



# ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

## The Gazette of the Democratic Socialist Republic of Sri Lanka

අංක 2,469 – 2025 දෙසැම්බර් මස 26 වැනි සිකුරාදා – 2025.12.26

No. 2,469 – FRIDAY, DECEMBER, 26, 2025

(Published by Authority)

### PART I : SECTION (IIA) – ADVERTISING

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

	PAGE		PAGE
Post - Vacant	...	2930	Examinations, Results of Examinations &c.

### 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 16th January 2026, should reach Government Press on or before 12.00 noon on 2nd January, 2025.

#### 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 (Acting),  
Government Printer.

Department of Govt. Printing,  
Colombo 08,  
09th June, 2025.

*This Gazette can be downloaded from [www.documents.gov.lk](http://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.

Faliure 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 recommended 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.

## Posts - Vacant

### PUBLIC SERVICE COMMISSION

#### **Filling the vacancies of the posts of Chief Coast Conservation Inspector in the Department of Coast Conservation and Coastal Resources Management**

01. APPLICATIONS are invited from among the officers in the post of Coast Conservation Inspectors in the Department of Coast Conservation and Coastal Resources Management who are fulfilled the following qualifications and who are in the active service, by the closing date for receipt of applications mentioned in this notice, to fill the currently vacant 01 post of the Chief Coast Conservation Inspector of the Department of Coast Conservation and Coastal Resources Management.

**02. Qualifications to be fulfilled :**

I. Experience

- i. Should have completed 05 years of permanent, active and satisfactory service in the position of Coast Conservation Inspector.

II. Other qualifications :

- i. Should be a citizen of Sri Lanka.
- ii. Should not have received any disciplinary punishment as per the provisions mentioned in the Public Service Commission Circular No. 01/2020 on the date of promotion.
- iii. Being passed the third Efficiency Bar Examination (This is applicable only for the Officers who were recruited under the MN 01 service category as per the new Scheme of Recruitment for recruitment to the Coast Guard.
- iv. All the qualifications required for recruitment to the post must be fulfilled in every respect by the closing date for the receipt of applications.

**03. Method of recruitment for the post :**

After the Appointing Authority having verified the qualifications and having verified the other relevant requirements have been fulfilled, based on the result of the structured interview conducted by the panel appointed by the Public Service Commission, which gives marks for service experience and merit, the Public Service Commission will promote the applicant to the Special Grade from the date of the structured interview in accordance with the merit order of the structured interview and the number of vacancies available.

In case where several candidates obtain equal marks in filling this vacancy, selection will be made through an additional merit – based interview limited to the candidates who obtained the same marks in terms of Public Service Commission Circular 01/2020 (II). For this purpose, an interview panel appointed by the Public Service Commission will use the evaluation criteria and marking scale approved by the Commission. The relevant candidates will be informed about these evaluation criteria and marking scale in advance at that time.

I. Marking Procedure of the Structured Interview

Serial No.	Field	Maximum Marks
01.	<p>02. Educational Qualifications</p> <ul style="list-style-type: none"> <li>• Awarded by a foreign or State University recognized by the University Grants Commission in the relevant field or awarded by a university established by an Act of Parliament of Sri Lanka or recognized under Section 25 A of the Universities Act, No. 16 of 1978,</li> <li>• For a Postgraduate Degree</li> <li>• For a Postgraduate Diploma</li> </ul> <p><i>Note</i> – Marks will be awarded only for the highest qualification.</p>	20 20 marks 15 marks

Serial No.	Field	Maximum Marks						
02.	<p>Professional Qualifications</p> <ul style="list-style-type: none"> <li>Recognized by the Tertiary and Vocational Education commission in the relevant field,</li> <li>For a Diploma course (duration more than 01 year) 20 marks</li> <li>For a Certificate course of duration of more than 6 months 15 marks</li> <li>or a certificate course between 6 months and 3 months duration 10 marks</li> </ul> <p><b>Note</b> - Marks will be awarded only for the highest qualification.</p>	20						
03.	<p>Additional Experience</p> <p>After completion of 05 years of permanent, active and satisfactory service in the post of Coast Conservation Inspector in the Department of Coast Conservation and Coastal Resources Management, marks will be given for additional active service as follows. The Officer with the highest additional active and satisfactory service will be given the highest marks allocated for additional experience and the other Officers will be given marks as follows:</p> <table> <tr> <td>Maximum marks allocated for active Additional experience</td> <td>x</td> <td>Relevant Officer's additional active and satisfactory period of service (years x 12 + months)</td> </tr> <tr> <td>The Officer's period of service with the highest additional active and satisfactory period of service (Years x 12 + months)</td> <td>x</td> <td></td> </tr> </table>	Maximum marks allocated for active Additional experience	x	Relevant Officer's additional active and satisfactory period of service (years x 12 + months)	The Officer's period of service with the highest additional active and satisfactory period of service (Years x 12 + months)	x		30
Maximum marks allocated for active Additional experience	x	Relevant Officer's additional active and satisfactory period of service (years x 12 + months)						
The Officer's period of service with the highest additional active and satisfactory period of service (Years x 12 + months)	x							
04.	<p>English Language Proficiency</p> <ul style="list-style-type: none"> <li>The applicant being completed his Postgraduate Degree / the Postgraduate Diploma / the Basic Degree in English Medium - 15 marks</li> <li>For a Diploma course on English Language followed from a State University or an educational Institution recognized by the University Grants Commission (more than 01 year of duration) - 10 marks</li> <li>For a Certificate course of less than 06 months of duration on English Language obtained from a State University or an Educational Institution recognized by the University Grants Commission. - 05 marks</li> </ul> <p><b>Note</b> - Marks will be awarded only for the highest qualification.</p>	15						
05.	<p>Computer Ability</p> <ul style="list-style-type: none"> <li>Course of Computer Science from an institution recognized by the Tertiary and Vocational Education Commission</li> <li>For a one-year Diploma course 10 marks</li> <li>For a six months Diploma course 07 marks</li> <li>For a Certificate course of less than six months 05 marks</li> </ul>	10						
06.	<p>Interview</p> <ul style="list-style-type: none"> <li>Personality 02 marks</li> <li>Leadership 02 marks</li> <li>Communication ability 01 mark</li> </ul>	05						
	Total	100						

**Note** :- Marks will be awarded only for the qualifications that are proven at the interview through certificates and documents. Since the Degree is considered as a basic qualification for recruitment, marks will not be given for it at the interview.

**04. Salary Scale applicable to this position :**

Monthly Salary Scale of MN 7 -2025 Salary Category as per the Public Administration Circular No. 10/2025  
 Rs. 71,240 – 11 x 1,360 – 18 x 1,850 – 119, 500/-

**05. Submission of Applications :**

The applications prepared in accordance with the following model application form should be submitted by the applicants through their Head of Divisions to the Director General, Department of Coast Conservation and Coastal Resources Management, P. O. Box 556, Office of the New Secretariat, Maligawatta, Colombo 10., By registered post or hand delivered on or before the closing date for applications, **26.01.2026**. The words “Interview for filling the Vacancies of Chief Coastal Conservation Inspector in the Department of Coast Conservation and Coastal Resources Management” should be clearly written on the top left-hand corner of the envelope.

By order of the Public Service Commission,

Secretary,  
 Ministry of Environment.

Date : 26th December, 2025.

**Model Application Form  
 Ministry of Environment.**

**Recruitment to the Post of Chief Coast Conservation Inspector of the Department of Coast Conservation and  
 Coastal Resources Management**

**For Office use only**

**01. Name:**

1.1 Name with initials using initials at the end: .....  
 (In English Block letters, Eg. : SILVA A.B.)

1.2 Name denoted by Initials : .....  
 (In English Block letters)

1.3 Full Name (In Sinhala) : .....  
 .....

**02. 2.1 Personal Address :-**.....  
 .....

2.2 Official Address :-.....  
 .....

2.3 Corresponding Address :.....  
 .....

2.4 Telephone Number : .....

**03.**

3.1 Date of Birth : Year:     Month:   Date:

(A copy of the Birth Certificate is attached.)

3.2 Age as at the closing date of the applications : Years. : ..... Months: ..... Days : .....

3.3 National Identity Card No : 

--	--	--	--	--	--	--	--	--	--	--	--

04. 4.1 Gender : Female 

--

  
Male 

--

4.2 Civil Status married/Un married /widowhood : Married 

--

  
Un Married 

--

  
Widowhood 

--

05. Date of first Appointment to the Post of Coast Guard : .....

06. Date of first Appointment to the Post of Coast Conservation Inspector : .....

07. Date of Completion of the 05 years of satisfactory and active period of service in the post of Coast Conservation Inspector :- .....

08. Educational Qualifications : (Put the Mark ✓ )

	Name of the Degree	Institution	Year
Postgraduate Degree			
Postgraduate Diploma			
Degrees			

09. Professional Qualifications :

Professional qualifications obtained	Institution	Duration

10. I hereby certify that all the information furnished by me in this application is true and correct. I understand that if any of the information mentioned herein is found to be false before my selection for this post, I will be disqualified and if it is found to be false after my selection, I will be liable to be dismissed from service without any compensation.

date : .....

