

MINISTRY OF FOREIGN AFFAIRS, FOREIGN EMPLOYMENT AND TOURISM

Competitive Examination for Filling Vacancies in the Management Service Officers' Service Cadre in Sri Lanka Missions Abroad – 2024 (2025)

APPLICATIONS are hereby invited for the competitive examination conducted by the Commissioner-General of Examinations, to be held in Colombo in April 2025 on behalf of the Ministry of Foreign Affairs to fill vacancies in the home-based Management Service Officers' Cadre in Sri Lanka Missions abroad, from eligible officers of the Management Service Officers' Service, Provincial Management Service Officers' Service and Local Government Management Service Officers' Service. The relevant application has been published on the website www.doenets.lk of the Department of Examinations, Sri Lanka, on "Online Applications - Recruitment Exams" which is under "Our Services" and the application can only be submitted online. Acceptance of online applications opens on **17th January 2025 at 9.00a.m.** Closing date of application is on **17th February 2025 at 9.00p.m.** The examination will be held in **April 2025** and will be conducted in Colombo.

02. **Eligibility:** Applicants from the Management Service Officers' Service/ Provincial Management Service Officers' Service/ Local Government Management Service Officers' Service (Hereafter referred to as the "Service") should meet the following eligibility criteria:

(a) Should be an officer in the Grade I or Grade II belonging to the above mentioned services,

Or

(b) Should be an officer in the Grade III belonging to the above mentioned services with a minimum of 5 years' active and satisfactory service.

Note: Officers in other Management Services, not belonging to the above-mentioned services, are not eligible to apply.

(c) The post and the workplace of the applicant at the time of applying for the examination will be applicable with regard to all aspects of the examination. After submitting the application, any changes thereto shall not be considered.

(d) Age should be less than 57 years of age on the closing date of applications. (Accordingly, only those who were born after 17th February 1968 are eligible to apply.)

(e) Should have earned on the due date, all the annual increments, falling within the five years immediately preceding the date of application.

(f) Should not have been subjected to any form of disciplinary punishment, excluding a warning.

(g) Should not be an officer presently attached to a Sri Lanka Mission abroad.

(h) If the officer has previously being employed in a Sri Lanka Missions abroad, he/she shall have completed at least three (03) years from the date of his/her arrival in Sri Lanka and reporting to the Ministry of Foreign Affairs, Foreign Employment and Tourism after completing the relevant service in the Mission abroad.

Note:

i. An applicant who is eligible at the time of submitting his/her application, is subsequently promoted to a Class/ Grade higher than Grade I of the Management Service Officers' Service/ Provincial Management Service Officers' Service/ Local Government Management Service Officers' Service, will not be eligible to fill a vacancy in the Home-Based Management Service Officers' cadre at Sri Lanka Missions abroad. It is the responsibility of applicants to promptly inform the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism in the event of any change in his/her official status that might have an impact on his/her eligibility under the above (a) and (b).

- ii. Preference will be given to officers with experience in accounts and administrative work and have a good working knowledge of English. Working knowledge in other foreign languages will be considered as an added qualification.

3. Method of Selection: Selection will be made on the basis of the written examination conducted by the Commissioner-General of Examinations, and the practical assessment and *viva voce* conducted by Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism.

3.1 Examination Procedure

(a) Written Examination: The written examination will consist of the following papers.

Paper	Duration	Marks
Financial Systems	2 hours	100
Establishments Code & Office Procedures	2 hours	100
English Language	2 hours	100

Note:

- Financial Systems* – This question paper which will consist of objective and subject type questions, is set to test the candidate's practical knowledge of financial operations and accounting procedures of a Government institution. All questions should be answered.
- Establishments Code and Office Systems* – Objective and structured type questions will be included in this paper, to test the candidate's practical knowledge of establishments and office procedures of a Government institution. All questions should be answered.
- English Language* – This question paper is designed to test the candidate's knowledge in comprehension and written communication relevant to matters related to the function of the Foreign Ministry, Foreign Employment and Tourism such as letters, memos, drafting meeting minutes, notice writing etc. and grammar, comprehension. All questions should be answered.

