

## DEPARTMENT OF IMMIGRATION AND EMIGRATION

### Open Competitive Examination for Making Recruitment for the post of Operational Assistant Grade III of Management Assistant Non - Technical - Service Category 2 of the Department of Immigration and Emigration – 2023 (2024)

APPLICATIONS are invited from the eligible Sri Lankan citizens for the Open Competitive Examination of making recruitment for the post of Operational Assistant of the Department of Immigration and Emigration.

1. The term “Head of the Department” in this notification means the Controller General of the Department of Immigration and Emigration. Recruitments are made through this Examination for the post of Operational Assistant of the Department of Immigration and Emigration. Unless otherwise specified, the term “ post “ means the post of Operational Assistant.
2. The closing date of applications is **25.04.2024**.
  - 2.1. Written Examination – This examination consists of the under mentioned two (02) papers.
    01. Intelligence Test
    02. General knowledge
  - 2.2. Date of Examination – This examination will be held in Colombo in July, 2024 The Controller General of Immigration and Emigration reserves the power to postpone or cancel this examination.
3. The number to be recruited is Fifty (50). At the event of exceeding the number of vacancies by the candidates who have secured equal marks for the last vacancy or for the last few vacancies, the Controller General for Immigration and Emigration will make the final decision regarding filling up the number of vacancies. The effective date of this appointment of these recruitments will also be determined by the Controller General of Immigration and Emigration.
4. *Conditions of Service :*
  - 4.1 An applicant selected will be appointed to Grade III subjecting to the general conditions governed by the Public Service, Provisions of the Establishments Code and Financial Regulations, Procedural Rules of the Public Service Commission published in the Extraordinary *Gazette* No. 2310/29 of 14.12.2022, terms and conditions of the Scheme of Recruitment post of Operational Assistant Grade III of Management Assistant Non - Technical - 02 Service Category of the Department of Immigration and Emigration approved by the Public Service Commission dated 18.10.2018 and the amendments already made and to be made to the Scheme in future.
  - 4.2 This post is permanent and pensionable. However, the appointees shall be subjected to the policy decisions made by government in future on Pension Scheme offered to the new appointees.
  - 4.3 Operational Assistant Grade III is recruited to the post subjecting to a probationary period of three (03) years. Those who recruit so shall pass the First Efficiency Bar Examination as mentioned in the Scheme of Recruitment within three (03) years.
  - 4.4 Prescribed Official Language proficiency shall be obtained within three (03) years after the recruitment to the post as per the Public Administration Circular No. 18/2020 dated 16.01.2020 and the consequent circulars.
  - 4.5 The officers recruited to the service in a non official language shall obtain the relevant official language proficiency within the probationary period.
  - 4.6 The Controller General of Immigration and Emigration reserves the power to cancel the appointments of the applicants who fail to assume on due date the duties offered to him / her and / or who reject or evade to assume duties in an area to which appointed.

5. *Monthly Salary Scale :*

The monthly salary scale of this post is Rs. 27,140-10x300-11x350-10x495-10x660-45,540 (MN-1/2016) as per the Schedule No. I of Public Administration Circular 03/2016 dated 25.02.2016. Additionally, the other allowances paid by the Government from time to time to the Government officers will also be received.

6. *Qualifications for recruitment :*

- 6.1. (i) Should be a citizen of Sri Lanka.  
(ii) Should be of a distinctive character.

6.2 *Educational Qualifications :*

- (i) Should have passed G.C.E. (Ordinary Level) Examination in six subjects in not more than two sittings with Credit passes for Sinhala/ Tamil/ English language and Mathematics and for another two subjects.  
and  
(ii) Should have passed G.C.E (Advanced Level) Examination at least in one subject (excluding the Common General Test).

6.3 *Physical Eligibility :*

- (i) Physical eligibility of the applicants will be subject for special consideration. The minimum height of the Operational Assistants (Male) shall be 05 feet 04 inches (162.5cm) and the circumference of the chest (Without inhaling) shall be minimum of 32 inches (81.25 cm). The minimum height of the Operational Assistants (Female) shall be 05 feet 02 inches (157.5cm).  
(ii) Every candidate should be of sufficient physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

6.4 *Age :*

Age shall not be below Eighteen (18) years and not above thirty (30) years as at the date of closing applications.

6.5 *Limits on qualifications :*

- (i) Qualifications required to apply for this examination shall be completed in every manner on or before the closing date of applications.  
(ii) Robed priest of any religion is not permitted to sit for this examination.

7. *Examination fees :*

The fee for the examination is Rs. 600.00. It shall be paid to any Post Office / Sub Post office in the island before the closing date of application as to credit the Revenue Head 20-03-02-13 of Commissioner General of Examinations. Receipt, obtained making payment shall be affixed in the appropriate place on the application. The fee paid for the examination will not be refunded or transferred for any other examination on any reason. Money orders or stamps are not accepted for the examination fee. (It will be useful to keep a photocopy of the receipt with the applicant.)