.....,  
signature of the Applicant.

**Should be completed by the Head of the Department.**

01. Do you subject to the Disciplinary punishment in accordance with the provisions of the Public Service Commission Circular No. 01/2020 ? Yes / No

02. If the answer is “Yes” what is the action take in this regard ? .....

.....  
.....

03. Has the Officer obtained No-pay leave during the period if service ? Yes / No

04. If the answer is “Yes” how many no-pay leaves were taken ?

Serial No.	The Condition applicable for the approval of the leave	Time Duration	
		From	To
i.	V: 2:5:4 < of the Establishment Code		
ii.	XII: 16 < of the Establishment Code		
iii.	Management Services Circular No. 10		
iv.	Management Services Circular No. 33		
v.	XII: 36 < of the Establishment Code		
vi.	Other No pay leave		

The application of Mr. ..... who is serving in this Department and is holding the post of ..... is recommended and submitted.

Date :- .....

.....  
 Signature and the Official Stamp  
 of the Head of the Department.

12-439

## AUDIT SERVICE COMMISSION

### Recruitment to the post of Senior Assistant Auditor General (Chartered Civil Engineer) Grade 1 in Executive Service Category of Sri Lanka State Audit Service on direct stream-2025

THE applications will be called for recruitment to the post of Senior Assistant Auditor General (Chartered Civil Engineer) Grade 1 in Executive Service Category of Sri Lanka State Audit Service of the National Audit Office on the direct stream.

**1. Method of Recruitment :-** The recruitment will be made in accordance with the order of marks obtained on the result of the structured interview conducted by a structured interview panel appointed by the Audit Service Commission from the candidates who had fulfilled the qualifications specified in this notification. The structured interview will be conducted as per the awarding marks subject to the under-mentioned criteria (indicated under No.5) as mentioned in Appendix 03 of the Service Minute of Sri Lanka State Audit Service.

Key fields on awarding marks	Maximum Marks
Additional Educational Qualifications	25
Additional Professional Qualifications	20
Experience gained in the field related to the post	40
Information Technology/Qualifications on Computer knowledge	05
Skills shown in the interview	10
Total	100

*Note :-* The marks will not be awarded for the basic qualifications for the recruitment.

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

**2. Required Qualifications :-** Every candidate should fulfill the following qualifications at the closing date of the applications.

**I. Educational Qualifications :-** Not relevant

**II. Professional Qualifications :-**

Being a Chartered Civil Engineer

(Only one post will be allocated for Chartered Civil Engineer in the recruitment for this post on direct stream.)

**III. Experience:-**

Having obtained a 12 years' service experience in the executive level in relevant field after obtaining the relevant professional qualifications.

(The study leave with full pay, half pay and no pay will not be considered in the calculation of period of service in this regard.)

**IV. Physical Fitness:-**

The candidate must be of sound physical and mental health to serve in any part of Sri Lanka and perform the duties of the post.

**V. Other Qualifications :-**

- (i). Should be a citizen of Sri Lanka.
- (ii). Should be of excellent and moral character.
- (iii). Should not be a clergy of any religion.
- (iv). Should fulfill the all qualifications at the closing date of applications indicated in the notification for calling applications.

**VI. Age:-**

The candidate should be less than 35 years on 26th January, 2026 and should not be more than 45 years on that date. Accordingly, the candidates whose birthdays fall from 26.01.1981 to 26.01.1991 including that date also can submit the applications.

(The maximum age limit is not relevant to the officers in public service.)

**3. Terms and Conditions of Employment :-**

- (i). This post is permanent and pensionable. You will be subject to the policy decision taken by the Government on your pension entitlement. You shall make contributions to Widows' and Orphans' Pension Scheme/ Widowers' and Orphans' Pension Scheme. You should pay the contributions for that in the manner determined by the Government from to time.
- (ii). This appointment is subject to a probation period of 03 years. If an officer who holds a permanent post in the public service is appointed to this post, it should be subject to a probation period of one year. However, the prior period of service and experience of said officer are not a qualification belonging to new post, it should be subject to a probation period of 03 years. The Efficiency Bar Examination should be passed in the manner mentioned in the Service Minute of Sri Lanka State Audit Service within 03 years of date of appointment.
- (iii). In accordance with the provisions of Public Administration Circular 18/2020 dated 16.10.2020 and the provisions of incidental circulars, the relevant competency should be obtained on other official language in addition to the language joined to the public service prior to expiry of 03 years from appointment to this post and the officers who had joined to the service in a medium not an official language should obtain due official language competency within the probation period.
- (iv). This appointment is subject to the Procedural Rules of Public Service Commission, Establishments Code of Democratic Socialist Republic of Sri Lanka, Government Financial Regulations and other departmental regulations.
- (v). It will not be allowed to change the language medium requested later and the language medium on which you had been qualified for appointment is the language medium indicated in the application by you.

4. **Salary Scale** :- In accordance with the Schedule II of Public Administration Circular No.10/2025 dated 25.03.2025, the monthly salary scale relating to this post is Rs. 86,950- 10 x 2,400 - 8 x 2,940 - 17 x 3,900 – Rs.200,770/- (Step 20). Accordingly, the salary code related to this post is AS 03 - 2025 and the initial salary step is Rs.138, 370/- . (The salary will be paid to you until 01.01.2027 as per Schedule III of said circular.) In addition, the other allowances approved by government pertaining to this post will be paid also.

5. The under-mentioned procedure for awarding marks will be based for the structured interview.

Se. No.	Subject	Marks	Maximum Marks
01.	<b>Additional Educational Qualifications</b> <ul style="list-style-type: none"> <li>(a) General Degree</li> <li>(b) Special Degree</li> <li>(c) General Degree with Second Class</li> <li>(d) Special Degree with Second Class</li> <li>(e) General Degree with First class</li> <li>(f) Special Degree with First Class</li> <li>(g) Postgraduate Diploma (relevant fields such as Public Management, Finance Management, Public Finance, Accounting, Development Finance, Commerce, Economics, Business Administration, State Management, Information Technology, Public Policies, Project Management)</li> <li>(h) MA/MSC or other equivalent Degree (Relevant fields such as Public Management, Finance Management, Public Finance, Accounting, Development Finance, Commerce, Economics, Business Administration, State Management, Information Technology, Public Policies, Project Management)</li> <li>(i) Higher Degree than the Degree indicated in above (h) (relevant field such as Public Management, Finance Management, Public Finance, Accounting, Development Finance, Commerce, Economics, Business Administration, State Management, Information Technology, Public Policies, Project Management)</li> </ul>	10 11 11 13 13 15 18  20  25	25
02.	<b>Additional Professional Qualifications</b> (The marks will be awarded only for the one highest qualification obtained in addition to the basic professional qualification.) <ul style="list-style-type: none"> <li>(a) Higher Diploma on Accountancy or Commerce of Sri Lanka Technical College/Sri Lanka Institute of Advanced Technological Education</li> <li>(b) Passed Licentiate II/Intermediate Examination/Accounting and business certificate II/Business Stage of Institute of Chartered Accountants of Sri Lanka / Stage II of Chartered Institute of Management Accountants</li> <li>(c) Passed Final I examination of Institute of Chartered Accountants/Stage III examination of Chartered Institute of Management Accountants</li> <li>(d) Associate Membership of Institute of Chartered Accountants or Chartered Institute of Management Accountants</li> <li>(e) Fellow Membership of Associate Membership of Institute of Chartered Accountants or Chartered Institute of Management Accountants</li> </ul>	07 09 12 15 20	20
03.	<b>Information Technology/Qualifications on Computer Knowledge</b> Passed a Computer Certificate Course of six months or more than that awarded by a university or awarded by an institute approved by Tertiary and Professional Education Commission and obtained a certificate	05	05

In addition to the above note, maximum 40 marks by 05 marks per year for the experience obtained in the field relevant to the post and maximum 10 marks for the skill shown in the interview are allocated. The recruitments will be made in accordance with order of marks obtained at this structured interview.

## 6. Identity of the Applicant:

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

The following documents of identification will be accepted for the interview to prove their identity.

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

## 7. Method of submitting applications:

- (i). The applications should be sent by registered post to the address “Secretary, Audit service Commission, No.35/A, Dr. N.M. Perera Mawatha, Kotte Road, Colombo 08” so as to be received on or before 26th January 2026. The applications received after the said date will be rejected.
- (ii). A specimen of the application form has been given at the end of this notice. The applicants should prepare their applications in A4 size paper including topics from 01 to 04 on first page and from 05 to 08 on second page and from 09 to 10 on third page and should be filled by their own handwritings.
- (iii). The caption “Recruitment to the post of Senior Assistant Auditor General (Chartered Civil Engineer)” should be clearly mentioned on the top left hand corner of the envelope containing the application.
- (iv). The applicant's signature in the application should have been certified by either a Principal of a government school/a Justice of Peace/ a Commissioner for Oaths/ a Lawyer/ a Notary Public/a Commissioned Officer of the Three Forces/ an Officer holding a permanent post in the Public Service or the Provincial Public Service receiving a monthly consolidated salary of Rs. 71,240/- or more
- (v). The complaints regarding loss or delay of an application in post are not considered. The applicants themselves should bear the consequences that may occur by keeping the applications till the closing date of applications.
- (vi). Sri Lankan applicants staying abroad can submit their applications to the office of the Sri Lankan Representative appointed in their country of

residence or the nearest country within the prescribed period at their discretion so as to send their applications to the Secretary, Audit Service Commission.