(b) Practical Assessment

Paper	Duration	Marks
Practical Assessment	80 Min.	60

Note:

- Practical Assessment* – Computer based Practical Assessment on Financial Accounts, proficiency in English Language, Administrative procedures and IT skills.
- The practical assessment is consisting of four (04) questions, each question carries 15 marks for a total of 60 marks (15 X 4).
- All candidates must obtain minimum 40% marks (60x40%=24) for the Practical Assessment to be eligible for the *Viva Voce*.

3.2 Viva Voce:

3.2.1. The *Viva Voce* will carry 40 marks and will be conducted by a Board appointed by the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism.

3.2.2. The elaborated marking scheme for the Viva Voce which will be conducted by the Ministry is appended below.

No.	Marking criteria	Marks breakdown	Maximum marks
1	<p>Additional Education Qualifications:</p> <p>Obtained from a university recognized by the University Grants Commission,</p> <p>I. Degree with 1st Class II. Degree with 2nd Class Upper Division III. Degree with 2nd Class Lower Division IV. Degree with an ordinary pass</p> <p>Note :</p> <p>The duration of academic of the Degree should not be less than 3 years and the degree should be completed in English medium.</p>	<p>05 04 03 02</p>	05
2	<p>Other/ professional qualification directly relevant to the functions of the Ministry of Foreign Affairs, Foreign Employment and Tourism (International relations, Law, English or other foreign languages, IT, Management)</p> <p>Any of the qualification below, awarded by a university recognized by the University Grants' Commission :</p> <p>I. Post Graduate Degree awarded by a university recognized by the University Grants Commission. II. Post Graduate Diploma (not less than 1 year) awarded by a university recognized by the University Grants Commission. III. Diploma/ Certificate level qualification awarded by a Government recognized institute (not less than 6 months)</p>	<p>10 07 05</p>	10
3	<p>Service Experience</p> <p>0.3 Marks per year for the remaining active and satisfactory period of service except the first 5 years of Grade III 0.4 Marks per year for the total active and satisfactory service period of officers in Grade II & I</p>	<p>1.5 10</p>	10
4	<p>Performance at the interview</p> <p>I. Communication Skills & English Language Fluency II. Knowledge on International Affairs III. Cultural Sensitivity IV. Positive Attitude V. Personality & Grooming</p>	<p>05 03 03 03 01</p>	15
	Total		40

Note: The candidate should complete all the above qualifications on the closing date of applications in accordance with the marking criteria mentioned under number 1, 2, 3 in the above table.

3.3 Method of Selection:

3.3.1. Those candidates who have obtained 40% marks or above in each paper with a total aggregate of 150 or above at the written examination will be eligible to be called for practical assessment. However, in the event of the unavailability of a sufficient number of qualified candidates according to the above cut-off mark, the Secretary to the Ministry of Foreign Affairs, Foreign Employment and Tourism reserves the right to decide the cut-off mark. The candidates must obtain minimum 40% marks for practical assessment ($60 \times 40\% = 24$) and there shall be no minimum mark for *viva voce*.

3.3.2 The list of applicants who have qualified for the Practical Assessment and the *viva voce* as per paragraph 3.3.1 prepared in the alphabetical order will be sent to the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism by the Commissioner General of Examinations.

After receiving the Practical Assessment and *viva voce* marks, the result sheet prepared on the basis of merit order of total marks obtained at the written examination, practical assessment and *viva voce* by the applicants, will be sent to the Secretary, Ministry of Foreign Affairs, Foreign Employment and Tourism by the Commissioner General of Examinations.

According to the order of merit in the total result list, 80% of the number of vacancies will be selected from the candidates qualifying this examination for the first time and 20% from the candidates who have served in the Missions earlier for the number of vacancies for this post.

Additionally, examination results will be sent directly to all applicants who appeared for the Examination.

Examination Results - Candidates will be notified of the results by the Commissioner General of Examinations by post or by publishing on the website www.results.exams.gov.lk.

