs.)
Monthly allowance	74438.00	82150.00
22% allowance	16376.36	18073.00
Special Allowance	1250.00	1250.00
Cost of living allowance	17,800.00	17,800.00
Food and accommodation allowance	34,800.00	34,800.00
Difficult Reward	2000.00	2,000.00
Telephone allowance	Permanent	3000.00
	Mobile	750.00
Executive Allowance	3000.00	3000.00

An Assistant Police Superintendent is entitled to receive an official vehicle. If a personal vehicle is used instead of an official vehicle, he/she is entitled to receive a monthly allowance of Rs. 50,000 and an allowance equivalent to the value of 250 liters of fuel.

In addition to these allowances, police officers holding the position are entitled to receive the benefits and medical facilities associated with the position.

- It is stated that recruitment to this position will be on a temporary basis, and after recruitment, the individual must contribute to the Government Service Provident Fund, with the contributions to be collected in a manner that is periodically disclosed.

6. Required Basic Qualifications

Age Limit

Minimum Age - 25

Maximum Age - 45

Educational Qualifications

Sworn in as an attorney at the Supreme Court.

Professional Experience

Having at least three (03) years of active professional experience as an attorney in a criminal court after being sworn in as an attorney of the Supreme Court:

or

After being sworn in as an attorney of the Supreme Court, having at least three (03) years of experience in the legal field relating to at least two (02) of the following tasks.

- i. Legal proceedings related to cases and coordination with the Attorney General's Department;
- ii. Legal matters related to agreements;
- iii. Preparation of legal documents pertaining to various ordinances, circulars, and regulations;
- iv. Legal proceedings or investigative tasks conducted by various statutory institutions.

7. Other Qualifications :

- i. Must be a citizen of Sri Lanka.
- ii. Applicants must possess the expected outstanding character of the Sri Lanka Police.
- iii. Must be willing to serve in any area of the country.

• **Any married or unmarried person can apply for this.**

8. Eligibility Assessment Interview :

Candidates will be referred to an eligibility assessment interview to evaluate their qualifications for recruitment. During this, the following qualifications will be examined

<i>Main Headings for Grading</i>		<i>Maximum Marks</i>
<p>1. Additional Educational Qualifications</p> <ul style="list-style-type: none"> i. Postgraduate Degree in Law ii. Bachelor of Law Degree iii. Other Postgraduate Degrees iv. Other Degrees v. Higher Diploma / Diploma / Courses <p><i>Note 01</i> - iii, iv, and v are considered for a maximum of 02 courses. <i>Note 02</i> - For qualifications from i to iv, points will be awarded only for degree certificates issued by a university recognized by the University Grants Commission or an institution authorized to award degrees. <i>Note 03</i> - For v, points will be awarded only for certificates at SLQF level 4 or 3.</p>	<p>10 08 06 04 02</p>	25
<p>2. Additional Professional Experience</p> <ul style="list-style-type: none"> i. Professional experience as a lawyer (1 point for 6 months and 2 points per year) ii. Professional experience as a notary public (0.5 points for 6 months and 1 point per year) iii. Appearance in Supreme Court cases as a lawyer iv. Appearance in Court of Appeal cases as a lawyer v. Appearance in High Court cases as a lawyer vi. Appearance in District Court cases as a lawyer (The above qualifications must be certified by documents that can be accepted.) 	<p>20 10 08 06 04 02</p>	35

<i>Main Headings for Grading</i>		<i>Maximum Marks</i>
3. Language Skills		15
i. Other National Languages in addition to the medium language <ul style="list-style-type: none"> a. Diploma b. Advanced certificate c. Certificate d. Advanced level e. Ordinary level 	08 06 04 02 01	
ii. English Language <ul style="list-style-type: none"> a. Diploma b. Advanced certificate c. Certificate d. Advanced level (Points will be awarded only for the highest qualification in one language.)	08 06 04 02	
4. Information Technology		10
i. Diploma (not less than 06 months) ii. Advanced Certificate (not less than 03 months) iii. Certificate (not less than one month)	10 07 05	
(Even if the duration is not specified, marks will be awarded according to the SLQF qualification.)		
5. Skills demonstrated during the interview		15
Total		100

- 8.1. Authority to appoint the board for the assessment of qualifications: The Inspector General of Police or an officer authorized by him.
- 8.2. Based on the scores obtained from the assessment of qualifications, a sufficient number of applicants, according to the number of vacancies, are referred for background checks based on the priority list prepared.
- 8.3. Participating in the face-to-face examination does not constitute the completion of qualifications for appointment.

9. Background Check :

- 9.1. A background check is conducted to verify the good character of applicants referred to in 8.2.
- 9.2. To verify the good character of the applicant, investigations are conducted regarding his/her good character and behavior, as well as that of close relatives and close associates. Applicants with adverse background check reports will not be recruited.

Note: There should be no criminal records concerning close relatives. Close relatives refer to the applicant's mother, father, guardians, siblings, and, if married, spouses of siblings; and, if the applicant is married, the spouse and the spouse's siblings are also considered close relation.

- 9.3 Providing false information by applicants during recruitment shall render him/her ineligible for recruitment. If it is revealed after recruitment that false information was provided, the appointment shall be canceled at any time.

10. Medical Examination :

Applicants selected for the medical examination must pass a medical examination conducted by the Director/Doctor of the Police Medical Services Department, including a board of doctors. Additionally, in this examination, applicants

will also undergo a physical and mental fitness assessment to determine suitability for police duties. The reports of the medical examination must be presented under Form Health 169 by the Director/Doctor and must also include a report regarding the applicant's use of narcotic substances. Applicants who fail the medical examination cannot submit any appeals.

11. Terms of Service :

- i. Recruited lawyers shall be assigned to specific duties for a maximum period of 5 years.
- ii. The temporary appointment will be terminated after the completion of those duties or at the end of the tenure.
- iii. They shall also be subject to the procedures of the institution, financial regulations, the National Police Commission, Public Service Commission circulars, government administrative circulars, treasury circulars, police orders, Sri Lanka Police manuals and guidelines, as well as any other procedures in force at the time.
- iv. For every appointment, the conditions specified in the procedural rules published in Gazette Extraordinary No. 2310/29 dated 14.12.2022 by the Public Service Commission, the rules and conditions set by the National Police Commission at the time, and the relevant procedures of the institution shall apply.
- v. These officials must perform their duties dressed in the legal attire approved by the Supreme Court rules.

12. Training :

All applicants must participate in initial training for a period determined by the Inspector General of Police.

13. Applicants must attach copies of the following documents to their application forms. (Original documents should not be submitted)
 - (a) Birth certificate;
 - (b) Copy of National Identity Card;
 - (c) Certificate to verify educational qualifications;
 - (d) Certificate of oath as an attorney;
 - (e) Certificate to verify professional qualifications;
 - (f) Certificate related to work experience;
 - (g) Two recent character certificates (not from relatives);
 - (h) Copies of any other certificates required to be submitted for scoring under the eligibility assessment interview in Chapter 08.
14. Applicants must complete the application form typed on a computer on A4 size paper (11 x 8 inches) and send it by registered post to the address mentioned in paragraph two above along with the necessary certified copies. Under no circumstances should it be handed over personally to any officer.
15. Applications that do not fully comply with the requirements stated in this notice will be rejected. No responses will be given to such applicants regarding this matter.