- (vii). Air tickets for Medical Examinations – In case of a Sri Lankan applicant selected from abroad to be appointed to the service under the Democratic Socialist Republic of Sri Lanka, he shall be required to appear for an examination before a recognized medical practitioner to ascertain whether he is physically fit for the service. The cost of the said test and his travel expenses for his return to Sri Lanka should be borne by the applicant himself.
- (viii). The officers employed in the Public Service/ Provincial Public Service/Corporation Service should submit their applications to me through the Head of their institutions on or before the due date and should not be sent personally to the name of any officer of this office.
- (ix). The applications not in compatibility with the attached specimen will be rejected. No complaint on loss or delay of applications will be entertained.
- (x). A certified photocopy of each of the following documents should be attached with the application and any other document should not be attached.
  - a) Certified copy of the National Identity Card
  - b) Certified copy of Birth Certificate  
(Note: Baptism Certificates or Birth Certificates issued for the purposes of the Code of Regulations for Assisted Schools will not be accepted.)
  - c) Certified copies of the certificates of General Degree and Educational Qualifications higher to that (Stated under No. 5 of this notice)
  - d) Certified copies verifying the main professional qualifications (as per 2. II of this notice) and additional professional qualifications (stated under No. 5 of this notice)
  - e) Certificates of professional experience in the field related to the post
  - f) Qualifications in Information Technology and Computer Literacy (stated under No. 5 of this notice)
  - g) Two recently obtained certificates of character

(Not applicable for the applicants already in the Public Service / Provincial Public Service / Corporation Service.)

Note - The original copies of the relevant documents should be presented at the time of the interview in order to verify the certified copies attached to the application.

## 8. Providing False Information

If any of the information provided in your application form is found to be false or incorrect before the recruitment, your candidature will be cancelled. If such false or incorrect information is discovered after the recruitment, the actions will be taken to dismiss you from the service subject to the applicable procedures.

9. The Audit Service Commission reserves the right to fill or not to fill the vacancies.

10. In the event of any inconsistency or discrepancy among the texts of this *gazette notification* published in Sinhala, Tamil and English languages, the Sinhala text shall prevail.

By Order of the Audit Service Commission,

D.K. WIJESINGHE,  
Secretary,  
Audit Service Commission.

No. 35/A Dr. N.M. Perera Mawatha,  
Colombo 08,  
At Audit Service Commission,  
On 26th of December, 2025.

## Specimen Application

National Audit Office

**Recruitment to the post of Senior Assistant Auditor General (Chartered Civil Engineer) Grade 1 in Executive Service Category of Sri Lanka State Audit Service on direct stream-2025**

(For office use only)

(Indicate Language medium and relevant number in the cage)

Sinhala -2 / Tamil - 3/ English - 4

Note: (Language medium will not be allowed to change subsequently.)

01. (i) Full Name (Mr./Mrs./Miss) : .....

(in Sinhala/ in Tamil)

(ii) Full Name: .....

(in English block capitals)

(iii) Name with initials indicating the initial after last name: .....

(in English block capitals):

Example : GUNAWARDH

02. (i) Permanent Address : .....  
(in English block capitals)

(ii) Telephone Number : Field

## Mobile



## 08. Certificate by candidate:

I declare that to the best of my knowledge and belief the information given here is true. I also agree to be bound by the rules governing Examinations and any decision that may be taken to cancel my candidature prior or during or after the examination, if it is found that, I am ineligible according to the regulations of this Examination and if it is found after the appointment, I will be dismissed in the service without any compensation.

Date: .....

.....,  
Signature of Candidate.

## 09. Attestation of the signature of candidate:

I hereby certify that Mr./Mrs./Miss.....who forward this application is known to me personally and placed his/her signature in my presence on .....

.....,  
Signature and seal of the Attester.

Date: .....

Location: .....  
(Attested by official seal)

## 10. Certificate of the Head of the Institution, if the candidate serves in public service/provincial public service:

I hereby certify that the candidate Mr./Mrs./Miss .....is serving in this office from.....and his/her work, attendance and conduct is satisfactory and he/she had been confirmed/not confirmed in the service, I personally checked all the information furnished in above 05 with the records available in this office and found correct and he/she signed in my presence on .....

Date: .....

.....,  
Signature of Head of Institution of Public  
Service/ Provincial Public  
Service of Authorized Officer.

12-567

### DEPARTMENT OF FISHERIES AND AQUATIC RESOURCES

#### Calling Applications for Recruitment to the Post of Legal Assistant in the Category of Associate Officers in the Department of Fisheries and Aquatic Resources-2025(2026)

APPLICATIONS are invited from Sri Lankan Citizens who have fulfilled the qualifications to fill vacancies in one (01) post of Legal Assistant in the Associate Officer Category of the Department of Fisheries and Aquatic Resources.

1. Designation : Legal Assistant  
Category : Associate officer  
Number of Vacancies : 01

**2. Educational Qualifications: -**

Should have obtained a Bachelor's Degree in Law (LLB) from a University recognized by the University Grants Commission.

**3. Salary:-**

- I. Salary code: MN 4- 2025 (In terms of Public Administration Circular No.10/2025)
- II. Salary Scale: Rs. 53,060 – 10 x 800 – 11 x 1,190 –10 x 1,320– 5x 1,350 - Rs. 94,100/=
- III. Government approved cost of living allowance will be paid in addition to the salary.

**4. Age Limit :-**

Candidates should not be less than 21 years and not more than 35 years as at the closing date of applications.

**5. Physical Requirements:-**

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and discharge duties of the post.

**6. Other Qualifications :-**

- I. Should be a citizen of Sri Lanka.
- II. Should be of excellent character.
- III. Should have complied with all the qualifications in every respect for recruitment to the post as at 23.01.2026.

**7. Method of Recruitment :-**

Candidates will be recruited on the results of the structured interviews to be held in accordance with the marking scheme (Indicated under Para No. 08 in this *Gazette* Notification) approved by the Public Service Commission.

**8. The structured interview will be conducted based on the following marking scheme.**

<i>Areas for which marks will be allocated after verification.</i>	<i>Maximum amount marks</i>	<i>Minimum amount of marks considered for selection.</i>
Extra Educational Qualifications*	20	Not applicable
Extra Professional Qualifications *	15	
Experience*	30	
Language Proficiency	15	
Knowledge about Information Technology*	15	
Skills demonstrated at the interview	05	
Total	100	

\* Qualifications to be proved in writing.

**9. Nature of Appointment :-**

- I. The post is permanent and pensionable. You should be subjected to the policy decisions taken in future by the government about the pension scheme.
- II. Selected candidates will be on probation for a period of three (03) years from the date of appointment.
- III. Appointees are bound to serve in any part of the Island.
- IV. Appointees will be required to duly complete the other requirements prescribed by the government in relation to the appointment.

**10. Method of Application :-**

- I. Specimen Application is published at the end of this application. The application should be prepared in the medium of Language in which the candidate intends to appear before the structured interview, and should be perfected in his/her writing. Each section of the application should be perfected by the candidate as instructed. Any sections that do not apply to him/her should be noted as "Not Applicable." It should be thoroughly kept in mind that leaving blank columns in the application may result in rejection of it. (It should be specially noted that the application form should be prepared in an A4 sheet in a manner that titles from No. 1 to No.6 appear on page one, No.07 to No. 8.2 on page two, No.8.2 to No. 11 on page three and No.12 to No.14 on page four of the paper). Applications incomplete and not conforming to the specimen application will be rejected without any notice. It would be sufficient to keep a photocopy of the perfected application in possession.

**II. Procedure and Closing Date of Application :-**

Applications should be sent by registered post on or before **23<sup>rd</sup> January, 2026** to reach the Director General of Fisheries and Aquatic Resource, New Secretariat, Maligawatta, Colombo – 10. Application received after the said date shall be rejected. The top left hand corner of the envelope containing the application should clearly bear the wording "Recruitment to the Post of Legal Assistant".

**III. Applications of the candidates who are already employed in Public Service :-**

The candidates who are already employed in the Public Service should submit their applications through the Head of the institution in which they are working.

