

MINISTRY OF PUBLIC ADMINISTRATION, PROVINCIAL COUNCILS AND LOCAL GOVERNMENT

Limited Competitive Examination For Recruitment To Grade III of The Management Service Officers' Service – 2026

- 1.0 APPLICATIONS are hereby called for the Limited Competitive Examination for Recruitment to Grade III of the Management Service Officers' Service. The application for this purpose is available on the website of the Department of Examinations, Sri Lanka, www.doenets.lk, and applications can strictly be submitted online. The closing date for applications is **25th of September 2026**. This examination will be held in the month of **December 2026**.

Officers must submit a copy of the application to the Head of the Institution for inclusion in the personal file. They must present a copy of the application certified by the Head of the Institution and a service confirmation letter at the interview.

The applicants must bear any adverse effects caused by the delay in submitting applications until the closing date.

Note - Receipt of online applications will be open from 31st of August at 9:00 a.m. and will close on **25th of September at 9.00 p.m.**

- 2.0 Eligibility to apply for this competitive examination is restricted solely to officers holding permanent appointments in the public service, who have been confirmed in those posts and receive salaries under the salary codes of PL category and MN 1-2025 salary code, in accordance with Public Administration Circular No. 10/2025. The towns in which this examination is expected to be held and their corresponding town numbers are furnished below. The Commissioner General of Examinations may, at his discretion, cancel any of the examination centers owing to the insufficient number of candidates or another reason and decide on an alternative center, taking the candidates' second preference into consideration.

<i>Town</i>	<i>Town No.</i>		<i>Town</i>	<i>Town No.</i>
Colombo	01		Kilinochchi	14
Gampaha	02		Batticaloa	15
Kalutara	03		Ampara	16
Kandy	04		Trincomalee	17
Matale	05		Kurunegala	18
Nuwara Eliya	06		Puttalam	19
Galle	07		Anuradhapura	20
Matara	08		Polonnaruwa	21
Hambanthota	09		Badulla	22
Jaffna	10		Monaragala	23
Mannar	11		Ratnapura	24
Vavuniya	12		Kegalle	25
Mullaitivu	13			

- 3.0 (i) This examination will be held by the Commissioner General of Examinations and the candidates shall be bound by the rules and regulations prescribed by him for conducting the examination. The decision of the Commissioner General of Examinations regarding the conducting of examinations shall be final.
- (ii) Rules and regulations for candidates are provided separately in the *Gazette* notification. Candidates are liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

4.0 Salary -

As per Public Administration Circular No. 10/2025 dated 25.03.2025, the monthly salary scale applicable to Grade III of the Management Service Officers' service is Rs. 48,470 - 10x540 - 11x630 - 10x1,010 - 10x1,190 - 82,800/- (MN 2-2025). An applicant who qualifies for an appointment will be entitled to that salary effective from 01.01.2027.

From the date the appointment takes effect, you will be paid salary in accordance with the provisions of Schedule III of this circular. In addition, you are entitled to other allowances paid to public officers by the government from time to time.

Note:-

They shall be granted incremental credit subject to the incremental credit rules prevailing at the time of receiving appointment.

5.0 Service Conditions -

- (i) The number of appointments and the effective date of appointments shall be determined by the appointing authority. The appointing authority reserves the right to refrain from filling some or all vacancies.

Note :- This recruitment will give priority to filling vacancies with high vacancy percentages in Ministries/ Departments /Commissions and candidates who qualify for appointment by passing this competitive examination will be required to report for duty at the place of assignment. Requests for revision of the place of assignment after the appointment has been made will not be considered.

- (ii) Selected candidates shall be appointed to a post in Grade III subject to general conditions governing the appointments in the Public Service, terms and conditions set out by the Service Minute of the Management Service Officers' Service published in *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No: 1840/34 dated 11.12.2013, revisions already made and will be made thereto in due course to the said service minute, provisions of the Establishments Code and Financial regulations and Procedural Rules of the Public Service Commission published in *Gazette Extraordinary* No. 2310/29 dated 14.12.2022.
- (iii) Candidates who are successful in this examination shall be appointed subject to a probation period of one year from the date of appointment. Their posts shall be permanent and pensionable. They must pass the first Efficiency Bar Examination within 03 years from the date of recruitment to Grade III of the Management Service Officers' Service, as mentioned in the service minute.

- (iv) Candidates who receive appointments on the results of this examination shall be liable to transfer and may be posted to any station in Sri Lanka.
- (v) The officer must compulsorily serve at the service station to which he/she is appointed at first for three years. However, if the appointing authority determines it necessary to transfer an officer before the end of the specified period due to exceptional circumstances, they reserve the power to do so.
- (vi) If selected for an appointment, you must acquire proficiency in the Official Language as applicable, in accordance with the provisions of Public Administration Circular No. 18/2020 dated 16.10.2020 and its consequent circulars, based on the language medium in which you qualified for the appointment.

