

MINISTRY OF JUSTICE AND NATIONAL INTEGRATION

Department of Prisons

OPEN COMPETITIVE EXAMINATION FOR THE RECRUITMENT OF PRISON GUARD - 2025

APPLICATIONS are called from qualified Sri Lankan citizens for the Open Competitive Examination to Recruitment for vacant positions of Prison Guard (Female/Male) in the Department of Prisons- Sri Lanka.

- ♦ This examination is to recruit for the Post of Prison Guard under Police and Other Regulatory Services in the Department of Prisons-Sri Lanka

Note: Applicants who pass the written examination will have to appear for a physical fitness test as stated in sub-sections (1), (2), and (3) of Clause 12 of this notice and a suitability assessment interview. Therefore, only applicants with qualifications mentioned in those clauses are expected to apply.

02. Examination Date and Conducting Examination:

This examination will be held in November, 2025 in main cities across the island mentioned in Schedule - 1. The city you wish to appear for the examination must be clearly indicated with its number from the provided schedule. You will not be allowed to change the city later. However, if there are not enough applicants to set up an examination center in a particular city, applicants will be directed to a center established in the city mentioned as their second choice on the application or a nearby city. If there are not enough applicants to establish examination centers in all or most of the proposed cities, the Commissioner General of Examinations will arrange the examination to be held only in Colombo.

Schedule - 1

Schedule No. 05	
Colombo	01
Kandy	02
Galle	03
Jaffna	04
Batticaloa,	05
Kurunegala	06
Anuradhapura	07
Badulla	08
Rathnapura	09

03. Total number of vacancies to be filled is 479. [Prison Guard (Male) - 409, Prison Guard (Female) -70]. In the event that candidates with equal marks exceed the number of vacancies for the final vacancy or for a few vacancies, the decision to fill those vacancies will be made, as per Article 92 of the Procedural Rules, by the Public Service Commission. The date on which the appointment will take effect will be decided by the Commissioner General of Prisons.

04. Service Conditions:

- 4.1 A candidate is appointed to the relevant position of Prison Guard subject to the general conditions governing appointments in the public service, the provisions of the Establishments Code and Financial Regulations, and the procedural rules of the Public Service Commission published in the *Extraordinary Gazette* No. 2310/29 dated 14.12.2022.
- 4.2 This appointment is permanent and pensionable. You are subject to any policy decisions made by the government in the future regarding the pension scheme you are entitled to. Also, you must contribute to the Widows' and Orphans' Pension Scheme / Widowers' and Orphans' Pension Scheme. You must pay contributions for this as prescribed by the government from time to time.
- 4.3 This appointment is subject to a three-year probationary period. You must pass the first efficiency bar examination within 03 years of being recruited as a Prison Guard.
- 4.4 The required proficiency in the official language must be obtained according to Public Administration Circular No. 18/2020 and its ancillary circulars.
- 4.5 The Commissioner General of Prisons has the authority to annul the appointment of applicants who fail to assume duties on the specified date for the position offered to them and/or refuse to assume duties in the appointed position or area. Those appointed to the position of Prison Guard must agree to serve in prisons outside their permanent place of residence for the first 05 years, staying in a single officers' quarters.

05. Monthly Salary Scale:

RS 1 – 2025 (Step 1) salary range of Public Administration Circular No. 10/2025 is applicable to this post. The salary scale for that salary scale is as follows:

Rs. 49,550- – 7 x 540 – 27 x 670 – Rs. 71420 /- (monthly).

(In accordance with the provisions of Public Administration Circular No. 10/2025 dated 25.03.2025, salary will be paid at the initial step corresponding to Rs. 49,550/- as stated in its Schedule II.)