**IV. Attestation of Applications :-**

Signature of the candidates who are already in the Public Service should be certified by the Head of the relevant institution or an officer authorized to do so on his/her behalf. The signature of the other candidates should be attested by an authorized officer i.e., Justice of the Peace/Commissioner for Oaths/Attorney-at-Law/Notary Public/Principal of a Government School / Commissioned Officer in Navy/ Air Force/Army/a Staff Officer in a permanent post in the Public Service/Chief Incumbent of a Buddhist Temple or Presiding Priest incharge of any other religious place of worship of holding a significant position in the clergy.

**11. Furnishing False Information :-**

If any particulars mentioned in the application by the candidates are found to be false or erroneous at any stage prior to or during or after the structured interview, his/her candidature is liable to be cancelled. In case such false or erroneous information is revealed after the recruitment, he/she will be dismissed from the service forthwith.

12. Any matter not provided for in this notification will be dealt with at the discretion of the Director General of the Department of Fisheries and Aquatic Resources.

13. In case of any inconsistency between Sinhala, Tamil and English text in the notification, Sinhala notification shall prevail.

Director General,  
 Department of Fisheries and Aquatic Resources,  
 Maligawatta,  
 Colombo – 10.  
 19.12. 2025.

Put (✓) mark against the medium of language you wish to appear before the structured interview.(not allowed to change later)

Sinhala	<input type="checkbox"/>
Tamil	<input type="checkbox"/>
English	<input type="checkbox"/>

**Specimen Application Form**

**Department of Fisheries and Aquatic Resources.**

**Recruitment to the post of Legal Assistant in the Department of Fisheries and Aquatic Resources – 2025(2026)**

01. Name of the Candidate :-

1.1. Name with initials (initials to be written at the end) : -----  
(English Block Capitals E.g.: - SILVA. A.B)

1.2. Names denoted by initials :-----  
(English Block Capitals)

1.3. Name with initials (initials to be written at the end):-----  
(In Sinhala / Tamil)

1.4. Names denoted by initials: -----  
(In Sinhala / Tamil)

02. National Identity Card No. :

03. Sex: Male  Female   
(Put (✓) mark in the relevant cage)

04. Marital status :

Married  Single   
(Put (✓) mark in the relevant cage)

05. Date of Birth : Year :  Month:  Date:

Age as at the closing date of applications:

Years :  Months:  Days:

06. Whether you are a citizen of Sri Lanka : Yes  No   
(Put (✓) mark in the relevant cage)

07. I. Private Address (Permanent):

.....  
.....  
.....

(If the address is changed, the same should be informed forthwith.)

II. Private Address (Current) : .....  
 .....  
 .....

III. E-mail Address:

IV. Telephone No.: Fixed: ..... Mobile:-----

08. Educational Qualifications:

8.1 Details of the G.C.E (O/L) Examination :

Year and Month: ..... Index No: ----- Medium: .....

Subject	Grade
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(Indicate the highest qualifications obtained)

8.2 Details of the G.C.E (A/L) Examination:

Year and Month: ..... Index No.: .....  
 Medium .....

Subject	Grade
1	
2	
3	

(Indicate the highest qualifications obtained)

8.3 Educational / professional qualifications in legal field:

Examination/Degree	Effective Date	University/Institute

8.4 Other Educational / Professional Qualifications:

Qualifications	Effective Date	Institute from which the qualifications obtained

09. Whether you have been dismissed from a post in the Public Service?

(If so, indicate particulars)

10. Is there any departmental disciplinary inquiry pending against you (If already employed in the Public Service)?

.....

11. Whether you have been convicted of an offence by the court? (If "yes" indicate particulars) :

.....

12. Name two non- related referees from whom details about you could be inquired :-

1. Name: -----

Designation: -----

Address: -----

Telephone No.: -----

2. Name: -----

Designation: -----

Address: -----

Telephone No.: -----

**2. Certification of the Candidate:-**

I declare that the information furnished by me in this application is true and accurate to the best of my knowledge. I am also aware that if any particulars contained herein are found to be false and inaccurate, I am liable for disqualification before appointment and dismissal from service without all rights if the inaccuracy is detected after appointment.

Date :.....

Signature of the Candidate-----

**13. Attestation of the Signature of the Candidate (Strike off inapplicable words)**

I hereby certify that Mr./Mrs./Miss.....(full name) who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on this ..... day of ....., 2026.

.....

Signature of the Attestor

Full name of the Attestor: .....

Designation: .....

Address: .....

(Place the official frank)

Date: .....

**14. If the candidate is already employed in Public/Provincial Public Service/ a State Corporation, recommendation of the Head of the institution:-**

I hereby certify that Mr./ Mrs./Miss ..... who is submitting this application is personally known to me, that he/she is serving in the ..... (Ministry/ Department/ State Corporation) and that no any disciplinary inquiry is pending against him/her. I further declare that he/she placed his/her signature in my presence on this ..... day of ..... 2026 and that he/ she could be released from the Service of this (Ministry/ Department/ Corporation ..... ) if he/she is selected for the Post of Legal Assistant.

-----  
Signature of the Head of the Institution

Full name of the Head of Institution: -----

Designation: -----

Official Address: -----

(Place the official frank)

Date: -----

12-585

**MINISTRY OF JUSTICE AND NATIONAL  
INTEGRATION**

**Recruitment Open Basis to the Post of Court Security  
in the primary Grade Non-Technical Service Category  
- 2025**

APPLICATIONS are invited from the suitable citizens of Sri Lanka to be recruited on open basis to fill 69 vacancies fallen in the Post of Court Security in the primary Grade Non-Technical Service Category of the Ministry of Justice and National Integration. Application forms prepared as per the specimen form appended at the end of this notice should be sent by registered post to reach the "Secretary Ministry of Justice and National Integration, No. 19, Sri Sangaraja Mawatha, Colombo 10" on or before **26<sup>th</sup> January, 2026**. The words "Recruitment to the Post of Court Security in the Primary Semi-Technical Service Category of the Ministry of Justice" should be written on the top left hand corner of the envelope containing the application form.

**Note :** No allegation that an application form or a document respecting such form has been lost or delayed in the post can be considered. Applicants who delay their applications until the last day will do so at their own risk.

**01. Recruitment Procedure -**

Recruitment will be based on the results of the eligibility assessment interview. Applicants who secure highest marks at the eligibility assessment interview

will be recruited on the order of merit and according to the number of vacancies available.

**02. Terms of engagement -**

I. This post is permanent and pensionable.

**Note** - This is however subject to the policy decisions being taken by the Government in the future in respect of Pension Scheme.

II. An officer appointed to this post is subject to a probationary period of three (03) years during which the officer is required to pass the First Efficiency Bar Examination.

III. As per the Public Administration Circular No. 18/2020 and such other Circulars incidental thereto, the relevant standard of proficiency in the other official language should have to be obtained. The officers who entered the Public Service in a medium of any of the official languages will require to reach within the probationary period a requisite standard of proficiency in the official language.

IV. The conditions set out in the procedural rules published in the *Gazette Extraordinary* No. 2310/29 dated 14.12.2022 of the Public Service Commission and the provisions of the Establishments Code shall apply to every appointment. Any matter not provided for in this recruitment procedure shall be decided by the Public Service Commission.

**03. Recruitment Grade - Grade III**

**04. Salary Scale -**

In terms of the Public Administration Circular No. 10/2025, this post is which is under PL 1-2025 carries a salary scale of Rs. 40,000-10x450-10x490-10x540-12x590-Rs. 61,880/- (monthly). (Salaries will be paid as per Appendix II Public Administration Circular 10/2025 dated 25.03.2025).

**05. Qualification -**

**(I) Educational Qualifications :**

Should have passed six (06) subjects at the G.C.E. (O/L) Examination in not more than two sitting with at least two (02) credits passes.

**06. Age limit -**

Applications should be not less than 18 years of age and not more than 45 years of age at the closing date of applications.

**07. Physical Fitness -**

Every applicant should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post. Minimum height must be 5 feet 2 inches.

**08. Other Qualifications -**

Every applicant should -

- I. Be a citizen of Sri Lanka.
- II. Bear an excellent moral character.

III. has fulfilled the necessary qualifications in every respect as at the closing date of applications.

**09. Method of Recruitment -**

The applicants who secure the highest marks in the eligibility assessment test to be conducted on a date to be announced by the Ministry will be recruited on the order of merit according to the number of vacancies.

**10. Eligibility Assessment Interview -**

Marks will be awarded at a Practical Test to be conducted by an Authority to be designated by the Secretary to the Ministry of Justice, Prison Reforms and Constitutional Reforms.