6.0 Eligibility -

Eligibility to apply for this competitive examination is restricted solely to officers holding permanent appointments in the public service, who have been confirmed in those posts and receive salaries under the salary codes of PL category and MN 1-2025 salary code, in accordance with Public Administration Circular No. 10/2025.

Note: The officers in provincial public services are not allowed to sit for this examination

In order to be eligible to apply for this examination, every candidate must have satisfied the following qualifications, in addition to the aforementioned qualification;

- (i) As of the closing date for applications, candidates must have completed at least **05 years of active and satisfactory service** in a permanent appointment. Furthermore, they must not have been subjected to any disciplinary punishment in accordance with the provisions stated in the **Public Service Commission Circular No. 01/2020**. This must be certified by the Head of the Department.
- (ii) Candidates must have passed at least six (06) subjects with two (02) credit passes in **not more than two sittings** at the G.C.E.

(Ordinary Level) Examination, including Language/Literature and Arithmetic/Pure Mathematics/Elementary Mathematics/Commercial Arithmetic.

- (iii) Candidates must be of an excellent character.
- (iv) All the candidates must have the physical and mental fitness to serve in any part of the island and to perform the duties of the post.
- (v) **All the qualifications prescribed for recruitment to the post must have been satisfied as of 25th of September 2026**

Note:-

- 1) Any period of service served prior to being permanently appointed to a post, or any period of service or training completed as a condition for permanent appointment to a post, shall not be counted toward the five-year period required for qualifying mentioned in 6.0(i) above. Furthermore, the period of service on a casual/temporary basis completed by a candidate before his / her appointment to a certain post on a permanent basis shall not be taken into account when calculating the qualifying 05-year period mentioned in 6.0 (i) above.
- 2) The Head of Department should be prepared to release the officer if he/she is selected for an appointment.
- 3) Employees in any Grade who are engaged in semi-technical work, who have been trained on a certain task or who have been given special training by the government shall not be eligible to sit this examination. For example, employees in engineering and industrial grades and Public Health Officers in the Department of Health shall not be eligible to sit for this examination. In case there are any doubts as to whether a particular employee is eligible or not, the applicant should consult the Director General of Combined Services through the head of department.

When inquired by the Director General of Combined Services regarding the eligibility of any employee in this regard, the department concerned should submit a comprehensive description of the job held by the employee with the salary scale and state whether the applicant had been given any training to equip himself to hold the job and the nature and duration of such training, if any.

- 4) Temporary and casual employees in public service,

employees of Boards, Corporations and similar bodies are not eligible to compete in this examination.

- 5) Except for the employees in the Combined Services, any other employee in the Department of Post who has been given training according to 3 above is not eligible to appear for this examination.
- 6) The candidates, before submitting their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who present themselves for the examination without satisfying the qualifications prescribed in this notification shall be disqualified, even if they obtain a required level of marks at the examination.

7.0 Conditions of the Examination –

- (i) The examination will be held in Sinhala, Tamil and English languages. Candidates may sit for the examination in the language of their preference. Candidates must answer all the question papers of this examination in one and the same language. They shall not be allowed to change the language medium indicated in the application subsequently. Every candidate must answer both question papers.
- (ii) The online examination application must be completed in English only. Once the Department of Examinations receives the soft copy of the application submitted by the applicant online, it 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 is accepted/not accepted by the Department as a valid application. Before completing the online application, you must download and read the Common Instructions on filling the application and strictly follow those instructions when filling out the application. Incomplete applications shall be rejected without any notice.
- (iii) Examination fee is Rs. 600/-. Payment of examination fees must be made strictly using the following methods provided by the online system.

- (i.) Through any Bank Credit Card,

- (ii.) Through any Bank Debit Card,
- (iii.) Through Bank of Ceylon Online Banking Method/ Flex App,
- (iv.) Through Bank of Ceylon Teller Slip Payment.

Note: The instructions on payment through the above methods are published under the technical instructions related to the examination on the website.

- (iv) The receipt of payment shall be acknowledged through SMS or e-mail. The total examination fee must be paid, and applications of the candidates who have made payments more or less than the prescribed examination fee shall be rejected. The Department of Examinations shall not bear responsibility for the errors that occur when paying the examination fees through the above methods.
- (v) Under no circumstances the examination fee shall be refunded/ allowed to be transferred in favor of another.
- (vi) The signature of the applicant placed on the admission card must have been attested by the head of the Institution or an officer authorized by him.