Note - No travel or other expenses will be paid to applicants called for examination and interviews.

PRIYANTHA WEERASURIYA,
Inspector General of Police.

SRI LANKA POLICE

Reservist Assistant Superintendent of Police (Male / Female) Post of Legal Officer

MODEL APPLICATION FORM

01. (a) Full Name (Sinhala) :.....
(In clear capital letters) Should be as mentioned in the birth certificate.
- (b) Name with Initials (Sinhala) :.....
(c) Name with Initials (English) :.....
(d) Gender :.....
02. National Identity Card Number :.....
(A photocopy of the National Identity Card must be attached)
03. (a) Current Address :
.....
.....
- (a) Permanent Address :
.....
.....
- (b) Police Station relevant to the Permanent Address :.....
(c) Telephone Number - Mobile :.....
Home :.....
04. (a) Nationality :.....
- (b) Are you a Sri Lankan citizen by descent? Or by registration? (If registering, attach a copy of that certificate)
05. Date of Birth :.....
(A copy of the birth certificate should be attached and sent)
- Age - (As of the last date for submitting applications according to the Gazette notification)
Years Months Days
06. Marital Status: - Married/Single/Widowed/Widower/Divorced
If married - Spouse's occupation:
Spouse's workplace:
07. Educational Qualifications :
(Examinations passed should be listed and copies of certificates attached and sent)
(If by registration, attach a copy of the certificate)
08. Professional Qualifications :.....
(Copies of certificates should be attached and submitted)
09. Postgraduate Degrees :.....
(Copies of certificates should be attached)

10. Current Employment Status :

- (a) Current Position Held :.....
(b) Grade of the Current Position :.....
(c) Current Place of Employment :.....

I hereby certify that the above information to the best of my knowledge and belief is true and correct. I also understand that if the above-mentioned information is found to be false or untrue, even if I am appointed, I may be subject to immediate termination from the service of the Sri Lanka Police at any time.

Date :.....

.....
Applicant's Signature

11. Certification by the Head of Department (Name only if applicable) :

I hereby certify that the applicant submitting this application..... Mr./Ms./Mrs.
..... is an employee of the department/organization/institution, and I declare that he/she can be released from service if selected for this position.

.....
Signature and official stamp of the Head of Department
Position
Date

02-222

PUBLIC SERVICE COMMISSION

**Recruitment to the Post of Legal Officer
(Departmental) of Grade III of Executive Service
Category of the Department of Measurement
Units, Standards and Services - 2026**

APPLICATIONS are invited from Sri Lankan citizens who meet the qualifications mentioned in this advertisement to fill 01 vacant post of Legal Officer (Departmental) in the Executive Service Category, Grade III, in the Department of Measurement Units, Standards and Services under the Ministry of Trade, Commerce, Food Security and Cooperative Development.

1. Method of Recruitment :

Among the applicants who have fulfilled the qualifications specified in the notification, the candidate who obtains the highest marks based on the results of a competency assessment interview conducted by a competency assessment interview board appointed by the Public Service Commission will be recruited for the vacancy. The competency assessment interview will be

conducted in accordance with the marking procedure approved by the Public Service Commission (mentioned under No. 06).

The effective date of the appointment will be determined by the Public Service Commission.

2. Required Qualifications :

- (i) Educational / Professional Qualifications:
Having been sworn in as an Attorney at Law of the Supreme Court of Sri Lanka.
- (ii) Experience:
Having acquired not less than three (03) years of active professional experience as an Attorney at Law after being sworn in as an Attorney at Law of the Supreme Court. (The documents submitted to prove active professional experience must clearly state the period of experience acquired, the official seal of the certifier and the date of certification.);

or

Having gained not less than three (03) years of experience in a legal position in a state institution* after being sworn in as an Attorney at the Supreme Court.

(Must be confirmed by a letter issued by the Secretary/Head of the Department/ Institution.)

Note: Copies of documents proving the basic qualification, certified by the applicant, should be attached to the application. Applications not accompanied by certificates clearly stating the commencement and expiry dates of the service period may be rejected without notice.

* A legal position is one for which a law degree or being sworn in as an attorney at the Supreme Court is a basic qualification for recruitment.

(iii) Physical fitness:

Every candidate must be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties of the position.

(iv) Other Qualifications:

- Must be a Sri Lankan citizen.
- Applicants must be of excellent character.
- Must have fulfilled all the qualifications required for recruitment to the post by the closing date for applications.

3. Terms of Employment and Conditions of Service:

- (i) This position is permanent. It is pensionable. You will be subject to the policy decision taken by the government regarding the pension scheme to which you are entitled. You will be required to contribute to the Widows and Orphans Pension Scheme/Widowers and Orphans Pension Scheme. You will be required to pay contributions as prescribed by the government from time to time.
- (ii) This appointment is subject to a probationary period of 03 years. The candidate must pass the first efficiency bar test as specified in the recruitment procedure within 03 years of recruitment to the post.
- (iii) In accordance with the provisions of Public Administration Circular No. 18/2020 dated 16.10.2020, proficiency in the prescribed other official language(s) must be obtained.
- (iv) This appointment is subject to the procedural rules of the Public Service Commission, the Institutions Code of the Democratic Socialist Republic of Sri Lanka, the Government Financial Regulations and other departmental orders.
- (v) The language medium requested will not be allowed to be changed later, and the language medium you are eligible to receive the appointment will be the language medium you specify in your application.

4. Age Limit :

Must be at least 21 years of age and not more than 45 years of age as of the closing date for applications.

5. Salary Scale :

As per the Provisions of the Public Administration Circular No. 10/2025 dated 25.03.2025, the monthly salary scale applicable to this post is Rs.:82,150-10×2,400-8×2,940-17×3,900 - Rs. 195,970/- (SL-1-2025)

6. The following scoring system will be used for the aptitude assessment interview:

Serial No.	Subject	Marks	Maximum Marks
1	<p>Additional Educational Qualifications :</p> <p>(a)</p> <p>(I). Postgraduate degree in Law awarded by a foreign or state university recognized by the University Grants Commission or</p> <p>(II). A postgraduate degree in law awarded by a university established by an Act of Parliament in Sri Lanka. or</p> <p>(III). A Postgraduate Degree in Law recognized under Section 25 A of the Universities Act No. 16 of 1978</p> <p>(b) A Postgraduate Diploma in Law obtained from a University recognized by the University Grants Commission or a Postgraduate Diploma in Law obtained from the Institute of Higher Legal Education, Law College, Sri Lanka</p> <p>(c)</p> <p>(I). Obtained from a university recognized by the University Grants Commission, or</p> <p>(II). Awarded by a university established by an Act of Parliament of Sri Lanka, or</p> <p>(III). Recognized under Section 25 A of the Universities Act No. 16 of 1978,</p> <ul style="list-style-type: none"> • Bachelor of Laws with First Class Honours • Bachelor of Laws with Second Class Honours • Bachelor of Laws with a Class Honours • Bachelor of Laws with an Ordinary Honours <p>(d) First class pass in the final year of law school Second class pass in the final year of law school</p> <p>Note: I. The above 05 marks will be given only if the final examination of the Law School has been passed with honors.</p> <p>Note: II. Marks will be awarded only for the highest qualification.</p>	<p>25</p> <p>20</p> <p>15</p> <p>10</p> <p>07</p> <p>05</p> <p>10</p> <p>05</p>	<p>25</p>