	<i>Main areas for which marks will be given</i>	<i>Marks</i>	<i>Maximum marks</i>	<i>Marks to be considered for selection</i>
I.	Additional educational qualifications	(i) Possessing 03 subject at the G.C.E. (Advanced Level) - 10 Marks  (ii) Completion of Diploma Course. (Not less than one year) - 10 Marks  (iii) Completion of Certificate Course (Not less than 06 months) - 10 Marks	30	Not applicable

	<i>Main areas for which marks will be given</i>	<i>Marks</i>	<i>Maximum marks</i>	<i>Marks to be considered for selection</i>
II.	Professional and other qualifications	(i) Completion of a Diploma Course equivalent to NVQ Level 3 - 15 Marks  (ii) Experience in working as a Security Officer in a Security Unit (05 marks per year for a maximum of 4 years) - 20 Marks.	35	
III.	Computer skills	(i) Completion of a Diploma Course related to Information Technology. (Not less than one year) - 10 Marks  (ii) Completion of a Certificate Course related Information Technology (not less than 06 months) - 05 Marks	15	Not applicable
IV.	Language Proficiency	(i) Completion of a Diploma Course in the Second Language. (Not less than one year) - 10 Marks  (ii) Completion of a Certificate Course in the Second Language (not less than 06 months) - 05 Marks	15	
V.	Skills demonstrated during the interview	(i) Personality - 02 Marks  (ii) Communication Skills - 03 Marks	05	
	Total		100	

**Note** - Certificates and diploma must be issued by an institute recognized by the Government/ University Grants Commission.

11. Applications should be prepared on a A4 paper of 29x21 cm in size using both sides where items from 1-10 to appear on the first page, and items 11 onwards on the second page. It should be filled by the applicant's own legible handwriting. Applications should be in conformity with the specimen appended at the end of this notice. Applicants who delay their applications until the last day will do so at their own risk. Applicants who delay their applications until the last day will do so at their own risk. Receipt of applications will not be acknowledged. Applicants who delay their applications until the last day will do so at their own risk. Incomplete application and applications of applicants who do not possess the prescribed minimum requirements will also be rejected. Applications received after the due date and not in accordance with the specimen applications form will also be rejected.

**12. Important -**

Applications of the applicants who fail to produce original copies of document at the eligibility assessment interview will not be considered.

13. Procedural Rules of the Public Service Commission. Circulars that are now in force or may be issued from time to time in the future and the conditions pertaining to scheme of recruitment to the Post of Court Security in the Primary Grade Non-Technical Service Category of the Ministry of Justice shall be applicable to this post. The Appointing Authority reserves the power not to fill any or all of the vacancies.

14. In the event of any inconsistency between the Sinhala, Tamil and English texts, the Sinhala text shall prevail.

15. The final decision regarding appointment shall be taken by the Secretary to the Ministry of Justice and National Integration, who is the appointing authority.

AYESHA JINASENA P.C.,  
Secretary,  
Ministry of Justice and National Intergration.

No. ....  
(For office use only)

## Specimen Application Form

## **Ministry of Justice and National Integration**

## **Recruitment to the Post of Court Security in the Primary Grade Semi-Technical Service Category in the Ministry of Justice and National Integration**

01. (a) Name with initials (in Sinhala/ Tamil) -

Name with initials (in English Block Capitals) -

Full Name (in Sinhala/ Tamil) -

Full Names (In English Block Capitals) -

02. Permanent Address (In Sinhala/ Tamil) -

03. Permanent Address (In English Block Capitals) -

04. Telephone No. ....

05. National Identity Card No.

2950

I කොටස : (IIA) ජේදය - ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය - 2025.12.26  
PART I: SEC. (IIA) – GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA – 26.12.2025

---

06. Sex - .....

07. Date of Birth - Year : ..... Month : ..... Date : .....

08. Age as at the closing date of applications - Years : ..... Months : .....  
Days : .....

09. Nationality - .....

10. Marital Status - .....

11. Educational Qualifications

Results at the G. C. E. (A/L) Examinations :

Year & Month .....

Index No. .....

Subject	Grade	Subject	Grade
01		06	
02		07	
03		08	
04		09	
05		10	

Results at the G.C.E. (A/L) Examination :

Year & Month .....

Index No. .....

Subject	Grade
01	
02	
03	
04	

12. Other Qualifications -

.....

.....

.....

.....

.....

.....

.....

.....

13. Have you ever been convicted of any charge by a court of law?

(Tick the appropriate box) (If yes, give details.)

Yes

No

#### Applicant's Declaration

I, ..... declare that the information furnished by me in this application are true and correct. I am also aware that, if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and to dismissal without compensation, if detected after appointment.

Date :- .....

12-588

.....  
Signature of the Applicant.

### Examinations, Results of Examinations & c.

#### PUBLIC SERVICE COMMISSION

#### Ministry of Public Administration, Provincial Councils and Local Government

#### LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF SRI LANKA SCIENTIFIC SERVICE - 2025

APPLICATIONS are called from qualified officers in public service for the Limited Competitive Examination for recruitment to **23 posts** in Grade III of Sri Lanka Scientific Service which remain vacant at ministries/ departments where approved posts exist in Sri Lanka Scientific Service.

The application for this purpose is published in the website [www.doenets.lk](http://www.doenets.lk) of the Department of Examinations, Sri Lanka and the applications can strictly be submitted online. Accepting online applications will commence on the **29<sup>th</sup> of December 2025 at 9.00 hours and end on the 23<sup>rd</sup> of January 2026 at 21:00 hours**.

**01.** The examination shall be held in Colombo on in the month of April 2026 by the Commissioner General of Examinations subjected to the terms made by the Public Service Commission. The examination shall be held island wide only in the event of a special situation that may arise in the country. However, in the event that a sufficient number of candidates have not applied for a particular examination center, candidates who have

expressed their preference for the said center will be directed to another examination center. Commissioner General of Examinations has the power to postpone or cancel this examination subjected to the terms of the Public Service Commission.

The “Appointing Authority” mentioned in this notification means the Public Service Commission.

#### 02. Method of recruitment to the service:

##### 2.1 Indicating the preference:

An applicant can apply for several posts if he/ she has satisfied the qualifications required for recruitment to each post. The applicants should indicate their order of preference for each post when applying.

*N.B:* Candidates shall not be allowed to change the order of preference indicated in the application at a later occasion, when applying for more than one post. Requests claiming to obtain appointments to posts for which the applicant has not indicated his/ her preference will not be considered under no circumstance.

**2.2 Written examination:** This competitive examination will be conducted by the Commissioner General of Examinations.

Question Paper	Duration	Maximum marks	Pass Marks
Subject related knowledge	03 hours	100	40
Intelligence Test	01 hours	100	40

**Note:** Intelligence Test paper is a common question paper for all the departments and the question paper to test the subject related knowledge is a paper, which consists of multiple choice questions, short written and semi structured questions, prepared in accordance with the syllabus indicated in the relevant approved Scheme of recruitment.

#### 2.3 Interview:

Based on the results of the written examination, candidates who secure 40% or more marks for each question paper will be interviewed in the order of marks and candidates who verify their qualifications will be recruited. The number of candidates that should be interviewed will be determined by the Public Service Commission and the qualifications of the candidates will be verified by a Board of Interview approved by the Public Service Commission. A General Interview or a Structured Interview will be conducted in the manner prescribed in the approved Scheme of recruitment.

#### 2.4 Appointment to each post will be made based on the preference indicated in the application in respect of each post and on the order of aggregate of marks of the written examination.

In case where the number of qualified candidates who have secured same marks exceeds the number of remaining vacancies and there is a service requirement to fill the said vacancies at that time, Public Service Commission will decided to make a further selection from the candidates who have secured same marks. This selection procedure consists of two parts.

- I. Written test to evaluate the capability of the candidates
- II. Merit based interview

Written test will be conducted by an institution approved by the Public Service Commission. Board of Interview will be appointed by the Public Service Commission.

Further information on the structure and content of this selection procedure is published on the following web page of the official website Public Service Commission [www.psc.gov.lk](http://www.psc.gov.lk).

Home Page → Downloads → Procedures → Special Selection Procedure

#### 2.5 The number of appointments to be made for each post and the effective date of the appointments will be determined by the Appointing Authority. Appointments will be made strictly based on the order of marks obtained and the preference indicated so as to fill the number of vacancies allocated for the relevant posts. The Appointing Authority has the power to fill or not fill all the vacancies in any post or to fill or not fill a certain number of vacancies.

### 03. Number of vacancies : 23

Further distribution of the number of vacant posts according to the ministries/departments to which those posts belong is given under Educational qualifications and experience in 6.2 of this notification.

### 04. Conditions of employment:

- 4.1. The selected candidates will be appointed to Grade III of the said post subject to the general terms and conditions governing the appointments of the public service, provisions in the Scientific Service Minute published in the *Gazette Extra Ordinary* No: 1877/27 dated 28.08.2014, departmental orders as applicable, provisions of the

Establishments Code and Financial Regulations of the Democratic Socialist Republic of Sri Lanka, Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 2310/29 dated 14.12.2022 (hereinafter referred to as Procedural Rules), approved recruitment procedures relevant to each post, the revisions that have already been made or could be made in future to the directions, conditions, orders, provisions, regulations and rules.