Note: Candidates are not allowed to enter the examination hall without the admission card. The admission card in which the signature has been attested must only be produced to the supervisor of the examination center on the first day of the examination. Issuance of an admission card to an applicant does not necessarily mean that he/she has fulfilled the qualifications to sit for the examination.

- (vii) If **applicants with special needs** appear for this examination, that matter must essentially be mentioned in the application, and the copies of the relevant medical certificates must be presented together with the printed copy of the application by post to the **Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations - Sri Lanka, Pelawatta, Battaramulla.**
- (viii) The Commissioner General of Examinations will issue admission cards strictly online to the

applicants, who have paid the examination fee and correctly submitted the applications online on or before the closing date, on the assumption that only those who possess the qualifications indicated in the *Gazette* notification have applied for the examination. A notification shall be published on the website of the Department of Examinations as soon as the admission cards are issued to the candidates. If there is any candidate who has not received their admission card, steps should be taken to notify the Institutional Examination Organization Branch of the Department of Examinations in the manner specified in the advertisement. When making such an inquiry, the applicant must accurately state the name of the examination applied for, their full name, National Identity Card number, and address. It would be more effective to send a formal letter of request containing those details to the email address mentioned in the advertisement. When making such an inquiry, it will also be useful to have ready a copy of the application form you kept and the receipt obtained for the payment of examination fees, in order to verify any information requested by the Department of Examinations. Please check your admission card and, if there are any errors, contact the Department of Examinations, Sri Lanka in a timely manner to make the necessary amendments according to your application. Requests for amendments made at the examination hall shall not be considered.

8.0 Once the appointing authority has communicated the appropriate date for the release of results, the Department of Examinations, Sri Lanka, will take steps to either send a result sheet indicating the marks for each subject and the total marks obtained at the written examination to all candidates who sat for the examination via post or release the results via the website www.results.exams.gov.lk.

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

- (a) National Identity Card,
- (b) A valid passport,
- (c) Valid driving license of Sri Lanka.

Furthermore, candidates must enter the examination

hall without covering their faces, so that their identity can be verified, and without covering their ears, so it can be confirmed that they are not wearing any electronic communication devices. Applicants who do not agree to this shall not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until leaving after the examination is over, the candidates must keep their face and ears uncovered.

10.0 Heads of Departments must approve duty leave to officers to whom admission cards have been issued by the Commissioner General of Examinations to enable them to appear for the examination. Traveling expenses shall not be paid.

11.0 **Penalty for Furnishing False Information** – Candidates must take care to furnish correct information when filling out the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled prior to, during or after the examination, if his/her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false at any stage he/she shall be liable to dismissal from the public service.

12.0 **Examination procedure and method of selection for appointment-**

The subjects of the examination and the marks assigned to each subject are given below:

<i>Subject</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>	<i>Duration</i>
Language Proficiency and Aptitude	100	40	2 ½ hours
Test for Management Service Officers' Service			
Aptitude	100	40	1 hour

Marks shall be deducted for illegible hand writing and spelling mistakes in every written answer paper. Candidates may sit for the examination strictly in one language medium of their preference. At least fifty percent (50%) should be obtained from the total marks of the examination to be selected for an appointment.

In relation to this competitive examination, only a number of candidates equal to 30% of vacancies, as of the date vacancies are calculated as per the service minute, will be called for the interview, strictly following the order of merit achieved in the written examination. **It is emphasized that no candidate shall be entitled to be called for an interview or qualify for an appointment simply by achieving the minimum pass marks in the limited competitive examination** mentioned in the above paragraph.

13.0 **Syllabus –**

Language Proficiency and Aptitude Test of Management Service Officers Service (duration 2 ½ hours)

The question paper shall consist of subject related questions designed to test the candidates' ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence making graph based on the given data, and use of simple grammar.

Questions designed to test the knowledge of the candidate on basic rules and regulations applied in taking action regarding the documents of an office and Management Service Officer's knowledge on duties such as action to be taken on a letter containing matters on which the officer should take action.

Questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use. All questions should be answered.

Part I - Structured questions on comprehension in order to test the language skills, summarization and essay writing (1 hour 15 minutes – 50 marks)

Part II - Short questions, structured questions and essay type questions on a case, statement or paragraph in order to test the aptitude for Management Service Officers Service. (1 hour 15 minutes – 50 marks)

Aptitude (Duration - 1 hour)

This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence.

This consists of 50 questions of Multiple Choice and Short Answer model. (Duration 01 hour)
All questions should be answered.

- 14.0 The decision of the Director General of Combined Services shall be final regarding any matter not provided for in this notice of examination.
- 15.0 In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

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

Ministry of Public Administration, Provincial Councils & Local Government,
Independence Square,
Colombo 07.
19th of August 2026.

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