

# Ministry of Justice, Prison Affairs and Constitutional Reforms

## Department of Prisons

### Open Competitive Examination for the Recruitment to the Post of Prison Guard - 2023

APPLICATIONS are invited from qualified citizens of Sri Lanka to be recruited to the posts of Prison Guard (Female/Male) fallen vacant at the Department of Prisons Sri Lanka.

01. Recruitment through this examination is to be made for the posts of the Prison Guard at the Department of Prisons, under Prison Police and other Service Category regulatory.
02. Written Examination:- This examination consists of 02 question papers as -
  - I. General Intelligence
  - II. General Knowledge

*Important - Applicants who pass the written examination will have to appear for the physical fitness test and eligibility evaluation interview as specified in sub-sections (1), (2) and (3) of clause 13 of this notice of advertisement. Therefore, only the candidates who have fulfilled the requirements as mentioned in the said clause are expected to apply.*

02. Date of Examination and conducting of the examination :-

This examination will be held in **December, 2023** in main towns throughout the island as indicated in the Schedule - I of this notice. The town and its number in respect of which the candidate wishes to sit the examination among the towns set out in the said schedule should be clearly indicated. No candidate will be permitted to change later the town originally indicated in the application. However, in case of there will not be sufficient number of candidates applied for a particular town and pursuant to which an examination centre will not be established therein, such number of candidates will be directed to an examination centre to be established in a town in which the candidate mentioned in the application as the second preference or an examination centre to be established in any other nearby town. Further, in case of there will not be sufficient number of candidates to meet the establishment of examination centers in all or majority of such towns proposed in the schedule - I of this notice, the Commissioner General of Examinations may make necessary arrangements to conduct the examination **only in Colombo**.

<i>Towns and Numbers</i>	
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Baticaloa	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Rathnapura	09

03. The total number of Vacancies to be filled amount to 347. [i.e. Prison Guard (Male) 300, Prison Guard (Female) 47. When the last vacancy or a few of vacancies as the case may be are to be filled, there may be instance where the number of candidates have obtained equal marks and such number or numbers exceeds the number of vacancies available to be filled, such last vacancy or a few of vacancies as the case may be will have to be filled based on the decision to be taken by the order of Public Service Commission in compliance with Section 80 of its Procedural Rules. The date on which the appointments will take effect will be decided by the Commissioner General of Prisons.

Conditions of Employment:-

- 4.1 A candidate will be appointed to the post of Prison Guard subject to the General conditions governing the appointments in the Public Service, Provisions laid down in the Establishments Code and Financial Regulations and the Procedural Rules of the Public Service Commission published in the *Gazette ExtraOrdinary* No. 1589/30 dated 20.02.2009.
- 4.2 This post is permanent. It is pensionable. You shall be subject to the policy decision to be taken by the Government in future regarding the pension scheme entitled to you. Further, You are liable to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme. You are required to pay contribution in such rate as may be determined from time to time by the Government.
- 4.3 This appointment subject to a probationary period of three years. The First efficiency Bar Examination should have to be passed within 03 years from the date of appointment to the post.
- 4.4 In terms of the Public Administration Circular No. 01/2014 and circulars issued incidental thereto, prescribed official language proficiency should have to be reached.
- 4.5 The Commissioner General of Prisons reserves the power to cancel any appointment of a selected appointee in such instances Where failure by any such appointee to assume duties in his/her post on the Scheduled date and/or denial by any such appointee to assume duties in his/her post at the workstation which such appointee will be directed in the letter of appointment to assume duties. The selected appointees to the post of Prison Guard should agree to engage in the duties during the initial 05 years from the date of their appointment, accommodating in the bachelor's quarters of the prisons even far away from the area of their permanent residence.

*05. Monthly Salary Scale:-*

In terms of Public Administration Circular No. 03/2016, Salary segment Rs. 1 - 2016. (Step 1) is applicable to this post.

Accordingly, this post carries the salary scale as follows:-

Rs. 29,540/- 7x300 - 27x370 - 41630/- (per month)

(In terms of provisions of the Public Administration Circular No. 03/2016 dated 25.02.2016, in that Schedule II thereof, salaries will be paid based on the initial salary step corresponding to Rs. 29,540/-)

*06. Terms of Engagement:-*

- (a) Every candidate must furnish a clear proof to the effect that he/she
  - (i) Should be a citizen of Sri Lanka.
  - (ii) Should be physically and mentally sound and should have a exemplary character, the latter of which should be attested by a police clearance report.
  - (iii) Conviction by any Court of law for any offence committed pertaining to immoral character is a total disqualification for the appointment to the above post.
  - (iv) Should have minimum height of 5 feet 4 inches (Male)
  - (v) Should have minimum height of 5 feet 2 inches (Female)
  - (vi) Should have a chest measurement of 32 inches deflated (This does not apply in case of female candidates)
  - (vii) Should be unmarried. (Divorcees and widowers are treated be married persons.)

*(b) Educational Qualifications :-*

Should have passed the G. C. E. (O/L) Examination at least 06 subjects in not more than two sittings including Sinhala/Tamil/English and Mathematics with two (02) credit passes for any subjects.