8. *Mode of Application :*

- 8.1. The application shall be in compliance with the specified format attached to this notice and shall be prepared using both sides of a 8 ½ X12 (A4) size paper. The application may be prepared either by typing or computerizing or in the applicant's own handwritings. It is emphasized to prepare the application, as to appear Nos. 1 to 6 on the first page, Nos. 7 to 10 on the second page and the balance on the other pages. Applications with incomplete information and not complied with the specimen application will be rejected without information. Further, it is the responsibility of the applicant to scrutinize as to whether the completed application is in compliance with the specimen application in the notification of examination. (It will be useful to keep a photocopy of the application with the applicant.)

- 8.2. The application should be in the same medium of language in which the candidate intends to sit for the examination.
- 8.3. Applications completed correctly shall be sent by registered post on or before **25.04.2024** to reach the following address.  
“The Commissioner General of Examinations,  
Institutional Examination Organizing Branch,  
Department of Examinations of Sri Lanka,  
P.O. Box 1503,  
Colombo.”

“Open Competitive Examination for Making Recruitment for the post of Operational Assistant Grade III of Management Assistant Non - Technical - Service Category 2 – 2023(2024)” shall be indicated clearly on the top left hand corner of the envelope in which the application is enclosed. Late applications will be rejected without of information. In preparing the application, it is essential to indicate the name of the examination mentioned in the title of this notification in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications.

- 8.4. The candidate’s signature on the application shall be attested by a Principal of a Government School/ Justice of the Peace/ Commissioner of Oaths/ Attorney at Law/ Notary Public/ Authorized Officer of the Armed Forces/ Officer holding a Gazetted post in the Police Service or a Staff Grade officer holding a permanent post in the Government.
- 8.5 Applications not completed in every respect will be rejected without information. No complaints will be entertained regarding loss or delay of applications in post.
- 8.6 Acknowledgement of receipt of the applications will not be made. The Commissioner General of Examinations will issue admission cards to the candidates assuming that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. The Department of Examinations of Sri Lanka will publish a paper advertisement stating the same as soon as the Admission cards are issued. If the applicant does not receive the admission card even after 02 or 03 days from the date of publication of the advertisement, he / she should inform the Department of Examinations of Sri Lanka through the telephone numbers mentioned in the advertisement. The name of the examination applied, applicant’s full name, National Identity Card number and the address should be correctly mentioned there. If the applicant is from outside Colombo, it may be fruitful to send a letter of request to the Department of Examinations by fax stating your fax number and the above information in order to obtain a copy of the Admission card by fax. Furthermore in order to prove certain information inquired by the Department of Examination, it will be useful to have the copy of application retained by the applicant, the copy of the receipt of payment of examination fee and the receipt registered at the time of posting the application.

## 9. *Admission for the Examination*

- 9.1. Only the applicants who have been issued Admission cards by the Commissioner General of Examinations are permitted to sit for the examination. A candidate who does not produce the Admission card on the date of examination will not be permitted to sit for the examination.
- 9.2. Candidates are required to sit the examination at the examination hall assigned to them. The Admission card attested his / her signature shall be handed over to the Supervisor of the Examination Hall on the first day he /she sits the examination. A set of rules to be followed by every candidate has been published at the beginning of this *Gazette* Notification. The Candidates are subject to the rules and regulations stipulated by the Commissioner General of Examinations regarding the conducting of examination. If such rules imposed are violated, they will be subject to a penalty imposed by the Commissioner General of Examinations.

Note - Issuance of an admission card to a candidate shall not be constituted as fulfillment of all the qualifications requested by this notification either to sit the examination or to hold a post.

10. *Identity of Candidate*

The candidates shall prove their identity to the satisfaction of the Supervisor for each subject they sit in the examination hall. Any of the following documents will be accepted for this purpose.

- (i) National Identity Card issued by the Department for Registration of Persons
- (ii) Valid Passport
- (iii) Valid Sri Lankan Driving License

Furthermore, candidates shall enter the examination hall without covering their face and ears so as to verify their identity. Candidates who refuse to prove their identity so will not be permitted to enter into the examination hall. Furthermore, the applicant shall not cover his /her face and ears so as to verify his /her identity for the examination authorities at the event of entering the examination hall until leaving at the end of the examination.

11. Penalty for providing false information.

True information shall be provided carefully at the event of filling the application forms. The candidature of an applicant will be cancelled as per the rules and regulations of this examination if it is found that he /she does not eligible before the examination, at the event of holding examination or after the examination.

