

**MINISTRY OF AGRICULTURE, LIVESTOCK, LANDS AND IRRIGATION DEPARTMENT OF
EXPORT AGRICULTURE**

**Open Competitive Examination for the Recruitment to the Post of Hostel Warden of class III of the
Management Assistant Non Technical Service Category in the
Department of Export Agriculture - 2026**

APPLICATIONS are invited from Sri Lankan citizens to fill the vacancy of the post of Hostel Warden of class III of the Management Assistant Non Technical Service Category in the Department of Export Agriculture as at 31.12.2024.

2. The age applicants should not be less than 18 years and not more than 30 years. Accordingly, the age requirement will be fulfilled only if the applicant's date of birth falls on or before 2008.09.28 and on or after 1996.09.28.
3. As per P. A. C. No. 10/2025 dated 25.03.2025, the salary code for this post is MN-1 2025, and the relevant salary scale is Rs. 45,230 - 10 x 540 x 11x 630 - 10 x 890 - 10 x 1,190 - 78,360. You will be entitled to this salary with effect from 01.01.2027. From the effective date of appointment, you will be paid the salary in accordance with the provisions of Schedule III to this Circular.
4. This post is permanent and carries pension benefits. However, you will be subject to any future policy decision taken by the Government regarding the pension scheme. Furthermore, you will be required to contribute to the Widows' and Orphans' Pension Scheme' widowers' any orphans' Pension Scheme. Such contributions shall be made at the rates prescribed by the Government from time to time.
5. It is essential that applicants possess all the following basic educational and professional qualifications as at the closing date for applications.

Basic Educational Qualifications :

A pass in six (06) subjects at the G.C.E (O/L) Examination, including credit passes in Sinhala/ Tamil/ English Language, Mathematics, and two other subjects.

And

A pass in at least one (01) subject, excluding the General Paper, at the General Certificate of Education (Advanced Level) Examination.

Professional Qualifications : Not applicable.

Experience :

A certificate confirming one (01) year of experience in the Management and maintenance of hostels, catering, and the maintenance of relevant accounts in a Government institution, Corporation, or a Government-recognized hotel, school, hostel or inn.

Other:

- i. The applicant should be a citizen of Sri Lanka.
- ii. The applicant should be of excellent character.
- iii. All qualifications required for recruitment to the post, including educational and experience qualifications, should have been fulfilled in all respects by the date specified in the notice calling applications/ *Gazette*.

6. Method of Application :

- (a) Applications should be prepared in accordance with the specimen application form published at the end of this notice, using both sides of A4 size paper (21cm x 29 cm). Paragraphs 1 to 7 should be included on the first page, paragraph 8 on the second page, paragraph 9 to 11 on the third page, and the remaining paragraph on the subsequent pages, respectively. All relevant information should be clearly entered in the applicant's own handwriting. The application should be completed in the language medium in which the examination is to be held.
- (b) When preparing the application, the name of the examination appearing in the title should be written in English in addition to Sinhala in Sinhala-medium applications and in English in addition to Tamil in Tamil-medium applications.
- (c) Duly completed applications should be sent by registered post to the following address on or before **28.09.2026**, Director General, Department of Export Agriculture, 1095, Sirimavo Bandaranaike Mawatha, Gatambe, Peradeniya. The name of the examination should be clearly indicated on the top left-hand corner of the envelope containing the application.

- (d) The examination fee of Rs. 1,000.00 should be paid by obtaining a money order from any Post Office/ Sub-Post Office in the island, payable to the Director General of Export Agriculture, Peradeniya Post Office. The money order should be pasted in the relevant place on the application form. Applicants are advised to retain a photocopy of the money order for their records. No additional charges will be levied apart from the prescribed examination fee. The examination fee once paid will not be refunded or transferred to another examination under any circumstances.
- (e) Applications that do not conform to the specimen application form given in this notice. applications that are incomplete in any respect, and applications received after the closing date will be rejected without prior notice. The Department of Export Agriculture will not be responsible for any loss or delay in the post. Therefore, applicants are advised to carefully verify, before submitting their applications, that the application has been prepared in accordance with the specimen application form given in the examination notification, that all required information has been correctly entered, that the application has been duly completed, and that the money order has been attached after payment of the prescribed examination fee and the relevant details have been entered in the application. Applicants are also advised to retain a photocopy of the completed application form and a photocopy of the money order relating to the examination fee.
- (f) The applicant's signature should be duly attested on the application form and on the admission card for the examination. Applicants who are already in Government service should submit their applications through the Head of their institution. In such cases, the applicant's signature should be attested by the Head of the Institution or an officer authorized by her/ his. Other applicants should have their signatures attested by the head of a Government School, the Grama Niladhari of the relevant Division, a Justice of the Peace, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, an authorized officer of the Tri-Forces, an officer in the Government or Provincial Public Service, or a Permanent Staff Grade Officer.
- **Penalty for Providing False Information** - Applicants should take care to provide only accurate and correct information when completing the application form. If a candidate is found to be ineligible under the rules and conditions applicable to this examination, his/her candidature may be cancelled at any stage before, during or after the examination.