- 4.2. This post is permanent. It is pensionable. Applicant shall be subjected to a policy decision made in future by the Government with regard to the pension scheme. You should contribute to the Widows' and Orphans' Pensions Scheme/ Widowers' and Orphans' Pensions Scheme. You should make the contribution in the manner determined by the Government from time to.
- 4.3. Officers appointed to this post are subject to a probation period of one year and they should pass the first Efficiency Bar examination within three (03) years from the date of recruitment.
- 4.4. Language proficiency at the level relevant to the post should be acquired in accordance with Public Administration Circular No. 18/2020 and consequent circulars.
- 4.5. An appointee is liable to serve in any part of the Island in which they are called upon to serve.
- 4.6. The Appointing Authority reserves the right to cancel the appointments of the applicants who fail to assume duties of the post offered to him/her and / or reject or avoid assuming duties of a post or in an area where he/she is appointed, on the due date.

#### **05. Salary Scale:**

As per Schedule II of Public Administration Circular No. 10/2025 dated 25.03.2025, the monthly salary scale applicable to this post is **Rs. 82,150-10x 2,400-8x 2,940-17x 3,900– Rs.1,95,970/- (SL-1-2025)**. and said salary will be paid with effect from 01.01.2027. Salaries will be paid as per Schedule III of the above circular until then. In addition to this, other allowances paid to the public officers by the government from time to time are also entitled to this post.

#### **06. Qualifications for Recruitment:**

- 6.1 General Qualifications :
  - i. Shall be of an excellent character.
  - ii. Shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.
  - iii. Shall have completed a satisfactory period of service within the 5 years immediately preceding the date on which the qualifications are considered.
  - iv. Shall not have received disciplinary punishment as per the provisions stipulated in Public Service Commission Circular No. 01/2020.
  - v. Shall not have sat for the written examination more than twice.
  - vi. All the qualifications required for recruitment to the post should be fulfilled in every respect as at the closing date of applications indicated in the *Gazette* Notification of calling for applications.

## 6.2 Educational qualifications and experience :

<i>S/ No:</i>	<i>Department</i>	<i>Post</i>	<i>Number of vacancies</i>	<i>Qualifications</i>
01	Department of National Botanical Gardens	Assistant Director	01	<p>(a) Shall be an officer with a degree in Botany or Biology or Agriculture from a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institution and receiving salaries under salary code MN4 and have completed an active and satisfactory service period of at least 05 years;</p> <p style="text-align: center;">Or</p> <p>(b) Shall be an officer promoted to Grade I of Sri Lanka Technological Service and completed an active and satisfactory service period of at least 05 years in Grade I and serving at the Department of National Botanical Gardens;</p> <p style="text-align: center;">Or</p> <p>(c) Shall be an officer in Special Grade of Sri Lanka Technological Service serving at the Department of National Botanical Gardens;</p>
02	Department of Measurement Units, Standards and Services	Assistant Director	02	<p>Shall have obtained a BSc degree including Physics as a subject from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institution;</p> <p style="text-align: center;">and</p> <p>(a)</p> <ul style="list-style-type: none"> <li>i. Shall be a Metrology Experimental Officer in the Department of Measurement Units, Standards and Services.</li> <li>ii. Shall have completed an active and satisfactory service period of 10 years in the relevant post.</li> <li>iii. Shall have completed a satisfactory period of service within the 5 years immediately preceding the date on which the qualifications are considered.</li> </ul> <p style="text-align: center;">or</p> <p>(b)</p> <ul style="list-style-type: none"> <li>i. Shall be a District Metrology Investigation Assistant in the Department of Measurement Units, Standards and Services.</li> <li>ii. Shall have completed an active and satisfactory service period of 10 years in the relevant post.</li> </ul>

<i>S/ No:</i>	<i>Department</i>	<i>Post</i>	<i>Number of vacancies</i>	<i>Qualifications</i>
				<p>iii. Shall have completed a satisfactory period of service within the 5 years immediately preceding the date on which the qualifications are considered;          or</p> <p>(c)</p> <p>i. Shall be an Assistant Superintendent of Measurement Units, Standards and Services</p> <p>ii. Shall have an active and satisfactory service period of 05 years as a , including service as an Inspector of Measurement Services and Devices</p> <p>iii. Shall have completed a satisfactory period of service within the 5 years immediately preceding the date on which the qualifications are considered.</p> <p>or</p> <p>(d)</p> <p>i. Shall be a Inspector of Measurement Services and Devices or Laboratory Assistant of Sri Lanka Technological Service;</p> <p>ii. Shall have completed an active and satisfactory service period of 10 years in Grade I of Sri Lanka Technological Service;</p> <p>iii. Shall have completed a satisfactory period of service within the 5 years immediately preceding the date on which the qualifications are considered;</p> <p>or</p> <p>(e)</p> <p>i. Shall be an Inspector of Measurement Services and Devices in Special Grade of Sri Lanka Technological Service;</p> <p>ii. Shall have completed a satisfactory period of service within the 5 years immediately preceding the date on which the qualifications are considered.</p>

<i>S/ No:</i>	<i>Department</i>	<i>Post</i>	<i>Number of vacancies</i>	<i>Qualifications</i>
03.	Department of Meteorology	Meteorologist	03	<p>(a) Shall have obtained a BSc. Special/ Honours Degree in Physics or Mathematics from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institution and completed an active and satisfactory service period of 15 years in Sri Lanka Technological Service at the Department of Meteorology (except the training period);</p> <p style="text-align: center;">or</p> <p>(b) Shall have obtained a BSc General Degree including Physics and Mathematics as a subject from a University recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institution and completed an active and satisfactory service period of 15 years in Sri Lanka Technological Service at the Department of Meteorology (except the training period).</p>
04	Department of Forest Conservation	Assistant Conservator of Forests (Forest Management)	03	Shall be a Forester belonging to the Special Grade of the Sri Lanka Technological Service of the Department of Forest Conservation.
05	Department of Forest Conservation	Assistant Conservator of Forests (Research)	01	Shall be a Forester belonging to the Special Grade of the Sri Lanka Technological Service of the Department of Forest Conservation.
06	Department of Forest Conservation	Assistant Conservator of Forests (Education)	01	Shall be a Forester belonging to the Special Grade of the Sri Lanka Technological Service of the Department of Forest Conservation.
07	Department of Export Agriculture	Assistant Director (Research)	03	<p>(a) Shall be an officer in Grade I or Special Grade of Sri Lanka Technological Service at the Department of Export Agriculture in the post of Technological Officer of the said service with an active and satisfactory service of 10 years;</p> <p style="text-align: center;">or</p>

S/ No.:	Department	Post	Number of vacancies	Qualifications
				(b) Shall be an officer, who has obtained a BSc. degree or Bachelor of Agricultural Science degree from a university recognized by the University Grants Commission or an institution recognized by the University Grants Commission as a degree awarding institution and completed an active and satisfactory service period of 10 years in Sri Lanka Technological Service at the Department of Export Agriculture.
09	Department of Irrigation	Engineering Materials Superintendent	01	Shall be an officer in Special Grade in the post of Research Assistant of Sri Lanka Technological Service at the Engineering Materials Division in the Department of Irrigation or an officer who has completed an active period of 10 years in Grade I.
10	Department of Irrigation	Civil Engineering Materials Surveyor Superintendent	01	Shall be an officer in Special Grade in the post of Civil Engineering Materials Surveyor of Sri Lanka Technological Service in the Department of Irrigation or an officer who has completed an active service period of 10 years in Grade I.
11	Department of Irrigation	Hydraulics Superintendent	01	Shall be an officer in Special Grade in the post of Research Assistant of Sri Lanka Technological Service at the Hydraulics Division in the Department of Irrigation or an officer who has completed an active service period of 10 years in Grade I.
12	Department of Irrigation	Land Use Superintendent	02	Shall be an officer in Special Grade in the post of Soil Cartographer, Soil Surveyor or Research Assistant (General) of Sri Lanka Technological Service in the Department of Irrigation or an officer who has completed an active service period of 10 years in Grade I.
13	Department of Irrigation	Assistant Soil Chemist	01	Shall be an officer in Special Grade in the post of Soil Surveyor or Research Assistant (General) of Sri Lanka Technological Service in the Department of Irrigation or an officer who has completed an active service period of 10 years in Grade I.
14	Department of Irrigation	Instrument Superintendent	01	Shall be an officer in the post of Research Assistant in Special Grade of Sri Lanka Technological Service of the Equipment Division connected to Hydraulics Research Laboratory at the Department of Irrigation or an officer who has completed an active period of service of 10 years in Grade I.
15	Department of Archeology	Assistant Director (Chemical Conservation)	01	Shall have obtained a Special or General BSc. degree from a university recognized by the University Grants Commission;  and  Shall be an officer in Grade I of Sri Lanka Technological Service at the Department of Archeology who has completed a satisfactory service period of 05 years or an officer in Special Grade of Sri Lanka Technological Service.

## 07. Examination Conditions

7.1 Examination shall be conducted strictly in Sinhala, Tamil and English mediums. Candidates can sit the examination in any one of these languages of their choice. Candidates should answer all question papers relevant to all the posts they apply for and select only one medium of language for all the papers. Candidates will not be allowed to change the medium of examination produced by them in the application form.