12. Action will be taken when necessary as per the decision made by the Controller General of Immigration and Emigration regarding the facts which have not been mentioned in this notification.

13. *Conducting the examination*

13.1. This examination is held in Sinhala, Tamil and English media.

13.2. The medium in which he / she sits the examination will be treated as the medium of appointment.

Note :

- (i) Both Question papers, viz. Intelligence Test and General knowledge shall be answered in the same language.
- (ii) Candidate will not be permitted to change subsequently the medium of Examination mentioned in the application.

14. *Method of recruitment*

14.1 Written Examination

A Written Examination consisting of two Question Papers in the under mentioned subjects will be conducted. Candidates shall sit all the subjects of the examination. The subjects and the minimum marks which shall be obtained to pass each subject are as follows.

Subject No.	Subject	Marks	Minimum marks to be obtained for pass	Duration
01	Intelligence Test	100	40	1
02	General knowledge	100	40	1

14.2 An Interview Panel appointed by the Controller General of Immigration and Emigration will hold a General Interview and an Interview for the assessment of eligibility for the candidates who have secured "Merit" as thrice the number expected to be recruited among the applicants who have obtained a minimum of 40% marks or more for each Question paper sitting all the question papers of the Written Examination.

- (i) General Interview –
- (ii) The applicants who have obtained eligibility at the written examination in 14.1 above are eligible to appear before the general Interview. This Interview is held to check whether the qualifications for making recruitment mentioned under 6 above have been fulfilled and the qualifications are complied with the limits. Marks will not be given at this interview.
- (ii) Interview for the assessment of eligibility

The applicants proven to have completed all the qualifications for making recruitment are eligible for the Interview for the assessment of eligibility. The interview for the assessment of eligibility will be held to assess the additional qualifications, skills and competencies of the applicants. Marks will be given as follows and the maximum marks one can obtain is twenty five (25).

<b>Main topics for which marks are assigned for the Interview for assessment of eligibility</b>	<b>Maximum Marks</b>	<b>Minimum marks to be considered for selection</b>
Additional Educational qualifications	05	Not applicable
Computer literacy	05	
Language skill	05	
Skill shown at the Interview	05	
Other Competencies	05	
Sports skills		
Scouting/ Student Corps		
Other Professional skills		
<b>Total</b>	<b>25</b>	

If a certain number among the applicants called for the General Interview do not eligible for appearing for the Interview for the assessment of eligibility, any other applicants for those who have not eligible so are not called for the General Interview.

2. If there is no number of eligible candidates equal to thrice of the number to be recruited available, only the eligible applicants are called for the interview.
3. The Controller General of Immigration and Emigration will decide the date of interview and the appointment of the Interview Panel.

*Note :*

1. Recruitments are made on the results of a Written Examination and an Interview for the assessment of eligibility. Initially the Written Examination is held and thrice the number expected to be recruited will be called for the Interview for the assessment of eligibility among those who pass the written examination. Recruitments are made on the order of merit of the total marks of the written examination and the marks secured at the Interview for the assessment of eligibility.
  - II. The appointing Authority will approve the comprehensive Marking Scheme for the Interview for the assessment of eligibility within maximum marks assigned for the main fields mentioned in the table and for which marks are given.

N.B. – Participation in the interview is not constituted as a fulfillment of the qualifications for awarding the appointment.

14.3 Number expected to make recruitment as per the number of vacancies - Recruitments are made to this post on the order of merit of the applicants who obtained the highest marks as per the total marks of the written examination and the marks secured at the Interview for the assessment of eligibility.

14.4 The full Result Register prepared as per the merit of the total marks secured by candidates at Examination as per paragraphs 14.1 and 14.2 of this Gazette Notification will be handed over to the Controller General of Immigration and Emigration. Subsequently, results will be sent personally to all candidates who sit the examination or published in the website [www.results.exams.gov.lk](http://www.results.exams.gov.lk). Candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding conducting the examination and issuance of results. If such rules imposed are violated, he /she will be subject to a penalty imposed by the Commissioner General of Examinations.

#### 15. Syllabus of the Written Examination

01. Intelligence Test – Duration 01 hour. Marks 100.

Intelligence Test

A question paper to determine logical power, mathematical skills, comprehension and ability to make decisions.

02. General knowledge - Duration 01 hour. Marks 100.

General knowledge

To determine general knowledge on recent economic, social and political information in Sri Lanka, World politics, knowledge on the fields of science and technology and new scientific inventions.

16. If there is any inconsistency or incompliance among the Sinhala, Tamil and English media notifications, the Sinhala media notification shall prevail.

**I. S. H. J. ILUKPITIYA**

Controller General of Immigration and Emigration,  
Department of Immigration and Emigration.

Suhurupaya,  
Department of Immigration and Emigration,  
Battaramulla,  
28th March, 2024.