Serial No.	Subject	Marks	Maximum Marks																		
02	<p>Additional experience:</p> <p>Preparing documents related to cases and presenting evidence in open court.</p> <table border="1" data-bbox="240 524 1046 864"> <thead> <tr> <th></th> <th>Filing of cases (for one case)</th> <th>Marks for appearing before the court and giving evidence (for one case)</th> </tr> </thead> <tbody> <tr> <td>Supreme Court</td> <td>2</td> <td>5</td> </tr> <tr> <td>Court of Appeal</td> <td>2</td> <td>4</td> </tr> <tr> <td>High Court</td> <td>2</td> <td>3</td> </tr> <tr> <td>District Court</td> <td>4</td> <td>5</td> </tr> <tr> <td>Judicial Court</td> <td>2</td> <td>3</td> </tr> </tbody> </table> <p>Note - To prove the above qualifications, copies of relevant court decisions or a certified copy of the case report on the last date of the case must be submitted to the interview board.</p>		Filing of cases (for one case)	Marks for appearing before the court and giving evidence (for one case)	Supreme Court	2	5	Court of Appeal	2	4	High Court	2	3	District Court	4	5	Judicial Court	2	3		35
	Filing of cases (for one case)	Marks for appearing before the court and giving evidence (for one case)																			
Supreme Court	2	5																			
Court of Appeal	2	4																			
High Court	2	3																			
District Court	4	5																			
Judicial Court	2	3																			
03	<p>Knowledge of Information Technology/Information Technology Law</p> <p>(a) To have studied Information Technology or Computer Science as a major subject for a degree from a University recognized by the University Grants Commission. 10</p> <p>(b) From a university recognized by the University Grants Commission or a Sri Lankan university. A diploma in information and communication technology law obtained from a law school or other government-recognized professional institution. 08</p> <p>(c) A Diploma in Computer Science or Information Technology obtained from a University recognized by the University Grants Commission or a Diploma in Computer Science or Information Technology at NVQ 5 or higher level obtained from another institution. 05</p> <p>(d) Certificates obtained by attending courses/training programmes in the field of Information and Communication Technology Law at a University recognized by the University Grants Commission or the Sri Lanka Law College or any other government recognized professional institution. (marks will be given for each certificate, up to a maximum of two certificates). 04</p> <p><i>Note:</i> Only the highest qualifications will be awarded points.</p>		10																		

Serial No.	Subject	Marks	Maximum Marks
04	<p>Language ability</p> <p>(a) Degree obtained from a university recognized by the University Grants Commission with English as a major subject</p> <p>(b) The proficiency in English as demonstrated in Moot Court Competitions at recognized international or national level</p> <p><u>Single</u></p> <p>(I) First Place / Best Skill - 12 (II) Second Place - 10 (III) Third Place / Other Skills - 08</p> <p><u>Teams</u></p> <p>(I) First Place / Best Merit - 10 (II) Second Place - 08 (III) Third Place / Other Merit - 06</p> <p>(c) A diploma in English language obtained from a university recognized by the University Grants Commission or a diploma in English language obtained from another institution at SLQF level 3 or above or a diploma in English language obtained from a government training institution/an institution affiliated to a government training institution after completing a course of at least 1500 academic hours,</p> <p>(d) Have obtained a pass in English Language at the General Certificate of Education (A/L) Examination or at the Edexcel or Cambridge A/L Examination or have obtained an IELTS overall score of 6.5 (with a minimum score of 6 in each subject) or above, TOEFL-IBT 79 or above, TOEFL-CBT 213 or above or TOEFL-PBT 550 or above within 02 years preceding the date of calling for applications.</p> <p>(e) An advanced certificate in English obtained from a university recognized by the University Grants Commission or an SLQF Level 2 certificate in English obtained from another institution.</p> <p><i>Note:</i> Only the highest qualification will be awarded points.</p>	<p>15</p> <p>12</p> <p>15</p> <p>10</p> <p>08</p> <p>05</p>	<p>15</p>
05	<p>The interview will be scored based on the answers to the following questions:-</p> <ul style="list-style-type: none"> ○ Strength questions (02 marks); ○ Situational questions (03 marks); and ○ Competency questions (10 marks). <p>which are designed to assess the applicant's ability to perform the role of the position.</p>		15

7. Identity of the candidates:

Only candidates who have submitted complete applications in all respects will be called for the aptitude test interview.

All original certificates and copies duly certified by the applicant must be produced at the interview.

The following identity documents will be accepted for verification at the interview :-

- (i) National Identity Card issued by the Commissioner for Registration of Persons,
- (ii) Valid Passport.

8. How to submit applications:

- (i) Applications should be submitted by registered post to the address “The Director, Department of Measurement Units, Standards and Services, Mahenawaththa, Pitipana, Homagama” on or before **20th of March, 2026**. Applications received after that date will be rejected.
- (ii) A sample application form is provided at the end of this announcement. Applicants should prepare their applications on A4 size paper and arrange the first page from page numbers 1 to 4, the second page from page numbers 5 to 9 and the third page from page numbers 10 to 12 and complete them in their own handwriting.
- (iii) The words “Recruitment to the post of Legal Officer, Grade III, Executive Service Category” should be mentioned on the top left corner of the envelope containing the application.
- (iv) The candidate's signature on the application must be attested by a Principal of a Government School/Justice of the Peace/Commissioner for Oaths/Lawyer/Notary Public/Commissioned Officer of the Tri-Forces or an officer holding a permanent position in the Government or Provincial Public Service drawing a monthly combined salary of Rs. 82,150/- or more.
- (v) Officers currently employed in the public service or provincial public service should submit their applications through the Head of Department of the department in which they serve.
- (vi) Applications not conforming to the attached model application form will be rejected without notice. No complaints will be entertained regarding loss or delay of applications.

9. Providing false information :

If any information provided in your application is found to be false or incorrect before recruitment, your candidature will be cancelled. If such false or incorrect information is discovered after recruitment, you will be dismissed from service subject to the relevant procedures.

- 10. The Public Service Commission reserves the right to fill or not fill the vacancy.
- 11. In the event of any inconsistency or contradiction between the Sinhala, Tamil and English language texts of this *Gazette* Notification, the Sinhala language text shall prevail.
- 12. In the event of any issue not mentioned in this announcement or any problematic situation arising during this recruitment process, the decisions taken by the Public Service Commission shall be final.

As per the order of the Public Service Commission,

K.A.VIMALENTHIRARAJA,
Secretary,
Ministry of Trade, Commerce, Food Security and
Cooperative Development.

On 2026

Specimen Application Form

Recruitment to the Post of Legal Officer (Departmental) of Grade III of Executive Service Category of the Department of Measurement Units, Standards and Services – 2026

(For Official Purposes only)

(State the number relevant to the medium of language appearing for the examination)

Sinhala- 2/ Tamil-3/ English - 4

Note :- Medium of application cannot be changed.