If any information provided by a candidate is subsequently found to be incorrect, or if it is found that the candidate has deliberately concealed any material fact, he/she will not be considered for further appointment and any appointment made on the basis of this examination may be cancelled. Such a candidate may also be liable for dismissal from Government Service.

7. Examination Procedure :-

- (a) Assuming that only applicants who are eligible under the examination notification have applied, admission cards will be issued to candidates who have submitted duly completed applications, together with the relevant receipt and the prescribed examination fee, on or before the closing date for applications. Applications that do not meet the eligible criteria will be rejected without prior notice. Candidates should present their admission card, bearing their duly attested signature, to the invigilator at the examination centre assigned to them. No candidate will be permitted to sit for the examination without presenting the admission card.
- (b) The examination will be held only in Kandy. Once the admission cards have been issued to the candidates, a notice will be published on the official website of the Department of Export Agriculture: www.dea.gov.lk.
- (c) If an admission card has not been received within 04-05 days after the publication of the advertisement, the Department of Export Agriculture should be informed accordingly, as stated in the advertisement, by telephone on **0812068381**.
- (d) It is advisable to keep the following information readily available.
 - (i) Name of the examination
 - (ii) Full name of the candidate
 - (iii) Address
 - (iv) Date of submission of the application, name of the Post Office and registered post number
 - (v) Money order number, date and name of the Post Office through which the examination fee was paid.
- (e) No travelling expenses or any other allowances will be paid to candidates for appearing for the examination.
- (f) *Identity Verification* : Candidates must prove their identity to the satisfaction of the Examination Supervisor for each subject in which they appear. For this purpose, any one of the following valid documents will be accepted:

- (i) National Identity Card issued by the Department for Registration of Persons; or
- (ii) Valid Foreign Passport; or
- (iii) Valid Sri Lankan Driving Licence.

Candidates must enter the examination hall with their faces uncovered and without any electronic communication devices, in order to facilitate verification of their identity. Candidates who fail to establish their identity will not be permitted to sit for the examination.

(g) Syllabus :-

<i>Subject No.</i>	<i>Subjects</i>	<i>Duration (Hours)</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
01	Intelligence Test	1 1/2	100	40%
02	Subject Knowledge Aptitude Test	1 1/2	100	40%

- (i) Intelligence Test :-
Consists of multiple-choice questions designed to assess linguistic, mathematical and reasoning abilities.
- (ii) Aptitude Test to Measure Subject Knowledge :-
Consists of short questions designed to assess knowledge of the subjects relevant to the post.
- (h) This examination will be conducted in Sinhala, Tamil and English media, and candidates appearing for the examination must sit all the relevant papers in the same medium. The medium selected for the examination will not be permitted to be changed thereafter.

8. Number of Vacancies and Conditions of Employment :-

- (i) The number of vacancies is 01. This vacancy exists only at the Department of Export Agriculture, In service Training Centre, Matale.
- (ii) Those appointed to this post will be subject to a probationary period of 03 years.

9. Recruitment Method :-

Candidates who obtain 40% or more marks for each question paper of the written competitive examination will be called for a structured interview in order of merit, based on the total marks obtained, up to a number equivalent to five times the number of vacancies to be filled. The candidate who obtains the highest total marks will be selected for the vacant post.

(The main areas for which marks will be awarded at the structured interview are given in the table below.)

<i>Field</i>	<i>Maximum Marks</i>	<i>Minimum Marks Considered for Selection</i>
1. Additional Educational Qualifications	20	Not Applicable
2. Additional Professional Qualifications	25	
3. Additional Experience	30	
4. Language Proficiency	10	
5. Computer Skills	10	
6. Skills Demonstrated at the Interview	05	
Total marks	100	

- 10. The issuance of examination admission cards to candidates to appear for the competitive examination shall not be deemed as confirmation that the applicant has fulfilled the qualifications required for the post specified in this notification. If, at the time of the structured interview, it is found that an applicant does not possess the required qualifications, upon verification in accordance with the *Gazette* notification, such applicant shall be deemed ineligible for appointment, and appropriate action will be taken.

11. In respect of any matter not provided for herein, the relevant appointing authority, the Director General of Export Agriculture, shall make the final decision. All applicants shall be bound by the examination rules and regulations specified in this *Gazette*.
12. Candidates appearing for the examination shall be subject to the rules and regulations imposed by the Director (Extension and Training) of the Department of Agriculture in conducting the examination and issuing the results. In the event of any violation of such rules and regulations, the candidate shall be subject to the penalty imposed by the Director General of Export Agriculture.
13. In the event of any inconsistency between the Sinhala, Tamil and English versions of this notificaiton, the Sinhala version shall prevail.

M. K. S. R. D. SAMARASINGHE,
Director General of Export Agriculture.