06. Recruitment Qualifications:

- (a) (i) Must be a citizen of Sri Lanka.
- (ii) Must be in good health and have a good character. This will be confirmed by a Police Clearance Report.
- (iii) Being convicted by any court for an offense related to character corruption is a complete disqualification for appointment to the above position.
- (iv) Minimum height: 5 feet 4 inches (Male).
- (v) Minimum height: 5 feet 2 inches (Female).
- (vi) The chest should be no less than 32 inches without inhaling. (Not applicable for women).
- (vii) Must be unmarried. (Divorced & widowed persons are considered married for this purpose)

(b). Educational Qualifications:

Must have passed the General Certificate of Education (Ordinary Level) Examination in no more than two sittings, with six (06) subjects including Sinhala/Tamil/English and Mathematics, with credit passes in any two (02) subjects.

(c) Age:

- Must be not less than 18 years and not more than 30 years of age.
(Accordingly, only those whose birthday falls on or before 19.09.2007 and on or after 19.09.1995 are eligible to apply for this)

(d) Limits on Qualifications:

- All qualifications required to apply for this examination must be fully completed in every respect on or before the last date for receiving applications.
- The qualifications mentioned in 06 (a) above must remain until the appointment to the position.
- It should also be noted that physical change such as having tattoos on the body and physical disabilities are disqualifications.

07. Method of Applying:

7.1 The examination fee is Rs. 600/-. Examination fees must be paid only through following payment methods provided by the online system.

- Any Bank Credit Card.
- Any Bank Debit Card with the Facility of Internet Transactions.
- Online Banking Method of Bank of Ceylon.
- Any Branch of the Bank of Ceylon.

Note:

- Instructions on how to make payments using above methods are published under technical instructions related to the examination on the website.
 - A short message (SMS) or an email message will be sent to inform the receipt. The full amount of examination fee must be paid, and applications with less or more fees will be rejected. The Department of Examinations, Sri Lanka, will not be responsible for any errors that occur while paying examination fees through the above-mentioned payment methods.
 - The money paid for the examination will not be refunded or transferred to another examination for any reason.
- 7.2 The application is published on the website of the Department of Examinations, Sri Lanka, at www.donets.lk under "Online Applications – Recruitment Exams/ E.B. Exams" under "Our Service," and applications can only be submitted online. Online applications will open on **01st September 2025 at 09.00 a.m. and will close on 19th September 2025 at 09.00 p.m.**
- 7.3 Officers currently in the public/provincial public service should submit a copy of the application to their heads of institutions to be included in their personal file, and at the time of being called for the interview, a copy of the application certified by the head of the institution and a letter confirming service must be produced.
- 7.4 The applicant must bear any adverse situation arising from delaying the submission of the application until the last day.
- 7.5 The online examination application must be completed **in English only**. The department will inform whether the soft copy submitted online by the applicant has been accepted as a valid application or not by a short message (SMS) to the mobile number used to access the system or to the e-mail address. Before completing the online application, download the instructions leaflet (Instructions) prepared for applying for the examination. Strictly adhere to those instructions when filling out the application. No amendment made to the printed copy of the application after obtaining it will not be considered a valid amendment. Incomplete applications will be rejected without notification.

- 7.6 The Commissioner General of Examinations will issue examination admission cards only online to applicants who have correctly completed and submitted the application with the relevant receipt after paying the prescribed examination fee on or before the last day for receiving applications, based on the prior conclusion that only those with the qualifications mentioned in the *gazette* notice have applied. As soon as the admission cards are issued, the Department of Examinations, Sri Lanka, will inform by a web notice / a short message to the applicants. If an applicant has not received their admission card 2 or 3 days after the notice is published, they should inquire with the Institutional Examinations Organization Branch of the Department of Examinations, Sri Lanka, as stated in the notice. When inquiring, it will be more effective for the applicant to send a request letter correctly stating the name of the examination they applied for, their full name, National ID number, and address to the e-mail address mentioned in the notice. When making such an inquiry, it will be useful to keep the printed copy of the completed application ready to confirm any information requested by the Department of Examinations. Check the admission card and, if there are any amendments, contact the Department of Examinations in advance to make the relevant amendments according to the application. Requests for amendments made at the examination hall / interview will not be considered.
- 7.7 The applicant's signature must also be certified on the examination admission card. An applicant applying from a government institution must have their signature certified by the head of the institution or an officer authorized by him, while other applicants must have their signature certified by the Grama Niladhari of the division, a head of a government school, a Justice of the Peace, a Commissioner for Oaths, a lawyer, a public notary, or the Viharadhipathi or Nayaka Thero of a Buddhist temple or a person holding a significant position in another religious place or the clergy.