*(c) Age:-*

- Should be not less than 18 years and not more than 30 years of age .(Accordingly, any candidate whose date of birth falls on or before **16.10.2005** and on or after 16.10.1993 are only eligible to apply (Maximum age limit shall not apply for those who are already serving in the Public or Provincial Public Service.)

(d) *Restrictions on eligibilities:-*

Every candidate should fulfill all qualifications required to apply for this examination on or before the closing date of applications in all respects.

07. *Examination Fee:-*

The examination fee is Rs. 600/- which may be paid by the applicant in his/her own name in cash at any Post Office/Sub - Post Office or District/Divisional Secretariat throughout the island to the credited of the Public Revenue under the Revenue Head 20 - 03 -02 - 13 in favor of the Commissioner General of Examinations before the closing date of applications and the receipt issued in proof of the payment should be affixed in the relevant cage of the application form so that only one edge thereof is firmly pasted on the space provided. Under no circumstances will the examination fee refunded to you or transferred to other examination. It is advisable if a photo copy of the receipt should be kept preserved.

08. *Application Procedure:-*

- 8.1 The application should be in conformity with the specimen application appended at the end of this notification and thus it should be prepared and completed by the candidate in his/her own legible hand writing in 8.27"x11.69" sheet of paper (A4) in size using both sides. The application may be typed either using computer or type writer. Item No. 01 -05 should appear on the first page while item No. 06 - 11 on the Second page and the remaining items on the third page. Applications which are in not conformity with the specimen application form and are incomplete will be rejected without serving a notice. (It is advisable if a photo copy of the application is retained in your safe custody) Further, the candidate should check as to whether the completed application form is in accordance with the specimen application appended at the end of this notice. Deviation from such requirement may render the application to be rejected.
- 8.2 Applications should be prepared and completed in such medium of language in which the candidate intends sitting the examination.
- 8.3 Completed applications should be sent under registered cover to reach the "Commissioner General of Examinations, Establishment Exams Organizations Branch, Department of Examinations, Sri Lanka, P.O. Box 1503, Colombo" on or before **16.10.2023**. The words "Open Competitive Examination for the Recruitment to the Posts of Prison Guards (2023)" should clearly be written on the top left hand corner of the envelope enclosing the application. When preparing the application, the name of the examination indicated in the caption of the application prepared and completed in Sinhala Language should also be written in English Language while the name of the examination indicated in the caption of the application prepared and completed in Tamil Language should also be written in English Language.
- 8.4 The Commissioner General of Examination will issue admission Cards to all those candidates who have submitted their applications in accordance with the specimen form on or before the closing dated to sit for the competitive examination upon payment of the prescribed examination fee provided however on the presumption that all those candidates have possessed the basic qualifications specified in *Gazette* Notification. Receipt of an Admission Card to sit the competitive examination shall not be deemed as being the candidate has fulfilled the qualifications for this post. In the event of the qualifications required to this post in accordance with this notice are found to be false at the time of interview, candidature of such candidate is liable to be cancelled.
- 8.5 The signature of the candidate placed in the application should be attested by a Principal of a Government School, Justice of the Peace, Commissioner of Oaths, Attorney-at-Law, Notary Public, Commissioned Officer in the Armed Forces, an officer holding a *Gazetted* post in the Police Service or a Staff Officer holding a permanent post in Government and in case of the signature of the candidate from the Public/ Provincial Public Service, the Head of the Institution to which such candidate attached. Officers already serving in the Public Service should submit their applications to the Commissioner General of Examinations through respective Heads of Department before the closing dated of applications. In such case, the respective Head of the Department should certify indicating that such an officer could be released from the current position, if he/she will be selected to this post.
- 8.6 An application in respect of which the examination fee has not been paid before the due date and any such application which is incomplete will be rejected without serving any notice for rejection. Any risk resulting from not duly completing any application in all respect shall be borne by the relevant candidate himself. Any complaints that an application gets lost or delayed in the post will not be accepted under any circumstances.

8.7 Receipt of applications will not be acknowledged. Immediately upon the Admission Cards will be issued to the candidates, a notice in that respect will be published in the national press and the official website of the Department of Examinations of Sri Lanka. Any candidate who will be not in receipt of Admission Card even 2 or 3 days will elapse from the date of such publication of the notice, should inquire forthwith to the Department of Examinations informing non receipt as per directions given in the notice. Such inquiry should contain your full name, address, National Identity Card Number and the name of the Examination applied. In case of the candidate is not resident in Colombo, such inquiry incorporating above particulars in writing may be sent by fax given in the notice to the Department of Examinations further indicating a return fax number so that respective candidate's Admission Card may directly be sent to it. As a matter of supporting of such candidate's inquiry in such instance, it will be very useful for such candidate to retain photocopies of the application, receipt in proof of payment of examination fee and registered postal article receipt.

