

**MINISTRY OF BUDDHASASANA,
RELIGIOUS AND CULTURAL AFFAIRS**

**Recruitment on Open Basis to the Post of
Technical Officer
of the Supervisory Management Assistant -
Technical (MN-3-2006A) Service Category of the
Ministry of Buddhasasana, Religious and Cultural
Affairs – 2025**

APPLICATIONS are invited in Sri Lankan citizens who possess the qualifications specified in this notification to fill the vacancy in the post of Technical Officer of the Supervisory Management Assistant - Technical (MN-3-2006A) Service Category of the Ministry of Buddhasasana, Religious and Cultural Affairs.

01. Method of Recruitment

Out of the applicants who have fulfilled the qualifications specified in the advertisement, the applicant who obtains the highest marks in accordance with the marking scheme approved by the Public Service Commission (given under Paragraph 06) based on the results of a written competitive examination conducted by the Department of Examinations, Sri Lanka, or an institution authorized by the Ministry of Buddhasasana, Religious and Cultural Affairs, will be recruited to fill this vacancy. Qualifications of the applicant will be checked by a panel of interviewers appointed by the Ministry of Buddhasasana, Religious and Cultural Affairs.

02. Required Qualifications

(i). Educational Qualifications

Passing three subjects at the General Certificate of Education (A/L) Examination in one sitting including two subjects out of Physics in the Science/Mathematics/Technology stream, Combined Mathematics, Science for Technology and Engineering Technology.

And

Passing six (06) subjects at the General Certificate of Education (O/L) Examination in one sitting with credit passes for Sinhala/Tamil, English Language, Science, Mathematics and one other subject.

(ii). Professional Qualification

National Diploma in Technology awarded by the University of Moratuwa or Hardy Advanced Technological Institute, Ampara.

Or

National Diploma in Engineering Sciences awarded by the National Apprentice and Industrial Training Authority

Or

Higher National Diploma in Engineering awarded by the Ministry of Education and Higher Education

Or

Diploma in Technology awarded by the Open University of Sri Lanka

Or

Successful completion of Part I of the Examination in Engineering conducted by the Institution of Engineers Sri Lanka

Or

Completion of National Vocational Qualification (NVQ) Level 06 relevant to the field of employment

Or

Other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent in all respects to the abovementioned technical qualifications after consultation with the Ministry of Higher Education and the institutions that award the abovementioned certificates in technology.

(iii). Experience is not applicable.

(iv). Physical Fitness

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

(v) Other Qualifications

- Should be a citizen of Sri Lanka.
- Should be of excellent moral character.
- The applicant will be accepted as qualified to sit the competitive examination for recruitment to the service

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- (i) National Identity Card
 - (ii) Valid Passport

08. Submission of Applications

- i. Applications should be submitted by registered post to reach the Commissioner General of Examinations, Department of Examinations, Pelawatta, Battaramulla, on or before **03.03.2025**. Applications received after the closing date will be rejected.
- ii. The closing date for receipt of applications is **03.03.2025**. Receipt of applications will be acknowledged. Late applications will not be accepted.
- iii. Examination Fee - Examination fee is Rs. 600.00. This fee shall only be credited from any Post Office/Sub Post Office/..... of the Island to the government revenue under the Revenue Head 20-03-02-13 of the Commissioner General of Examinations. This amount should be paid only to any post office /sub-post office/..... in the country credited to the government revenue under the Revenue Head of the Commissioner General of Examinations 20-03-02-15. The receipt obtained in the name of the applicant shall be securely pasted on the space provided on the application form so that only one margin sticks on it. (It is advised to retain a photocopy of the receipt for future reference.) Examination fees will not be refunded under any circumstances, and money orders and stamps will not be accepted.
- iv. A specimen of the application form to be submitted is given at the end of this notice. Applicants should prepare their applications on A4 paper and arrange the first page with details under 1 to 4, the second page with details under 5 to 7 and the third page with the rest of the details, and should fill in the form in their own handwriting.
- v. The envelope containing the application should be marked "Recruitment to the Post of Technical Officer" at the top left corner.
- vi. The signature of the applicant on the application should be attested by a Principal of a government school/ Justice of the Peace/ Commissioner of Oaths/ Attorney-At-Law/ Notary Public or Grama Niladhari of the Division.
- vii. Officers currently employed in the Public Service or Provincial Public Service should submit their applications through the Head of the Department in which they are employed.

- viii. Applications not conforming to the attached specimen application form will be rejected. No complaint will be entertained regarding loss or delay of applications.

09. Admission Cards

The Commissioner General of Examinations will issue admission cards for the examination to applicants who are within the age limit specified in the notification and who have submitted duly completed applications along with the relevant receipt on or before the closing date for the receipt of applications on the presumption that only those who meet the qualifications specified in the Gazette notification have applied. Soon after the admission cards for the examination have been issued, the Department of Examinations, Sri Lanka, will inform the applicants about the same through a web notification / SMS message. If an applicant has not received his/her admission card even after 02 or 03 days from the date of publication of such notification, he/she should inquire about it from the Institutional Examinations Organization Branch of the Department of Examinations, Sri Lanka, as stated in the notification. When making such inquiry, the applicant should correctly state the name of the examination for which he/she has applied, the applicant's full name, national identity card number and the address. If the applicant is a resident outside Colombo, it would be more effective to send a letter of request to the fax number given in the advertisement stating the applicant's fax number along with the said details so that a copy of the examination admission card can be obtained promptly. In such enquiry, it would be useful to keep ready a photocopy of the completed application form, a photocopy of the receipt of the payment of examination fee and the receipt of registered post of the application in order to substantiate any information sought by the Department of Examinations.