4. Method of application:

4.1 Online application for the examination should only be filled in English. Once the Department of Examinations receives the soft copy of the application submitted online, the soft copy will be verified and the candidates will be notified via SMS to the mobile phone number used to access the system or via email whether the application was accepted/not accepted by the Department. Before completing the online application, applicant should download the "Instructions", and strictly adhere to the instructions in filling the application. Any alternation done after taking the printout of the application will not be considered as a valid modification. Incomplete applications are rejected without any notice.

4.2 A copy of the application should be handed over to the Heads of Department for inclusion in their personal file, and at the time of being called for the interview, the candidate should present a certified copy of the application certified by the Head of Department, a letter of confirmation of service and a letter stating whether the applicant, if selected, can be released from the present post.

4.3 Incomplete applications will be rejected by the Department of Examinations. Applications received after the closing date **will be rejected** and no notification will be sent regarding the applications received.

5. Examination Fees:

(a) Examination fee is Rs.600/-. Payments should be made only *via* following methods of payment provided by the online system.

- I. Any Bank Credit Card.
- II. Any Bank Debit card with Internet Transaction Facility.
- III. Online Banking Method of Bank of Ceylon.
- IV. Slip payments of any branch of Bank of Ceylon.

Note: Instructions on making payments through above methods are published under the technical instructions relevant to the examination on the website.

- (b) Receipt of payment will be notified *via* an SMS or email. The total of the examination fee should be paid and the applications with payment of lesser or higher amount shall be rejected. Department of Examinations shall not be responsible for any error that occurs in payment of examination fees *via* above methods of payment.
- (c) Under no circumstances, the examination fee will be refunded or transferred for another examination.

6. Admission to sit for the examination:

- 6.1 On the presumption that only those who have the qualifications mentioned in the *Gazette* notification have applied, the admission cards will be issued by the Commissioner General of Examinations to the candidates who have attained the age limit mentioned in the notification, paid the examination fee on or before the closing date and submitted the completed applications along with the relevant receipt. A notification will be published in the newspapers as soon as the admission cards are issued to the candidates. Candidates who do not receive their admission cards within 02 or 03 days after the publication, should make inquiries from the Institutional Examinations Organization Branch of the Department of Examinations, according to the notice.
- 6.2 Here it would be advised to inquire from the Department of Examinations with keeping the photocopies of the application form and the cash receipt kept at your possession, receipt of registration in hand and mentioning the name of the Examination applied for, NIC No. and Address. It would be advisable for candidates outside Colombo to fax a letter of request including candidate's details along with a fax number of the candidate to the Department of Examinations through the fax number mentioned in the notification for sending a copy of the admission.
- 6.3 Signature of the applicant placed on the admission card should have been attested. Candidate should get his/her signature attested by the head of institution or any other officer authorized to sign on behalf such Head of institution. A candidate presenting himself/ herself for the examination for the first time must produce his/her attested admission card to the Supervisor of the Examination Centre. Candidates who do not submit the admission card will not be allowed to sit for the examination.
- 6.4 A candidate must sit for the Examination at the Examination hall assigned to him/her. A set of rules to be observed by all candidates is published in the *Gazette*. The candidates are subjected to all rules and regulations with regard to the conduct of examination and the issuance of results imposed by the Commissioner General of Examinations. If such rules or regulations are violated, the candidate would have to face a penalty imposed by the Commissioner General of Examinations.

The decision of the Commissioner General of Examinations will be final with regard to the conduct of examination and the issuance of results.

6.5 Issuance of admission card to a candidate shall not be in any way treated as that candidate had satisfied all the qualifications to sit for the examination or for the post.

7. Medium of Examination:

7.1 The Examination will be conducted in Sinhala, Tamil and English medium. Candidates will not be allowed to change the medium applied for, subsequently.

7.2 A candidate is required to answer all question papers in only one of the three languages of Sinhala/Tamil/English, except for the English language paper.

