

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF
REGISTRAR - SUPRA GRADE IN MANAGEMENT ASSISTANT SERVICE OF SRI LANKA
RAILWAY DEPARTMENT - 2020(2022)**

APPLICATIONS are invited from the qualified officers of the Railway Department for the Limited Competitive Examination for the recruitment to the post of Registrar - Supra Grade in Management Assistant Service in Sri Lanka Railway Department as per the recruitment procedure of the post of Registrar - Supra Grade in Management Assistant Service of Sri Lanka Railway Department approved by the Public Service Commission on 09.10.2018.

01. By this Limited Competitive Examination recruitment will be made to the post of Registrar - Supra Grade in Management Assistant Service in German Railway Technical Training Centre in Sri Lanka Railway Department.

02. *Qualifications :*

2.1 *Professional Qualifications :*

Be an officer with an active and satisfactory service period of not less than 20 years in the Railway Clerical Service or Public Management Assistant Service.

2.2 *Eligibility :*

Be physically and mentally fit to serve in any part in the island and to perform duties in the post.

2.3 *Other Qualifications :*

- (i) Be a citizen in Sri Lanka,
- (ii) Have a sound moral character,
- (iii) Should be completed a satisfactory and active service period within immediate 05 years as at the date of promotion,
- (iv) All the qualifications mentioned above as the requirements to recruit to the post should be completed in every aspect as at the last date of calling applications.

03. It will be made one appointment. If there are candidates with equal marks exceeding the number of vacancies, the filling of vacancies will be decided by the order of the Public Service Commission as per the clause 80 in the Minutes of Procedural Rules.

04. *Conditions of Service :*

4.1 A selected candidate will be appointed to the Super Grade in the service on the general conditions governing appointments in the Public Service and on the terms and conditions set out in the recruitment procedure of Supra Grade in Management Assistant Service in Sri Lanka Railway Department, approved on 09.10.2018 by the Public Service Commission No. PSC/EST/04-01-43/06/2016 and subject to any amendments made or to be made hereafter to that procedure, provisions in the establishment code and Financial Regulations and of the Minutes of procedural rules of the Public Service Commission published in the *Gazette* Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1589/30 of 20th February 2009.

4.2 This post is permanent and pensionable. (It should be subjected to any policy decision, taken by the Government with regard of the pension scheme in future). Contribution should be made to the widows' and Orphans' Pension Scheme.

4.3 This post is subject to an acting period of one year.

4.4 Appointments of candidates who fail to report for duty on the due date and or refuse or evade to take up duties in a post or in an area they are appointed to are liable to be cancelled by the order of the Public Service Commission.

05. *Salary scale per month.*— In terms of the Schedule I of the Public Administration circular 03/2016 dated 25.02.2016 the salary scale relevant to this post is Rs. 41,580 -11x755-18x1,030- 18x1,030 - Rs. 68,425 (MN-07-2016). It will be placed on second step, the initial salary scale Rs. 42,335. Your payments will be made with, compliance to the provisions of that circular as per the Schedule II. In addition to this, you are entitled to the allowances paid to the government officers from time to time by the Government.

06. *Recruitment Procedure.*- A number equivalent to the twofold of vacancies shall be called for the interview of evaluation of eligibility following the alphabetical order/the index numbers in order of merits from among those who have passed the written examination and selection for the appointments will be made according a number equivalent to the vacancies existed at the time of calling applications in order of the highest aggregate of marks obtained at the written examination and the Interview of evaluating eligibility.

6.1 *Written Examination :*

A written Examination will be held for the following subjects with two (02) papers. It is as follows the subjects and the minimum marks required to pass the each subject.

| <i>Subject</i> | <i>Time</i> | <i>Maximum Marks</i> | <i>Minimum Marks required to pass</i> |
|---------------------------------------|-------------|----------------------|---------------------------------------|
| Establishment Code & Procedural Rules | 02 hours | 100 | 40% |
| Financial Regulations | 02 hours | 100 | 40% |

The candidates should sit for all the papers

6.2 *Interview of evaluating eligibility :*

An Interview of evaluating eligibility of candidates will be held by an interview board, appointed by the Public Service Commission in order to assess additional qualifications as per the following detailed Marking Scheme. The maximum marks, scored at the interview is One Hundred (100).