10. Furnishing false information

If any information furnished by you in the application you have sent is found to be false or incorrect before recruitment, your candidature will be cancelled. If such false or incorrect information is discovered after recruitment, action will be taken to dismiss you subject to the relevant procedures.

11. Valid Identity Documents

Examination candidates should provide proof of their identity to the satisfaction of the invigilator for each subject they sit in the examination hall. Any of the following documents will be accepted for this purpose:

- i. National identity card
- ii. Valid passport
- iii. Valid Sri Lankan driving license

only if the applicant has fulfilled all the relevant qualifications and the prescribed age limit in all respects by the date specified in the notice calling for applications.

- No person holding a priesthood of any religious denomination is eligible to sit this examination.

03. Terms and Conditions of Employment

- This post is permanent and pensionable. You will be subject to any policy decision made by the Government in the future on the Pension Scheme entitled to you. You are required to contribute to the Widows'/Widowers' and Orphans' Pension Scheme. You should contribute to it in a manner stipulated by the Government from time to time.
- This appointment will be subject to a probationary period of three (03) years. The first efficiency bar examination should be passed within 03 years from the date of recruitment as prescribed in the scheme of recruitment.
- In accordance with provisions in the Public Administration Circular 01/2014 dated 21.01.2014 and the provisions of the circulars incidental thereto, you are required to acquire the proficiency in the other official language in addition to the language in which you joined the service before the expiry of three years of appointment to the post, and officers who joined the service through a medium other than an official language should acquire the prescribed official language proficiency during the probationary period. Proficiency in English Language at the level of Credit Pass at the G.C.E. (O/L) Examination should be obtained before completing 5 years in Grade III.
- This appointment will be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka and the Financial Regulations of the Government and other departmental orders.
- Once applied, it is not allowed to change the medium of language later, and the medium of language indicated in the application form will be the medium of language in which you are qualified for your appointment.
- If applicants with special needs are applying to sit this examination, it should be stated in the application form and copies of the relevant medical certificates should be submitted along with the application.

04. Age Limit

Applicants should not be less than 18 years and not more than 30 years as at the closing date for receipt of applications. Accordingly, only those who were born on or before 03.03.2007 and on or after 03.03.1995 are eligible to apply for this position.

05. Salary Scale

Salary Code Number: MN3 - 2016

Salary Scale : Rs. 31,040-10X445-11X660-10X730-10X750 - Rs. 57,550/-

Monthly salary steps applicable to this Grade System:

Grade	Starting Salary Step	Starting Salary (Rs.)
III	Step 01	31,040/-
II	Step 12	36,150/-
I	Step 23	43,480/-

Note: Payment of salary and other matters should be in accordance with the provisions of Public Administration Circular No. 03/2016 and the circulars incidental thereto.

06. The following marking scheme will be used for the written competitive examination.

Subjects	Duration	Maximum Marks	Pass Mark
Intelligence Test	1 hour	100	40%
Subject-related Question Paper on Technology	1 hour	100	40%

- Intelligence Test is a question paper consisting of 50 multiple choice questions.

07. Identity of Applicants

- Only the applicants who have submitted applications complete in every respect will be called for the written competitive examination.
- Originals of all the certificates and duly certified copies of the certificates shall be furnished at the interview.
- The following documents will be accepted in proof of the identity of the applicant at the interview.

Further, examination candidates should enter the examination hall without covering their face and ears so that their identity and that they are not wearing any electronic communication device can be verified. Applicants who refuse to prove their identity will not be admitted to the examination hall. Moreover, from the moment applicants enter the examination hall until the examination is over and they leave the hall, they should remain without covering their face and ears so that the examination authorities can identify them.

12. Examination candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding holding of the examination and the release of results. If an applicant violates these rules, he or she will have to be subject to a penalty imposed by the Commissioner General of Examinations.

13. The Ministry of Buddhasasana, Religious and Cultural Affairs reserves the right to fill or not to fill vacancies.

14. In the event of any inconsistency or contradiction between the Sinhala, Tamil and English texts of this Gazette Notification, the contents in the Sinhala text shall prevail.

15. In the case of any matter not provided in this notification or where it may cause a problematic situation in the process of recruitment, the decisions taken by the Secretary to the Ministry of Buddhasasana, Religious and Cultural Affairs shall be final.

Secretary,
Ministry of Buddhasasana,
Religious and Cultural Affairs.

Ministry of Buddhasasana, Religious and Cultural Affairs
No. 135,
Srimath Anagarika Dharmapala Mawatha,
Colombo 07.
22nd January, 2025.