7.3 The *Viva voce* will only be conducted in English medium.

8. Penalty for Furnishing False Information:

8.1 Candidates should be very careful to furnish correct information in the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled any time before, during or after the examination, if his/ her ineligibility to sit for the examination is disclosed.

9. Identity of Candidate:

9.1 A candidate will be required to prove his/her identity at the Examination Hall to the satisfaction of the Supervisor for each subject he/ she offers. For this purpose, any of the following documents will be accepted:

- (a) National identity card ;
- (b) Valid Passport ;
- (c) Valid Sri Lanka Driving License.

9.2 Candidates should enter the examination hall without covering their face in order to prove their identity and ears in order to prove that no communication devices are worn. Further, any candidate who refuses to assist for proving his/ her identity will not be allowed to enter the examination hall. The candidate should remain in the examination hall from the time of entering up to the time of leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate.

10. Terms of Engagement:

10.1 Selected officers will be transferred to the Ministry of Foreign Affairs. If he/she does not assume the duties of the Ministry of Foreign Affairs within thirty (30) days from the date of such transfer, the appointment will be deemed as cancelled. Any appeals made in that connection will not be entertained except in approved special cases (*e.g.* maternity leave).

10.2 Candidates after being selected to fill the vacancies, will be required compulsory to serve initially at the Ministry of Foreign Affairs in Colombo for a specified period of one year, prior to being posted to a Sri Lanka Mission abroad. If the work and conduct of a candidate during this initial period of service at the Ministry of Foreign Affairs, Foreign Employment and Tourism are found to be unsatisfactory, assessed by an independent board of officers his/ her selection is liable to be cancelled.

10.3 Posting will be decided on the basis of requirements of the respective Missions and the officer's suitability and competence (in foreign language etc.). In deciding such posting, there is no obligation on the part of the Ministry of Foreign Affairs, Foreign Employment and Tourism to consider the officer's personal needs and grievances

(children's education, profession of the spouse, medical facilities etc.) and the officer should report for duty at the Mission assigned by the Ministry of Foreign Affairs, Foreign Employment and Tourism. In the event an officer refuses to accept the given mission assignment, the said appointment will be deemed as cancelled. Any appeals made in that connection will not be entertained.

- 10.4 An officer selected on being posted to a Sri Lanka Mission abroad is required to serve abroad on the terms and conditions stipulated in the Compulsory Service Agreement entered into by the said officer and Secretary to the Ministry of Foreign Affairs, Foreign Employment and Tourism and is required to adhere and comply with the conditions stipulated in the Ministry Internal Circulars, Ministry Instructions Series time to time issued by the Secretary to the Ministry of Foreign Affairs, Foreign Employment and Tourism for smooth functioning of Sri Lanka Missions.
- 10.5. The selected officers while serving at a Sri Lanka Mission Abroad will continue to receive their substantive salaries paid in Sri Lanka. In addition, the officer will be paid an overseas allowance during their period of service abroad.
- 10.6 Once an officer is selected, the cost of to and return air passage from Sri Lanka to the country of posting, accommodation and other approved facilities stated in the agreement signed between the officer and the Government, during his/her service abroad, in respect of the selected officer, his/her spouse and for a maximum of two children who are below 21 years of age and dependent on the officer only, will be met by the Government. The Ministry shall not accommodate any request to accompany any other family member or other facilities which were not approved than above noted.
- 10.7 On completion of the stipulated period of tour of duty, it is mandatory that the officer must return to Sri Lanka and report to duty at the Ministry of Foreign Affairs, Foreign Employment and Tourism.
11. Any matter not referred to herein and regarding the appointment procedure will be decided by the Secretary of the Ministry of Foreign Affairs, Foreign Employment and Tourism. All candidates are bound to comply with the general examination rules published in this *Gazette* Notification.
12. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

ARUNI RANARAJA,
Secretary,
Ministry of Foreign Affairs,
Foreign Employment and Tourism.

Ministry of Foreign Affairs, Foreign Employment and Tourism,
Republic Building,
Colombo-1
Date: 17th January 2025.