6.3 Detailed Scheme of offering Marks

| <i>Serial No.</i> | <i>Major areas of offering marks</i> | <i>Sub areas, taken for consideration</i> | <i>The Marks, awarded</i> | <i>Maximum Marks</i> |
|-------------------|--------------------------------------|---|---------------------------|----------------------|
| 1. | Educational Qualifications | A Degree, obtained relevant to any scope from a recognized University by the Government. | 20 | 20 |
| 2. | Professional Qualifications | A Course of six months or more in the relevant field. | 20 | 20 |
| | | For the courses of less than six months. | 10 | |
| 3. | Additional Experience | Over 05 years in the class I(Up to maximum of 05 years by 03 marks per one year) | 15 | 30 |
| | | Over 20 Years in the other grades (Up to maximum of 05 years by 02 marks per one year) | 10 | |
| | | Have been served in a post of a supervisory level. (As a Branch Officer or in a higher rank) 01 Mark per one year | 05 | |
| 4. | English Language Proficiency | Diploma, obtained from a recognized Institute-over 6 months | 10 | 15 |
| | | A certificate course followed in a recognized Institute from 3-6 months | 05 | |
| 5. | Computer Literacy | Diploma, obtained from a recognized Institute-over 6 months | 06 | 10 |
| | | A certificate course followed in a recognized Institute from 3-6 months | 04 | |
| 6. | Skill at the Interview | Leadership | 02 | 05 |
| | | Personality | 02 | |
| | | Communicative Skill | 01 | |

Note.– Facing the interview should not necessarily mean that it has been fulfilled requisite qualifications to offer the appointment.

07. *Examination Fee* :- The examination fee is **Rs. 1200**. It should be paid to any Post office/ Sub Post Office in the island to be credited to Revenue Head of the Commissioner - General of Examinations 20- 03-02-13 before the closing date of receipt of applications. One of the edges of the receipt obtained in favour of the candidate himself should be pasted in the relevant cage of the application... It is advisable to keep a photocopy of the receipt with the Candidate.

- i. This fee is non - refundable.
- ii. The date of Examination will be notified later.

08. *Method of Application* :-

- (a) The application should be in the form of the specimen appended to this notification & should be prepared on A4 size paper (29.5cm x 21) using both sides in one's own hand writing. It should be specially noted that the application forms should be prepared that cages 01-2.8 appear on the first page of the paper, & the rest should appear on other pages. For this purpose it can be used computerized/typed applications. As applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice, it is the responsibility of the candidate to make sure that the application form complies with the specimen given in the examination notice or completed in every aspect & pasted the receipt obtained by making payments while completing relevant details in the application.
- (b) The application should be completed in the language medium in which the candidate intends to sit the examination using own handwriting. It is essential to mention the name of examination in English language as well, in applications prepared in both Sinhala & Tamil medium.
- (c) The candidate should produce the completed application form to the Head of the relevant Sub Department with a photocopy. After receipt of the approval of the Head of the Sub Department the original copy should be sent in registered post to reach the address given below before the Date **31.07.2023** after submission its' photocopy to the personal file.

The Commissioner- General of Examinations,
Institutional Examinations Organization Division,
Department of Examinations,
Post Box 1503,
Colombo.

Any copy of the application should not be sent personally in addition to the application sent through the Head of the Sub Department. No any application received after the closing date will be entertained. That the application is completed in every aspect should be confirmed by the Head of the Sub Department & it should be put the signature under the attestation of the Department Head indicated by the number..7.0 in the specimen. Application should not be sent to the personal name of the General Manager in Railways or any other officer in Department of Railways. The words "Limited Competitive Examination for the recruitment to the post of Registrar- Super Grade in Management Assistant Service of Sri Lanka Railway Department - 2020(2022) should be clearly indicated on the top left hand corner of the envelope enclosing the application.

After sending applications it will not be considered any changes, made on the post & the service station of the applicant, existed at the time of applying for the examination as they are directly related with all the affairs of the examination.