*09. Admission to the Examination:*

- (a) Every candidate should sit the examination only in the examination hall allotted to such candidate. Every candidate should get his/her signature which appears in the Admission Card duly attested and surrender same to the Head of the Examination Hall on the date on which he/she sits the examination. under no circumstance should any candidate be permitted to sit the examination without submitting a duly attested Admission Card. Rules and regulations bound to be abided by every candidate at the Examination Hall are published in the beginning of this *Gazette* Notification. Every candidate is liable to be bound by the rules and regulations imposed by the Commissioner General of Examinations from the commencement of examination to the issuance of results. Any breach by any candidate of such

rules and regulations may render such candidate to be subject to any punishment to be imposed by the Commissioner General of Examinations.

*10. Identity of Candidates :-*

Every candidate is required to establish his/her identity to the satisfaction of Head of the Examination Hall in every subject. For the establishment of the identity, any one of the following documents is required to be produced to the Head of the Examination Hall.

- (i) National Identity Card ;
- (ii) Valid Passport ;
- (iii) Valid Driving License ;

Further, candidates should enter the examination hall without covering their face and ears so that their identity can be verified. Applicants who refuse to prove their identity will not be admitted to the examination hall. Further, from the moment of entering the Examination hall until the end of the examination and leaving it. The candidate must remain uncovered so that the examination authorities can identify him.

*11. Penalty for Furnishing False Information:-*

In filling the application, utmost care should be exercised to incorporate accurate information. If any candidate is found to be disqualified in terms of the rules and regulations of this examination his candidature may be cancelled at any time even before the examination or at the time where the examination is in progress or after the conclusion of the examination. If it is found that a candidate has furnished any information with knowledge that they are false or if he/she has willfully suppressed any material fact, his/her appointment is liable to be cancelled.

12. Method of Examination and Medium of Language:-

- (a) This examination will be held in Sinhala, Tamil and English medium of languages.
- (b) No candidate will be permitted to change the medium of language at a later stage.

13. Scheme of Recruitment:-

Written Examination:-

The written examination will consist of 02 question papers designing to test the knowledge of the subjects mentioned in the paragraph 02 of this notice. To pass the examination, at least 40% marks of for each subject required to be obtained. Candidates are required to answer all question papers.

- Subject :-
1. General Intelligence
  2. General knowledge

• The syllabus of the written Examination:-

- (a) General Intelligence - Duration allowed is 01 hour. Full marks to be awarded is 100%. This paper is designed to include 50 multiple choice questions to assess the candidate's ability in logical thinking, analytical reasoning and ability in determining.
- (b) General knowledge - Duration allowed is 02 hours. Full marks awarded is 100%. This paper consisting of 50 multiple choice questions is a common general paper designed to include questions to assess the candidate's ability on current important matters relating to the political, cultural and economic environment of Sri Lanka.

(2) Physical Fitness Test:-

Physical Fitness Test *alias* Endurance Test will be conducted only in respect of twice the number of available vacancies based on the order of the merit secured at the written Examination upon calling such list of order of the merit of the candidates from the Commissioner General of Examinations in alphabetical order of the name. The date of this interview will be decided by the Commissioner General of Prisons.

Men - Running 1000 meters (1 km) in 03 minutes and 44 seconds.

Women - Running 400 meters (0.4km) in 02 minutes and 05 seconds.

The Testing Board will be appointed by the Commissioner General of Prisons.

(3) Eligibility Assessment Interview :-

- (i) The Eligibility Assessment Interview will be conducted to check as to whether the recruitment qualifications mentioned in clause 06 above are fulfilled and the restrictions imposed on such qualifications are complied with.
- (ii) The maximum marks allotted to the key areas are shown in the table below. The Eligibility Assessment Interview Panel will award marks accordingly.

<i>Key areas for which marks will be awarded</i>	<i>Maximum marks that could be awarded</i>	<i>Minimum marks to be considered for selection</i>
Additional educational and other qualifications	25	Not applicable
Vocational qualifications	15	
Sports talents	30	
Leadership and community services	25	
Skills shown at the interview	05	
Total	100	

- (iii) Only the candidates who pass the Physical Fitness Test *alias* Endurance Test will be called for the Eligibility Assessment Interview. The basic qualification will be checked at the Eligibility Assessment Interview (The marks obtained by the candidates at the Written Examination will not be called at this stage.)
- (iv) Marks obtained by each candidate at the Eligibility Assessment Interview will be sent to the Commissioner General of Examinations. The recruitment to the post of Prison Guard will be made based on the order of merit of the total marks secured by the candidates both at the Written Examination and the Eligibility Assessment Interview.

*Important* :- Attending at the interview is not deemed to be a qualification for awarding of appointment.

- The appointing authority reserves the right either not to fill any certain number of vacancies or all of the vacancies.
- Any matter not provided for herein will be determined by the Commissioner General of Prisons. All candidates are bounded to be obliged to act in compliance with the general rules and regulations indicated in this *Gazette* Notification.
- In the event of any inconsistency between the Sinhala, the Tamil and the English texts of this notification, the Sinhala text shall prevail.

H. M. T. N. UPULDENIYA,  
Commissioner General of Prisons.

Prison Headquarters,  
No. 150, Baseline Road,  
Colombo 09.  
On 07<sup>th</sup> September, 2023.