1.0 1.1 Full Name (Mr./Mrs./Ms.) :-
(In Sinhala/ Tamil)

1.2. Full Name :-.....
(in English block letters)

..

1.3 Name with Initials (Mr./Mrs./Ms.) :-
(In Sinhala/ Tamil)

1.4 Name with Initials :-.....
(in English block letters)

2.0 2.1 Permanent Address :-.....
(In Sinhala/ Tamil)

2.2 Permanent Address :-
(in English block letters)

3.0. 3.1 Gender : Male - 0, Female - 1 (Indicate in the relevant box)

3.2 Married/ Unmarried (Married -1, Unmarried -2)

3.3 Date of Birth

Year Month Date

3.4 Age as at the deadline of calling applications : Years Months Days

3.5 National Identity Card Number :

4.0 Mobile No. :

5.0 Ethnicity (Sinhala-1, Tamil-2, Indian Tamil-3, Muslim-4, Other-5).
Write the relevant number in the box.

6.0. Educational Qualifications:

6.1	Degree	University	Date

7.0 The date of taking the oath as an attorney at the Supreme Court :-

7.1. Date of completion of 03 years of experience after taking the oath in the Supreme Court :
.....

7.2. Date of completion of 03 years of experience in a legal position in a government institution :
.....

*Certificates/documents proving basic qualifications must be certified as authentic by the applicant himself and submitted with the application.

8.0. Details regarding obtaining each qualification under No. 06 of the call for applications notice :

8.1 Additional Educational Qualifications :
.....
.....

8.2 Additional Professional Experience :
.....
.....
.....

8.3 Language Skill :
.....
.....

8.4 Knowledge on Information Technology :
.....
.....
.....

* Documents proving additional qualifications do not need to be sent with the application, and it is the applicant's responsibility to have these documents ready to present at the interview.

9.0. Have you ever been convicted of any charge in a court of law?
(If yes, describe.)
.....

10.0. Applicant's certification :

I declare that the information provided by me in this application is true and correct and that all sections have been completed correctly. I am aware that if this statement made by me is proven to be false, I will be disqualified before appointment and subject to dismissal after appointment, and I am subject to all rules and regulations.

.....
Date

.....
Applicant's Signature

11.0 Attestation of Applicant's Signature :

I do hereby certify that Mr./ Mrs./Ms. of who signed here is personally known by me and his/ her signature was placed before me on

.....,
Signature of the officer certifying the signature

Full Name:
Designation :
Date :

(Approve with official seal)

12.0 Recommendation from the Head of Department: (Only for public employees)

I hereby certify that, Mr./Mrs./Miss mentioned above is employed by this institution, that the information provided by him/her is correct, that his/her work and attendance are satisfactory, that there are no charges against him/her, and that he/she may be released from the service of this institution if selected for this post.

.....,
Signature of the Head of Department/Institution.

Name :
Designation :
Address :
Date :
(Place the official frank)

02-277

RIGHT TO INFORMATION COMMISSION

(ESTABLISHED UNDER THE RIGHT TO INFORMATION ACT, NO. 12 OF 2016)

LEGAL ASSISTANT

APPLICATIONS are invited from interested candidates those who possess required qualifications stated below for the posts of Legal Assistant at the Right to Information Commission. Salaries for this post will be paid as per Management Services Department Circular No. 01/2025.

Legal Assistant (Post 01)

Qualifications :

Should have obtained a Degree in Law recognized by the University Grants Commission.

Age : Should be not below 22 years and not above 45 years.

Salary Scale : MA 3 - 2025 - Rs. (53,940 - 10 x 800 - 11x 1,190 - 10 x 1,320 - 5 x 1,350 - 94,980)

Method of Recruitment :

Structured Interview :

01. Relevant additional experience	30 marks
02. Relevant additional Qualifications	30marks
03. Other skills and performances	15 marks
04. Merits shown at the interview	25 marks
Total marks	100

Self-prepared applications containing complete bio data and relevant photocopies should be sent to the address given below, to be received on or **before 4.00 p.m. on 09th March 2026**. The cover containing the application should be marked "Legal Assistant" at the left side top corner.

Director General,
Right to Information Commission,
Room No. 203,
Block No. 02,
Bandaranaike International Memorial Conference Hall.

02-327/1

RIGHT TO INFORMATION COMMISSION

(ESTABLISHED UNDER THE RIGHT TO INFORMATION ACT, No. 12 OF 2016)

MANAGEMENT ASSISTANT (SHORTHAND & TYPEWRITING)

APPLICATIONS are invited from interested candidates those who possess required qualifications stated below for the posts of Management Assistant (Shorthand & Typewriting) at the Right to Information Commission. Salaries for this post will be paid as per Management Services Department Circular No. 01/2025.

Management Assistant (Shorthand & Typewriting) - (Post 01)

Qualifications :

- (A) Pass G.C.E (O/Level) Examination in Six (06) Subjects in one sitting with four (04) credit passes including
- Sinhala/ Tamil
 - Mathematics
 - English Language Subjects
- (B) Passed G.C.E. (A/Level) Examination in minimum Three Subjects (excluding General Common Paper);
- and*
- (C) Followed a course in shorthand of not less than 06 months duration at an institution recognized by the Tertiary and Vocational Education Commission.

Age : Should be not below 18 years and not above 45 years.

Salary Scale : MA - 1-2 - 2025 - Rs. (46,220 - 10 x 540 - 7x 630 - 12 x 1,080 - 12 x 1,280 - 84,350)

Method of Recruitment :

Structured Interview

01. Relevant Education experience	30 marks
02. Relevant additional Qualifications	30marks
03. Other skills and performances	15 marks
04. Merits shown at the interview	25 marks
Total marks	100

Self-prepared applications containing complete bio data and relevant photocopies should be sent to the address given below, to be received on or before **4.00 p.m. on 09th March 2026**. The cover containing the application should be marked "Management Assistant (Shorthand & Typewriting)" at the left side top corner.

Director General,
Right to Information Commission,
Room No. 203,
Block No. 02,
Bandaranaike International Memorial Conference Hall.

02-327/2

AMENDMENT

Public Service Commission

MINISTRY OF JUSTICE AND NATIONAL INTEGRATION

RECRUITMENT TO THE POST OF STATE COUNSEL IN THE ATTORNEY GENERAL'S DEPARTMENT - 2025

IT is hereby notified that final date of receipt of applications for the recruitment to the Post of State Counsel in the Attorney General's Department as mentioned in the *Gazette* No. 2,465 dated 28.11.2025 of the Democratic Socialist Republic of Sri Lanka has been extended to **28.02.2026**, in accordance with the order of the Public Service Commission.

02. It is hereby further informed that the extension of the above period will not change the date of 28.12.2025, which is the date on which all respects for the recruitment to this post must be qualified and the applicants who have already submitted the applications for the recruitment to this post are not required to submit applications again.

By order of Public Service Commission,

.....

Attorney General,
On this 17th day of February, 2026,
Colombo - 12

02-397

Examinations, Results of Examinations & c.