9. *Admission to the Examination* :-

- (a) On the prior assumption that only the qualifiers have applied as per the *Gazette* Notification, The Commissioner General of Examinations will issue admission cards to the candidates who have sent duly completed application forms with the receipt of payment the due examination fee on or before the closing date of receipt of application forms. A candidate who fails to produce his admission card will not be permitted to sit the examination.
- (b) A Candidate must sit the Examination at the examination hall assigned to him. Every candidate presenting himself for the examination firstly must produce his admission card on which his signature has been attested, to the supervisor of the Examination center on the first day. A set of rules to be observed by all candidates is published at the beginning of *Gazette*. Candidates are subjected to rules & regulations imposed by Commissioner - General of Examinations on conducting the Examination. He is liable to a punishment imposed by the Commissioner - General of Examinations for breach of these rules.
- (c) *Attestation of Signature*. – Signature of the candidate in the application form & the admission card should have been attested, by the Head of the Institute or his authoritative officer.

Note:- The issue of an admission card to a candidate does not mean that he/she has fulfilled the requisite qualifications to sit the examination or for an appointment.

10. *Identity of candidates:-* A candidate will be required to prove his identity at the Examination hall to the satisfaction of the supervisor for each subject he offers. For this purpose, any of the following documents will be accepted.

- I. National Identity card issued by the Department of Registration of Persons
- II. Valid passport
- III. Valid driving license in Sri Lanka

The candidates should enter the examination hall without covering the face & the ears for the convenient to establish the identity. Further the candidates who reject to establish the identity are not permitted to enter the examination hall. It should be refrained from covering the face & the ears from the moment of entering to the examination hall until exit from the examination hall as it is convenient to the examination authorities to identify the candidates.

11. *Penalty for furnishing false information :*

- I. According to the rules and regulations of this examination if it is found to be disqualified, his candidature will be cancelled at any instant prior or during or after the examination.
- II. If any particular, furnished by the candidate is found to be inaccurate later or if it is disclosed on a matter, intentionally conceived by him , it is not further considered for offering an appointment & will be liable for abolition of an appointment, made by this examination or dismissal from the government service.

12. *Scheme of Examination and Medium of Examination*

12.1 Medium of Examination

12.1.1 The examination will be held in Sinhala, Tamil & English.

Note:

- (a) A candidate should sit the examination in the same language .
- (b) A candidate will not be permitted to change the language medium of the examination indicated in the application.

12.2 *Results of the Examination*

The results of this Examination will be issued in favour of the Secretary of the Public Service Commission & all the candidates who sat for the examination will be notified results personally through post or web site www.results.exams.gov.lk by the Department of Examinations.

12.3 *Syllabus of the Examination*

12.3.1 Syllabus of the Written Examination

I. Establishment Code & Procedural rules

Assessment of the knowledge on the matters from the chapter ii to chapter xxxvi

11. *Financial Regulations :*

- (a) Chapter I -Annual Estimates
Preparation , Submission , & Passing of Annual Estimates
- (b) Chapter II -. Authorization for disbursement, giving approval, certification, payment
- (c) Chapter III- Public Accounts Committee, duties & functions of the Auditor General, functions of the Treasury (F.R.131,152,154)
- (d) Chapter VI-Imprests
- (e) Chapter VII-Accounting in Treasury, Books & Documents in Departments
- (f) Chapter XIII- Receipt of Regulations on Tenders & Contracts, Custody & Verification of Stores relevant to receipts & supply, Procedure on receipts & supply (Government Procurement Procedure)

13. In the event of inconsistency in the notification among Sinhala, Tamil and English languages, the Sinhala text shall be prevailed.

14. Public Service Commission reserves the right to avoid of filling a particular number of vacancies or all the vacancies & to take decisions on any matter on which the regulations are not provided here.

On the order of the Public Service Commission.

M.M.P.K. MAYADUNNE,
Secretary,
Ministry of Transport & Highways.

On 27th April, 2023.
Ministry of Transport & Highways
07th floor,
Sethsiripaya,
Stage 11,
Battaramulla.