08. Admission to the Examination:

- (a) A candidate must appear for the examination in the examination hall assigned to them. Every candidate must submit certified signature with the examination admission card to the supervisor of the hall on the first day they appear in that hall. Admission to the examination without an admission card will not be allowed. A set of rules that every candidate must follow is published at the beginning of this gazette. The examination candidates are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination and the release of results. If those rules are violated, he/she will be subject to the punishment imposed by the Commissioner General of Examinations.
- (b) The issuance of an examination admission card to an applicant should not be considered as recognition that he or she has appeared for the examination or has fulfilled the qualifications for the position.

09. Identity of Candidates:

Examination candidates must prove their identity to the satisfaction of the supervisor of the hall for every subject they appear for in the examination hall. Any of the following documents will be accepted for this purpose:

- I. National Identity Card,
- II. Valid Passport,
- III. Valid Sri Lankan Driving License.

Also, examination candidates must enter the examination hall without covering their face and ears in a way that allows their identity to be confirmed and to ensure that they are not wearing electronic communication devices. Applicants who refuse to prove their identity will not be admitted to the examination hall. Furthermore, from the moment they enter the examination hall until they leave after the examination is over, they must remain without covering their face and ears so that they can be identified by the examination authorities.

10. Punishment for Providing False Information:

When filling out the application, you must provide accurate information with great care. If a candidate is found to be

unqualified according to the rules of this examination, his candidature can be canceled at any time, before, during, or after the examination. If it is revealed that any information submitted by an applicant was knowingly submitted as false, or if he/she has intentionally suppressed any important information, his/her appointment will be annulled.

11. Examination System and Medium:

- (a) The examination is conducted in Sinhala, Tamil, and English medium.
- (b) A candidate will not be allowed to change the language medium of the examination mentioned in their application later.

12. Method of Recruitment:

- (1.) Written Examination:

A written examination consisting of 02 question papers with subjects mentioned in paragraph 02 of this notice, will be held. A minimum of 40% marks must be obtained to pass each subject. Candidates must appear for all question papers.

Subjects:

1. General Intelligence
2. General Knowledge

Syllabus of the Written Examination:

- (a) General Intelligence: Duration 1 hour, total marks 100. A multiple-choice paper of 50 questions designed to test logical reasoning, analytical ability, and decision-making based on numerical, language, and diagrammatic patterns.
- (b) General Knowledge: Duration 1 hour, total marks 100. A multiple-choice paper of 50 questions testing knowledge on political, cultural, and economic affairs in Sri Lanka.

- (2.) Physical Fitness Test:

Up to twice the number of available vacancies, candidates who score the highest marks in the written exam, will be called in alphabetical order for the physical fitness test (endurance test). The date of this test will be decided by the Commissioner General of Prisons.

- Male: Run 1,000 meters (1 km) within 3 minutes 44 seconds.
- Female: Run 400 meters (0.4 km) within 2 minutes 05 seconds.

The Commissioner General of Prisons will appoint the Fitness Test Board.

- (3.) Suitability Assessment Interview:

- I. This interview is held to check whether candidates meet the basic qualifications mentioned in Section 06 and whether they fall within the specified limits.
- II. Marks will be awarded under the following categories by the Interview Board.

<i>Main Criteria</i>	<i>Maximum Marks</i>	<i>Minimum Marks Required</i>
Additional Educational & Other Qualifications	25	Not Applicable
Professional Qualifications	15	
Sports Skills	30	
Leadership & Community Service	25	
Performance at Interview	05	
Total	100	