DEPARTMENT OF NATIONAL ARCHIVES

Open Competitive Examination For Recruitment To The Posts Of Building Maintenance Officer (Civil) And Building Maintenance Officer (Mechanical) Of The Supervisory Management Assistant Technical Service Category Of The Department Of National Archives – 2026

APPLICATIONS are invited from qualified Sri Lankan citizens for the Open Competitive Examination for recruitment to the posts of Building Maintenance Officer (Civil) and Building Maintenance Officer (Mechanical) of the Supervisory Management Assistant Technical Service Category of the Department of National Archives.

01. Recruitment through this examination will be made to Grade III of Building Maintenance Officer (Civil) (01 Post) and Building Maintenance Officer (Mechanical) (01 Post) of the Supervisory Management Assistant Technical Service Category of the Department of National Archives. The closing date for applications is the **20th day of March 2026**.

02. Duties assigned to the post:

<i>Approved Job Title</i>	<i>Duties</i>
Building Maintenance Officer (Civil)	Providing technical support regarding the maintenance and related repairs of buildings, roads, plumbing, sewerage lines and side drains, electricity supply and all components related to electricity, and grounds within the premises of the Department of National Archives and its branch offices; and the service management of the maintenance section and other duties related to the post assigned by the Administrative Officer, National Archives Deputy Director / Assistant Director (Administration), National Archives Director (Administration), and the Director General National Archives.
Building Maintenance Officer (Mechanical)	Proper operation and maintenance of all air conditioning systems, humidity control systems, building maintenance systems (BMS), CCTV monitoring and maintenance, generators, and all machinery within the premises of the Department of National Archives and

<i>Approved Job Title</i>	<i>Duties</i>
	its branch offices; and other duties related to the post assigned by the Administrative Officer, National Archives Deputy Director / Assistant Director (Administration), National Archives Director (Administration), and the Director General National Archives.

03. Service Conditions:

- A candidate selected for the post of Building Maintenance Officer (Civil)/Building Maintenance Officer (Mechanical) shall be appointed subject to the general conditions governing appointments in the Public Service, the terms and conditions set forth in the recruitment procedure approved by the Public Service Commission on 05.06.2018, any amendments made or to be made hereafter to said procedure, and the provisions of the Establishments Code and Financial Regulations.
- This post is permanent and pensionable. Although it is stated as pensionable, officers recruited in the future shall be subject to policy decisions taken by the Government regarding the pension scheme. Furthermore, you must contribute to the Widows' and Orphans' Pension (W&OP) Scheme / Widowers' and Orphans' Pension Scheme. You must pay contributions for the same as prescribed by the Government from time to time.
- This appointment is subject to a three-year probation period. Within 03 years of recruitment to Grade III, in addition to the first Efficiency Bar examination as mentioned in the recruitment procedure, the Departmental Examination must be passed.
- The Director General National Archives has the authority to cancel the appointment of any applicant who fails to assume duties of the offered post on the prescribed date.

04. Monthly Salary Scale:

According to Public Administration Circular No. 10/2025, the monthly salary scale applicable to Grade III (MN 3 - 2025) is: Rs. 52,250 - 10 x 800 - 11 x 1190

- 10 x 1320 - 10 x 1350 - Rs. 100,040/- (Initial salary step - Rs. 52,250.00). In addition, you will be entitled to other allowances paid by the government to public officers from time to time.

05. Recruitment Qualifications:

<i>Post</i>	<i>(a) Educational Qualifications</i>	<i>(b) Professional Qualifications</i>	<i>(c) Experience</i>
Building Maintenance Officer (Civil) (Grade III)	G.C.E. (O/L) examination Passed the in six (06) subjects in one sitting with credit passes for Sinhala/ Tamil, Mathematics, Science, and one other subject, and passed English in not more than two sittings. AND Passed the G.C.E. (A/L) examination in one sitting in three subjects (excluding General Common Test), including two (02) subjects from Physics, Chemistry, and Combined Mathematics	I. National Diploma in Technology offered by University of Moratuwa or Hardy Institute, Ampara OR II. National Diploma in Engineering Sciences offered by National Apprentice and Industrial Training Authority OR III. National Higher Diploma in Engineering offered by the Ministry of Higher Education OR IV. National Diploma in Technology offered by the Open University of Sri Lanka OR V. Successful completion of Part I of the Engineering Examination conducted by the Institution of Engineers Sri Lanka OR VI. Completion of National Vocational Qualification (NVQ) Level 06 qualifications relevant to the field OR VII. Other technical qualifications recognized by Tertiary and Vocational Education Commission as equivalent to the above after consulting the relevant authorities.	Not Applicable
Building Maintenance Officer (Mechanical) (Grade III)	G.C.E. (O/L) examination Passed the in six (06) subjects in one sitting with credit passes for Sinhala/ Tamil, Mathematics, Science, and one other subject, and passed English in not more than two sittings. AND Passed the G.C.E. (A/L) examination in one sitting in three subjects (excluding General Common Test), including two (02) subjects from Physics, Chemistry, and Combined Mathematics	I. National Diploma in Technology offered by University of Moratuwa or Hardy Institute, Ampara OR II. National Diploma in Engineering Sciences offered by National Apprentice and Industrial Training Authority OR III. National Higher Diploma in Engineering offered by the Ministry of Higher Education OR IV. National Diploma in Technology offered by the Open University of Sri Lanka OR V. Successful completion of Part I of the Engineering Examination conducted by the Institution of Engineers Sri Lanka	Not Applicable

<i>Post</i>	<i>(a) Educational Qualifications</i>	<i>(b) Professional Qualifications</i>	<i>(c) Experience</i>
		<p>OR</p> <p>VI. Completion of National Vocational Qualification (NVQ) Level 06 qualifications relevant to the field;</p> <p>OR</p> <p>VII. Other technical qualifications recognized by Tertiary and Vocational Education Commission as equivalent to the above after consulting the relevant authorities.</p>	

(d) Physical Qualifications:

Every candidate must be of sufficient mental and physical fitness to serve in any part of Sri Lanka and to perform the duties of the post.

(e) Other:

- I. Must be a citizen of Sri Lanka.
- II. Must be of excellent character.
- III. No person holding a priesthood in any religious denomination is eligible to sit for this examination.
- IV. All qualifications must be completed in every respect by the date mentioned in the notification/gazette.

(f) Age:

Not less than eighteen (18) years and not more than thirty (30) years as of the closing date of applications.

06. Method of Recruitment:

Recruitment will be based on the results of a written competitive examination and a general interview. A number of candidates equal to the number of expected vacancies, selected in order of merit from the written examination, will be called for the general interview.

(a) Written Examination:

A written examination consisting of two (02) question papers based on the subjects mentioned below will be held. The minimum marks required to pass each subject are as follows.

<i>Subject</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Mark</i>
01.Intelligence Test	Hours 01	100	40
02. Technology (A subject-related test relevant to each respective post.)	Hours 02	100	40

Candidates must appear for all question papers, and all papers must be answered in one language only.

- i. Examination Results- The notification of examination results to the candidates will be carried out by the Director General of the Sri Lanka Institute of Development Administration via post or through the www.slida.lk website.

07. Syllabus for the examination:

<i>Name of Question Paper</i>	<i>Syllabus</i>
01. Intelligence Test	This is intended to assess the candidate's general intelligence, logical reasoning, expression of ideas, numerical skills, and comprehension ability.
02. Technology - A technical and subject-related test relevant to each post	This is intended to assess the technical knowledge relevant to the respective posts.