7.2 Online applications should be perfected in **English medium only**. The candidates will be notified that the soft copy submitted online is accepted/not accepted by the department as a valid application by the department through SMS sent to the mobile number or by an e-mail sent to the e-mail address. Download the common instructions sheet prepared for applying for the examination before perfecting the online application. Strictly follow the instructions when perfecting the application. A printed copy of the application submitted online should be submitted to the Head of the Institution and a copy of the application attested by the Head of the Institution should be submitted at the interview. Delayed requests for a copy of Application will not be considered. Applicant shall bear any adverse impact resulting from delaying the submission of application until the closing date.

7.3 Fee for this examination is Rs. 1,200/=. Payment of examination fees should be made strictly using the following methods provided by the online system:-

- Through any Bank Credit Card;
- Any Bank Debit Card with the facility of internet transaction;
- Online Banking method of Bank of Ceylon;
- Any Branch of the Bank of Ceylon.

**Note:** The instructions on payment through the above methods are published under the technical instructions related to the examination in the website [www.doenets.lk](http://www.doenets.lk). The receipt of payment shall be acknowledged through SMS or e-mail. The due examination fee should be paid and applications of the candidates, who have made payments more or less than the prescribed examination fee, shall be rejected. Department of Examinations, Sri Lanka shall not bear Responsibility on the errors that occur when paying the examination fees through the above methods. Under no circumstances the examination fee shall be refunded or allowed to be transferred in favor of another.

7.4 The signature of the applicant in the printed copy of the application kept with the applicant and the admission card should have been attested by the Head of the Institution or an officer authorized by him.

7.5 The Commissioner General of Examinations shall issue admission cards strictly online to the applicants, who have paid the prescribed examination fees and submitted the duly completed applications on or before the closing date of applications, on the presumption that only those who have the qualifications mentioned in the examination notice have applied. Immediately after the issuance of admission cards applicants will be notified by the Department of Examinations through a web notice/ SMS. If the admission card is not received, steps shall be taken to notify the Institutional Examination Organization Branch of the Department of Examinations in the manner specified in the advertisement. It would be advisable to make an enquiry by sending an e-mail including the name of the examination, Full Name, National Identity Card Number and Address of the Applicant to the email address mentioned in the web notice. It would be advisable to keep the following in hand to prove any matter inquired by the Department of Examinations: *i.e.* A photocopy of the perfected application and the photocopy of the receipt obtained by paying the examination fee. Candidates must examine the admission card and contact the Department of Examinations in advance to make any necessary revisions according to the application. Requests for revisions made at the examination hall or during the interview will not be considered.

**Note:** No candidate is allowed to enter the examination hall without the admission card. Only an admission card in which the signature of the candidate is attested should be presented to the supervisor on the date of commencement of the examination.

- 7.6 The issuance of an admission card to a candidate shall not be treated as an acceptance that he/she has fulfilled the qualifications to sit for the examination or for a post.
- 7.7 The candidate's signature in the admission card shall have been attested. The signature of the candidate shall have been attested by the respective Head of the Institution or an officer authorized by him or her.
- 7.8 Candidates must sit for the examination at the examination center specifically assigned to them.
- 7.9 Candidates are subjected to rules and regulations imposed by the Commissioner General of Examinations on conducting the examination. He or she shall be liable to be subjected to a punishment imposed by the Commissioner General of Examinations in case of violation of these rule and regulations. The decision of the Commissioner General of Examinations with regard to the results of the examination shall be final.
- 7.10 Candidates shall be required to prove their identity at the examination hall to the satisfaction of the supervisor for each subject they offer. Only the following documents shall be valid for this purpos.
  - i. National Identity Card
  - ii. Valid Passport
  - iii. Valid Sri Lankan Driving License

Candidates should enter the examination hall without covering their face so that their identity can be confirmed and without covering their ears to be able to verify that they are not wearing electronic communication devices. Those who refuse to verify their identity as such shall not be permitted to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering and leaving the examination hall without covering the face and ears.

#### **08. Penalty for furnishing false Information:**

If a candidate is found to be ineligible, his/ her candidature is liable to be canceled at any stage prior to, during or after the examination. If it is revealed after the appointment that any false information has been furnished by a candidate with his/ her knowledge or if he/ she has willfully suppressed an important fact, his/ her appointment will be canceled and all sums of money already paid to him/ her under this appointment as salaries and allowances by the Government/ Provincial Council will be recovered.

#### **09. Medium of examination:**

- (a) Examination shall be conducted in Sinhala, Tamil and English mediums.
- (b) The medium in which the candidate sit for the examination will be treated as the medium of appointment.
- (c) Candidates should answer all question papers in one medium of language.
- (d) Candidates will not be allowed to change the medium of examination mentioned in the application.

**10.** Once the Appointing Authority informs the suitable date for issuing the results, the Department of Examinations, Sri Lanka will take steps to send a result sheet indicating the marks obtained for each subject/total marks to all the candidates who sat for the examination, by post or to issue the results through the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

**11.** The Appointing Authority reserves the right to make decisions on the matters not provided for in this notice.

**12.** In case of any inconsistency among Sinhala, Tamil and English texts, the Sinhala text shall prevail.

On the order of Public Service Commission,

**S. ALOKABANDARA,**  
 Secretary.  
 Ministry of Public Administration, Provincial  
 Councils and Local Government.

Ministry of Public Administration,  
 Provincial Councils and Local Government,  
 Independence Square,  
 Colombo 07,  
 20<sup>th</sup> day of December 2025.

12-615

### **LEGAL DRAFTSMAN'S DEPARTMENT**

#### **Open Competitive Examination for the filling of vacancies in the Post of Documentation Assistant Grade III of the Management Assistant Non- Technical Category 2 in the Legal Draftsman's Department - 2026**

THE examination will be held in the first quarter of 2026, in Colombo for the candidate who submitted the applications in accordance with this Gazette. The date of the examination will be notified later.

Applications are called from the eligible Sri Lankan citizens for the competitive examination to select qualified personal to fill the vacancies of the post of Documentation Assistant Grade III of the Legal Draftsman's Department.

Candidates who have fulfilled the required qualifications will be selected to be appointed to the post of Documentation Assistant Grade III, According to the results of a written examination held by the Sri Lanka Institute of Development Administration, on behalf of the Legal Draftsman's Department.

#### **01. Conditions of Employment :**

1.1 These posts are permanent and pensionable, contribution should be made to the Widows/ Widowers and Orphans Pensions Funds and appointees shall be subject to the policy decisions with respect to the pension scheme, made by the Government from time to time.

1.2 Officers appointed to these posts are subject to a probation period of three (03) years.

1.3 The applicants should acquire proficiency in the prescribed official language/ languages within 03 year from the recruitment to the post as per the Public Administration Circular No. 18/2020.

1.4 This appointment is subject to the procedural rules of the Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Regulations.

1.5 The appointment of applicants who fail and/or refuse or avoid to assume the duties or the post on the relevant date may be cancelled.

#### **02. Salary Scale :**

This post carries a monthly salary scale of (MN-1-2025) Rs.45,230-10x540-11x630-10x890-10x1190-78,360/- in terms of the Public Administration Circular No. 10/2025.

#### **03. Qualifications/ Experience :**

Every applicant should have fulfilled all the qualifications pertaining to the relevant post on or before the closing date of applications.

##### **3.1 Educational qualifications :**

(a) Should have passed the G.C.E. (O/L) examination in six subjects with Credits in at

least four (04) subjects including Mathematics and Sinhala/ Tamil/ English language at one sitting.

and

(b) Should have obtained at least a Credit Pass in Sinhala language or Tamil language or English language at the G.C.E. (A/L) examination.

**NOTE :**

- (i) The applicant should have completed the qualifications for the language subjects relevant to the medium applied at the G.C.E. (O/L) and G.C.E. (A/L).
- (ii) In the absence of a sufficient number of applicants who have obtained a Credit Pass in English language at the G.C.E. (A/L) examination, having obtained a Credit Pass in Sinhala/ Tamil language at the G.C.E. (A/L) examination and a pass in English or a Credit Pass in General English at the G.C.E. (A/L) will be considered as a qualification.

**3.2. Experience :**

The applicants should have at least one year experience in a Government recognized establishment in computer related work. (eg. Open Office - Microsoft-Word-Excel etc.)

**3.3. Physical qualifications :**

Every applicant should possess sufficient physical and mental suitability to serve in any part of Sri Lanka and to perform the duties of the post. (selected applications will be subject to a medical investigation).

**3.4 Other qualifications :**

- (i) Applicants should be citizens of Sri Lanka.
- (ii) Applicants should be of unblemished character.
- (iii) Every candidate should have fulfilled all the requisite qualifications specified in every manner as at the date stipulated in the advertisement/ *Gazette* notification for recruitment to the post.

**3.5 Age Limit :**

Should be not less than 18 years and not more than 30 years of age as at the closing date of applications.

**04. Written examination :**

**4.1 Written examination : Documentation Assistant**

<i>Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Mark</i>
Intelligence Test	one hour	100	40
Language proficiency	one hour	100	40

**4.1.1 Syllabus :**

<i>Name of the question paper</i>	<i>Syllabus</i>
Intelligence Test	a question paper to test the general intelligence, logical skill, expression of ideas, statistical skill and comprehension skill.
Language proficiency	A question paper to test the spelling, grammar, expression of practice and clear ideas, knowledge of expression of the language, summarizing and essay writing.

#### 4.2 Method of recruitment :

Applicants who have obtained the highest marks (equal to the number of vacancies) from the applicants who have obtained marks more than 40% for each of the above papers will be interviewed by a panel of interviewers appointed by the Legal Draftsman in order to test the qualifications mentioned in the notification and the physical qualifications of the applicants. Marks will not be given for the interview.

#### 05. Conditions for the examination :

5.1 The examination will be conducted in Sinhala, Tamil and English medium. An applicant will not be permitted to change the medium mentioned in his application later.

#### 5.2 Furnishing false information :

If it is disclosed that an applicants does not possess the required qualifications, his/her candidature may be cancelled at any time before the examination or in the course of the examination or after the examination.

He/She may be dismissed from the public service if it is revealed that any information provided by a candidate has been knowingly provided as false, or if he/she has deliberately suppressed any important fact.

#### 5.3 The examination fee is Rs. 1000/-

The applicants shall pay a non-refundable examination fee of Rs. 1,000/- at any branch of Bank of Ceylon to the credit of Current Account No. 7041488 maintained at the "Hulftsdorp Branch of Bank of Ceylon", in favour of "Legal Draftsman" and shall have the receipt thereof properly affixed at the relevant place in the application. Retaining a photocopy thereof will be of use. The name of the applicant and his/her National Identity Card number must be entered in the cash deposit form.

5.4 The applicant shall provide the relevant information in his/her own handwriting. Any loss incurred as a result of failure to duly fill the applications shall be borne by the applicants. Retaining a photocopy of the application will be of use and the applicant shall check whether the application that is filled is consistent with the application form set out in the notice of examination. If not, the application will be rejected without any notice.

#### Note :

An admission card will be sent by post to all the applicants who have been qualified for the exam candidacy by the Sri Lanka Institute of Development Administration. No. applicant will be allowed to enter the examination hall without an admission card and the applicant shall get his signature attested by a qualified person in advance and should produce it to the supervisor of the examination hall on the date of the examination.

5.5 The application shall be prepared using the both sides of A4 paper of size 24cmx29cm, in accordance with the specimen application form herein, and

(a) heading number from 1 to 10 should set out to be appeared on the first page;

(b) heading numbers from 11 to 15 should set out to be appeared on the second page; and

(c) heading numbers from 16 to 17 should set out to be appeared on the third page of the application.

5.6 The Director General of Sri Lanka Institute of Development Administrative will issue admission cards to applicants falling within the required age limit as stated in the notice and who have paid the relevant examination fee on or before the closing date and have submitted duly filled applications along with the relevant receipt. The receipt of applications will not be acknowledged. Upon the issue of admission cards, you will be notified to that effect by sending an SMS to the mobile number given by you in the application.

Inquiries regarding issues pertaining to admission cards can be made by calling on 011-5980236/ 011-5980264 of the examination branch of the Sri Lanka Institute of Development Administration. It will be useful to keep the copy of the application, the copy of the receipt of the payment of the examination fee and also the registration receipt received in order to substantiate any information when making inquiries.

5.7 The Legal Draftsman shall have the power to postpone or to cancel the examination.

5.8. The applicants are subject to the rules stipulated by the Director General of the Sri Lanka Institute of Development Administration regarding the holding of the examination.

5.9 The words "Open Competitive Examination for the Filling of Vacancies in the post of Documentation Assistant Grade III in the Legal Draftsman's Department- 2026" should be indicated on the top left hand corner of the envelop.

5.10. Identity of the applicant :

Every applicant shall prove his identity at the examination hall to the satisfaction of the Supervisor of the Examination hall by producing one of the following valid documents.

(a) The National Identity Card issued by the Department for Registration of Persons.

(b) A valid passport

5.11. NOTE :

(a) No document or copy thereof should be annexed to the application.

(b) Applications of applicants who fail to submit the originals of the relevant documents when requested will not be taken into consideration.

06. Duly filled applications must be sent by registered post to reach "Legal Draftsman, Legal Draftsman's Department, No. 80, Adhikarana Mawatha, Colombo 12" on or before **26<sup>th</sup> of January, 2026**.

07. Issuance of result :

7.1 Sri Lanka Institute of Development Administration will submit the final result sheet prepared in accordance with the total merit score of the written examination to the Legal Draftsman.

7.2 Upon the notification by the Legal Draftsman that the appointment related to the posts are final, the results will be notified by post to all the candidates by the Director General of the Sri Lanka Institute of Development Administration.

08. The number of persons appointed and date on which the appointment comes into effect will be determined by the Legal Draftsman. The final decision with respect to filling, not filling or partly filling the vacancies shall be vested with the Legal Draftsman.

09. In the event of any inconsistency or discrepancy among the Sinhala, Tamil and English text of this *Gazette notification*, the Sinhala text shall prevail.

10. Decision regarding any matter not stated in this notification will be made by the Legal Draftsman.

DILRUKSHI SAMARAWEERA,  
Legal Draftsman,  
Legal Draftsman's Department,  
No. 80, Adhikarana Mawatha,  
Colombo 12.

**Specimen Application**

**Open Competitive Examination for filling of Vacancies in the Posts of Documentation Assistant Grade III of the Management Assistant Non-Technical Category 2 in the Legal Draftsman's Department - 2026**

(In the applications filled in either Sinhala or Tamil language, the name of the examination appearing in the heading of the specimen application must also be included in English language in addition to Sinhala or Tamil respectively.)

01. The post applied

Sinhala Documentation Assistant - 1

Tamil Documentation Assistant - 2

English Documentation Assistant - 3

(Write the relevant number in the box)

02. The language medium in which the applicant intends to sit the examination

Sinhala - 1 Tamil - 2 English - 3

(Write the relevant number in the box)

03. Last name with the initials at the end :

I. In English block letters : .....  
.....  
.....

(Ex: GUNAWARDHANA, M. G. B. S. K)

II. In Sinhala/ Tamil : .....  
.....  
.....

04. Name denoted by initials :

I. In English block letters : .....  
.....  
.....

II. In Sinhala/ Tamil : .....  
.....  
.....

05. Permanent Address :

I. In English block letters : .....  
 II. In Sinhala/ Tamil : .....

06. Address to which the admission card should be sent : .....

(in English block letters)

07. Gender

Male - 0

Female - 1

(Write the relevant number in the box)

08. Mobile phone number : .....

09. WhatsApp number : .....

10. National Identity Card No. :

11. Are you a citizen of Sri Lanka :

Yes - 1   
 No - 2

(Write the relevant number in the box)

12. Date of Birth : Year :     Month :   Day :

13. Age as at 26.01.2026:

Years : ..... Months : ..... Days : .....

14. Educational Qualifications :

I. G.C.E. (O/L) examination :

(i) Year - .....  
 (ii) Index Number - .....

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

II. G.C.E. (A/L) examination :

(i) Year - .....  
 (ii) Index Number - .....

Subject	Grade	Subject	Grade
1.		3.	
2.		4.	

III. Mention any other relevant educational/ professional qualifications :.....  
IV. Professional experience : .....

15. I. Have you ever been convicted by a court of law?

Yes  No

II. If yes, state the particulars :- .....

Examination Fee : .....

Receipt No. : .....

Date of Payment : .....

Bank and Branch where the payment was made : .....

Firmly paste the receipt here

16. Applicant's Declaration :

(a) I respectfully declare/ affirm that the foregoing particulars are true and accurate to the best of my knowledge.

(b) I am aware that I am liable to be found ineligible where it is proved before being appointed, that this declaration made by me is false or incorrect or to be dismissed from service without any compensation, subject to the relevant procedure, where it is proved after being appointed that this declaration made by me is false or incorrect. Furthermore, I declare that I am bound by the rules stipulated by the Director General of Sri Lanka Institute of Development Administration regarding the holding of the examination and that I have paid the examination fee and have affixed the receipt here.

.....  
Signature of the applicant

Date :

17. I. Attestation of the applicant's signature :

I do hereby certify that Mr./ Mrs./ Ms. ..... (Full Name)  
who submits this application is personally known to me, that he/she placed his/her signature before me on ..... of ..... 202.... and that the required examination fee has been paid and that the receipt thereof has been affixed.

.....  
Signature of the attester

Full name of the attester :-

Designation :-

Address :-

Date :-

(Affix the official seal.)

II. Attestation of the Head of the Department :

I do hereby certify that I have examined the aforesaid particulars furnished by the applicant, that they are correct and that his/her performance, attendance and conduct are satisfactory. If the applicant is selected for this post, he/she may be released from service/ may not be released from service.

.....  
Signature of the Head of the Department

Designation :-

Date :-

(Affix the official seal.)

12-440