08. Examination Fees:

The examination fee is Rs. 1,200/-. Furthermore, the said examination fee should be credited to the Account Number 086-1001-3902-6218 at the People's Bank, Thimbrigasyaya Branch, held in the name of the "Director General National Archives." The receipt obtained in the applicant's name should be pasted firmly by one of its edges in the relevant space provided in the application. Money orders or stamps will not be accepted for examination fees, and the fee paid for the examination will not be refunded or transferred for any other examination under any circumstances. Additionally, it may be useful to keep a photocopy of the receipt.

09. Application Procedure:

- The application must comply with the specimen form attached to this notice and should be prepared on 8 ½" x 12" (A4) paper. It must be completed by the candidate in their own handwriting. Computer-generated applications may also be used. The application must be completed in one language only. The form should be prepared so that headings 01 to 04 appear on the first page.
- Applications that do not comply with the specimen form or contain incomplete information will be rejected without notice. (It may be useful to keep a photocopy of the application.) The applicant must verify whether the completed application aligns with the one shown in the examination notice. Otherwise, the application may be rejected.

- The completed application form for the examination should be sent by registered post to reach the "Director General National Archives, Department of National Archives, Philip Gunawardena Mawatha, Colombo 07" on or before 20.03.2026.

The top left-hand corner of the envelope containing the application should be clearly marked as "Open Competitive Examination for Recruitment to the post of Building Maintenance Officer (Civil) / Building Maintenance Officer (Mechanical) - 2026". No application received after 20.03.2026 will be accepted.

- The applicant's signature on the application must be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner of Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Armed Forces, a Gazetted Officer of the Police Service, or a Staff Grade Officer in a permanent government post drawing a basic annual salary of over Rs. 240,360.
- Incomplete applications will be rejected. No complaints regarding the loss or delay of an application in the post will be considered. Any loss or damage caused by delaying applications until the closing date must be borne by the applicant themselves.
- Receipt of applications will not be acknowledged. Based on the presumption that only those possessing the qualifications specified in the examination notice have applied, admission cards will be issued by the Director General of the Sri Lanka Institute of Development Administration to candidates who have correctly completed their applications and submitted them along with the relevant examination fee receipt on or before the closing date. (A notice will be published on the official website of the Sri Lanka Institute of Development Administration (www.slida.lk) as soon as admission cards are issued.) If a candidate has not received their admission card three (03) days after the notice is published, they may inquire from the Examination Branch of Sri Lanka Institute of Development Administration via 011-5980264 or 011-5980225 between 8:30 a.m. and 4:00 p.m. on working days. When inquiring, the applicant must

accurately provide the name of the examination applied for, their full name, National Identity Card number, and address. It will be useful to have a copy of the application, the examination fee receipt, and the registered post receipt ready to verify any information requested by Sri Lanka Institute of Development Administration. Additionally, a text message (SMS) will be sent by Sri Lanka Institute of Development Administration to all candidates to whom admission cards have been issued.

II. A valid Passport

III. A valid Sri Lankan Driving License

Furthermore, candidates must enter the examination hall without covering their face and ears so that their identity can be confirmed. Candidates who refuse to prove their identity in this manner will not be admitted to the examination hall. Additionally, from the moment of entering the hall until leaving at the end of the examination, candidates must remain without covering their face and ears so that the examination authorities can identify them.

10. Admission to the Examination:

- (a) Admission cards will be issued by the Director General of the Sri Lanka Institute of Development Administration to candidates who have submitted applications that are complete in every respect. No candidate will be permitted to sit for the examination without presenting their admission card.
- (b) A candidate must sit for the examination at the examination hall assigned to them. Every candidate must hand over their admission card, with their signature duly attested, to the Supervisor of the examination hall on the first day they appear for the examination at that center.

Note: The issuance of an admission card to a candidate shall not be considered an acceptance that he or she has fulfilled the eligibility requirements to sit for the examination.

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

I. National Identity Card issued by the Department of Registration of Persons

11. Punishment for Furnishing False Information:

If it is discovered that a candidate is ineligible, their candidature may be cancelled at any time—before, during, or after the examination. If it is revealed that a candidate has knowingly submitted false information or has willfully suppressed any material fact, he/she shall be liable for dismissal from the government service. Candidates are subject to the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration regarding the conduct of the examination and the release of results.

12. Other Matters:

In matters not provided for in these regulations, the decision of the Director General National Archives shall be final.

Director General National Archives,

Department of National Archives,

On the day of 20.02.2026,

No. 07,

Philip Gunawardena Mawatha

Colombo 07.

At the Department of National Archives

Specimen Application Form

For Office Use Only

Recruitment to the Posts of Building Maintenance Officer (Civil) and Building Maintenance Officer (Mechanical) of the Supervisory Management Assistant Technical Service Category of the Department of National Archives – 2026

Medium at the examination:

Sinhala - 2
Tamil - 3
English - 4
(Mention in the box.)

Selected post/ posts :

Selection	Position No.	<input type="checkbox"/>
Civil	1	
Mechanical	2	

01. Full Name (In English Capital Letters):

(Example: HERATH MUDIYANSELAGE SAMAN RATHNAYAKA)

.....
.....

(a). Name with Initials (In English Capital Letters):

(Example: H.M.S. RATHNAYAKA)

.....

(b) Full Name (In Sinhala):

.....
.....

02. Permanent Address (In Sinhala):

.....
.....

(a). Address for the dispatch of the admission card (In Sinhala):

.....
.....

(b). Address for the dispatch of the admission card (In English block letters):

.....
.....

03. National Identity Card No.:

04. Gender: (Write the relevant number in the box.)

Male - 0
Female - 1

05. Mobile Phone Number:

06. E-mail Address:

07. Date of Birth:

Year : Month : Day :

08. Age as of the closing date for applications:

Year : Month : Day :

09. Educational Qualifications:

(a) G.C.E. (O/L) - First Attempt

Examination Year:

Index Number:

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

(b) G.C.E. (O/L) - Second Attempt

Examination Year:

Index Number:

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

(c) G.C.E. (A/L) -

Examination Year:

Index Number:

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

10. Professional Qualifications:

<i>Institution</i>	<i>Course Name</i>	<i>Duration</i>	<i>Certificate Effective Date</i>

11. Examination Fees (Receipt must be attached):

- I. Bank at which payment was done:
- II. Amount:
- III. Date of the Payment:
- IV. Number of the Receipt:

*Firmly fix the receipt here with one border
 (Keeping the copy would be useful)*

12. Applicant’s Declaration:

I declare that the information provided here is true to the best of my knowledge and belief. I am aware that if any information is found to be false before selection, I am subject to disqualification, and if discovered after appointment, I am subject to dismissal without any compensation. Furthermore, I declare that I am subject to the rules and regulations imposed by the Director General of Sri Lanka Institute of Development Administration regarding the conducting examination and releasing of results.

.....
 Signature

Date:

13. Attestation of Applicant’s Signature: (Delete words that are not applicable.)

I certify that Mr./Mrs./Miss who is submitting this application is known to me personally and that he/she signed in my presence on the day of

- Signature of Attester :
- Full Name of Attester :
- Designation :
- Address :
- (Official Seal)
- Date :

Note: The application must be attested as stated in paragraph 09 (d) of the *Gazette* notification.

14. Recommendation of the Head of Institution:

Mr./Mrs./Miss submitting this application is an employee of this Ministry/Department/Corporation/ Board and if he/she is selected for the above post, he/she can/cannot be released from the service of this institution.

.....
 Signature of Head of Institution

Official Seal:

- Date :
- Name of Head of Institution :
- Designation :
- Workplace Address :

**MINISTRY OF PUBLIC ADMINISTRATION
PROVINCIAL COUNCILS AND LOCAL
GOVERNMENT**

**Efficiency Bar Examination for officers in Grade
I, Grade II and Grade III of the Management
Service Officers' Service - 2025(II) 2026**

Serial number	Name of the examination	Code
03.	Efficiency Bar Examination for officers in Grade III of the Management Service Officers' Service – 2025 (II) 2026	MSO - III

1.0 It is hereby notified that the Efficiency Bar Examination for Officers in Grades I, II, and III of the Management Service Officers' Service - 2025(II) 2026 (Paragraph 08 of the Service Minute) will be conducted at the provincial level in May 2026 by the Director General of the Sri Lanka Institute of Development Administration (SLIDA) under the supervision of the Ministry of Public Administration, Provincial Councils, and Local Government.

The districts where examination centers are expected to be established for this examination are listed below.

District
1. Colombo
2. Kandy
3. Matara
4. Kurunegala
5. Anuradhapura
6. Rathnapura
7. Badulla
8. Batticaloa
9. Vavuniya

Changing the requested district later will not be allowed.

2.0 This examination is conducted in accordance with the provisions of Paragraph 08, Interim Provisions under No. 15, and Annexes 04, 05, and 06 of the Minute of the Management Service Officers' Service, published in *Gazette Extraordinary* No. 1840/34 dated 11.12.2013.

3.0 The Efficiency Bar examinations scheduled to be held for each Grade of the aforementioned service are as follows.

Serial number	Name of the examination	Code
01.	Efficiency Bar Examination for officers in Grade I of the Management Service Officers' Service – 2025 (II) 2026	MSO - I
02.	Efficiency Bar Examination for officers in Grade II of the Management Service Officers' Service – 2025 (II) 2026	MSO - II

4.0 Candidates are subject to the rules and regulations imposed by the Director General of the Sri Lanka Institute of Development Administration (SLIDA) regarding this examination. They shall be liable to any punishment imposed by the disciplinary authority for violation of these rules and regulations. When applying, it is expected that basic information such as your name, National Identity Card number, email address, and phone number will be entered accurately. Accordingly, it should be noted that the responsibility lies with the applicants for any failure to receive an admission card, inability to sit for the examination, or non-release of examination results due to the submission of incorrect information.

5.0 Applications for this examination can only be submitted online through www.slida.lk, the official website of the Sri Lanka Institute of Development Administration. You must create a User Account by accessing the Examination Portal through "Apply for Examinations" that appears at the top of the website's homepage, or directly via <https://examinationportal.slida.lk/>. Afterward, the relevant examination application can be completed. The online examination application must be completed in English only.

Filling the applications is strictly allowed during the period from 8.00 a.m. on 21.02.2026 up to 12.00 midnight on 13.03.2026.

The instruction document outlining the steps of application can be downloaded as a PDF by visiting the Examination Portal on the website, www.slida.lk. Applicants are advised to read these instructions carefully before applying.

6.0 i. *Examination Fees* .- Officers applying for this examination for the first time are not required to pay any examination fees. However, for subsequent attempts, officers must pay a fee of Rs. 250/- per subject.

ii. The examination fees should be credited to the following account.

Name of the Account .- Secretary, Ministry of Public Administration, Provincial Councils and Local Government

Account Number - 310100119027430
Bank - Peoples' Bank, Bambalapitiya Branch

- iii. The number of the cash deposit slip provided for that payment must be entered into the application, and a photograph of the cash deposit slip must be uploaded to the relevant section of the examination application.
- iv. Furthermore, when making the payment to the account, the cash deposit slip must be completed by entering the applicant's name along with the applicant's National Identity Card (NIC) number in the space provided for the payer and the code of the relevant examination in the space provided for the reason for deposit. Officers who make payments online must also indicate the above particulars on the receipt they receive.

(Examination codes should be as indicated in paragraph 03)

- 7.0 When completing the application online, it is compulsory for the applicant to have an active email address and a mobile phone number. When applying, one email address can be used for only one user account.

Once the application is submitted through the online system, a confirmation message will not be sent for incomplete (Draft) applications until they are finalized and submitted. A confirmation message will be sent to the email address and mobile number provided by the applicant only for the applications completed and submitted successfully.

Applications will be rejected if they cannot be completed and submitted by the due date.

Admission cards for the examination will be issued once the closing date for applications has ended. You can access your email to download your admission card.

- 8.0 **If any technical issue arises** regarding the process of submitting the applications online, please contact the Technical Division of the Sri Lanka Institute of Development Administration at 011-4513366 & 011-4513368 for inquiries. For all other inquiries, please contact the Combined Services Division of the Ministry of Public Administration, Provincial Councils and Local Government at 011-2696211 (Extension – 511/299/509) or 0112698649, 0112684404, 0112699400 from 8.30 a.m. to 4.30 p.m. on weekdays from 21.02.2026 to 13.03.2026.

- 9.0 If it is required to get their candidature confirmed, it can be verified through the telephone numbers 011-5980263 or 011-5980264. Candidates shall not be paid traveling expenses for appearing for the examination.

- 10.0 *Identity of Candidates* .- Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they sit. For this purpose, one of the following documents must be submitted to the supervisor.

- i. The National Identity Card
- ii. Valid Passport
- iii. Valid Sri Lankan Driving License

The candidature of those who fail to produce any of the above-mentioned documents may be cancelled at the discretion of the Director General of the Sri Lanka Institute of Development Administration.

- 11.0 The examination will be held in Sinhala, Tamil and English medium. Candidates may sit for the examination in the same language medium in which they sat the examination for recruitment to the relevant service or in one of the official languages. The officers who joined the service without sitting for a competitive examination may also sit for this examination in the language medium of their education or in one of the official languages. Candidates shall not be allowed to change the language medium of examination mentioned in the application form.

- 12.0 Officers may appear separately for each subject and on different occasions at their discretion.

- 13.0 The results of the examination will be issued by the Director General of the Sri Lanka Institute of Development Administration to the Director General of Combined Services who will then publish them on the website of the Ministry of Public Administration, Provincial Councils and Local Government. Recommendations on promotions of officers should be made by the Heads of Departments based on those results.

- 14.0 *Examination Procedure* .- The subjects and syllabus for officers eligible to sit for each Efficiency Bar Examination are as follows.

14.1 Efficiency Bar Examination prescribed for officers in Grade I of the Management Service Officers' Service

- 14.1.1 When applying for this examination, applicants should pay attention to

Section 3 mentioned under interim provisions in No: 15 of the 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 and the concessions for efficiency bar examinations notified by the Director General of Combined Services based on the decisions of the Public Service Commission regarding that section.

14.1.2 *Qualifications* .– Officers who have been promoted to Grade I of the Management Service Officers' Service are eligible to sit for this examination.

Officers should pass this examination within 05 years from the date of promotion to Grade I.

14.1.3 Applicants should sit for a written examination that will consist of the following subjects.

<i>Subject</i>	<i>Subject No.</i>	<i>Duration</i>	<i>Marks</i>	<i>Cut off marks</i>
Establishment Procedure and Procedural Rules	01	01 ½ Hrs	100	40
Public finance management	02	01 ½ Hrs	100	40
Current trends	03	01 Hrs	100	40

14.1.4 Establishment Procedure and Procedural Rules (Subject No. 01)

This paper shall consist of two parts and one shall consist of the questions to test the proficiency of the experience gained on the knowledge of fundamentals of office systems, their importance, written communication, documentation and compiling formats and office activities. The other part shall consist of questions to test the knowledge on practical knowledge on matters contained in Volume I and II of the Establishments Code and Volume I of the Procedural Rules of the Public Service Commission.

Part I - This is a question paper consisting of multiple choice questions. Duration is 30 minutes. (25 Marks)

Part II - This is a question paper consisting of semi structured essay type questions. Three questions out of four must be answered. Duration is 60 minutes.(75 marks)

14.1.5 Public Finance Management (Subject No: 02)

It is expected to test the candidates' knowledge and understanding of the subjects in government departments, offices and ministries such as Financial Control, Custody of public money, revenue and payment, budget estimates, supply and services (basic knowledge on board of survey and store keeping, financial regulations and auditing and basic banking practice).

Part I - This is a question paper consisting of multiple choice questions. Duration is 30 minutes. (25 Marks)

Part II - This is a question paper consisting of semi structured essay type questions. Three questions out of four must be answered. Duration is 60 minutes. (75 marks)

14.1.6 Current trends (Subject No. 03)

This paper shall consist of a part designed to test the candidates' knowledge on current, local and international events and a part designed to test the candidates' knowledge on new trends on office management, service delivery of public sector and good governance. This question paper shall consist of multiple-choice questions and short answer type questions. (All the questions must be answered)

14.2 Efficiency Bar Examination prescribed for officers in Grade II of the Management Service Officers' Service

14.2.1 When applying for this examination, applicants should pay attention to Section 2 mentioned under interim provisions in No: 15 of the 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 and the concessions for efficiency bar examinations notified by the Director General of Combined Services based on the decisions of the Public Service Commission regarding that section.

- 14.2.2 *Qualifications* .- Officers who have been promoted to Grade II of the Management Service Officers' Service are eligible to appear for this examination.

Officers should pass this examination within 03 years from the date of promotion to Grade II.

- 14.2.3 Applicants should sit for a written examination that will consist of the following subjects.

<i>Subject</i>	<i>Subject No.</i>	<i>Duration</i>	<i>Marks</i>	<i>Cut off marks</i>
Office systems and Procedure	04	02 Hrs	100	40
Accounting Systems adopted in the Government offices	05	02 Hrs	100	40

14.2.4 Office Systems and Procedure (Subject No. 04)

This paper is intended to test the candidate's knowledge of office systems adopted in government offices and his / her ability of practical application of the knowledge. This paper consists of two parts.

Part I - A paper of multiple-choice questions, duration is 30 minutes. (25 marks)

Part II - A paper of semi-structured essay type questions, 03 out of 04 questions should be answered, duration is 90 minutes. (75 marks)

14.2.5 Accounting Systems adopted in government offices (Subject No: 05)

Candidate's knowledge in Accounting Systems adopted in government offices,

books and records controlling Accounts and orders and instructions of the Treasury issued in relation to that and his /her ability of practical application of the knowledge will be tested. This paper consists of two parts.

Part I - A paper of multiple-choice questions, duration is 30 minutes. (25 marks)

Part II - A paper of semi-structured essay type questions, 03 out of 04 questions should be answered, duration is 90 minutes. (75 marks)

14.3 Efficiency Bar Examination prescribed for officers in Grade III of the Management Service Officers' Service

14.3.1 When applying for this examination, applicants should pay attention to Section 1 mentioned under interim provisions in No: 15 of the 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 and the concessions for efficiency bar examinations notified by the Director General of Combined Services based on the decisions of the Public Service Commission regarding that section.

14.3.2 *Qualifications* .- Officers who have been Grade III of the Management Service Officers' Service are eligible to appear for this examination.

Officers should pass this examination within 03 years from the date of promotion to Grade III.

14.3.3 Applicants should sit for a written examination that will consist of the following subjects.

<i>Subject</i>	<i>Subject No.</i>	<i>Marks</i>	<i>Duration</i>	<i>Cut off marks</i>
Office systems	06	100	02 Hrs	40
Accounting Systems	07	100	02 Hrs	40
Test on Computer Skills	08	100	01 1/2 Hrs	40

14.3.4 Office Systems (Subject No : 06)

This paper shall be designed to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting the ideas/ observations in clear and brief minutes and the ability of drafting a letter according to an order given to the officer. This paper consists of two parts.

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. All the questions should be answered. (25 marks)

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (75 marks)

14.3.5 Accounting Systems (Subject No : 07)

It is expected to test candidate's knowledge in Basic Accounting and Accounting Systems adopted in government offices, functions of books and records of controlling Accounts. This paper consists of two parts.

Part I - Consists of questions that require short answers. Answers should be provided on the paper itself. All the questions should be answered. (25 marks)

Part II - A question paper of structured essay type. 03 out of 04 questions should be answered. (75 marks)

14.3.6 Test on Computer Skills (Subject No: 08)

Objective of this test is to verify the candidate's skills on the following :-

- (i.) Basic concepts of Information Technology
- (ii.) Windows Operating System
- (iii.) Folder Management
- (iv.) Word Processing
Basic skills, Screen Familiarization, Editing texts, Aligning Text, Fonts and Attributes, Indenting

Paragraphs, sub paragraphs, change of Line Spacing, Tab settings, Finding and replacing text, Spelling and Grammar, Thesaurus, Working with columns, Page setup, Printing documents, Creating Tables. Sorting text, File Management, Mail Merging, Working with macros.

v. Spreadsheets

Basic skills, Formatting, Editing Columns and ranges, Insertion and Deletion, Sorting data, Creating Charts, Printing, @ Function, Working with Macros, File Management.

vi. Internet and E-mail

Introduction to internet, Basic Skills, receiving mails, sending mails, responding to mails,

Working with attachments, creating and using nicknames, composing messages

This paper consists of two parts.

Part I - consists of 40 questions of MCQ type/questions that require short answers. Duration is 45 minutes (40 marks)

Part II - 05 semi structured questions. Duration is 45 minutes. (60 marks.)

15.0 The decision of the Director General of Combined Services will be final in any matter not provided for in this notification.

16.0 In the event of any inconsistency between the Sinhala, Tamil and English texts of this Examination Notification, the Sinhala text shall prevail.

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

17th of February 2026
Ministry of Public Administration, Provincial Councils
and Local Government,
Independence Square,
Colombo 07.
02-396