

Examinations, Results of Examinations & c.

MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION

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Open / Limited Competitive Examination for Recruitment to the Posts of Supervisory Management Assistant – Technical Service Category of Ministry of Education, Higher Education and Vocational Education - 2025

THE applications are invited from Sri Lankan citizens who meet the following qualifications for the recruitment on limited and open basis to fill 01 post of Transport Officer, 03 posts of Technical Officer, 03 posts of Building Inspector, and 04 posts of Draughtsman vacant in the Ministry of Education, Higher Education and Vocational Education, and for 09 posts of Building Inspector and 20 posts of Audio Visual Assistant vacant in the National College of Education under the Ministry. The application form thereof is available in “Online Applications – Recruitment Exams/ E.B. Exams” under “Our Services” on the website www.doenets.lk of the Department of Examinations, Sri Lanka, and the applications can be submitted online through the online method. The acceptance of the online applications will be open at **09.00 a.m. on 07th October 2025 and ended at 09.00 p.m. on 04th November 2025**. The examination will be held in Colombo in January 2026.

The officers currently serving in the public /provincial public service should submit a copy of the application to the Heads of Institutions for the inclusion in their personal files, and should submit a copy of the application certified by the Head of Institution and a letter to substantiate the service when called for interview.

The applicant is required to bear any adverse consequences that may occur due to delaying the submission of applications until the closing date.

01. Conditions of Employment:

- 1.1 This post is permanent and pensionable. (You shall be subject to future policy decisions taken by the Government regarding a pension scheme)
- 1.2 *Salary Scale*: As per the Public Administration Circular 10/2025, the salary scale of MN 03-2025 Rs. 52250 - 10x800 – 11x1190 – 10x1320 -10x1350 – Rs.100,040 (monthly) is applicable to this post. The starting salary scale applicable to the grade system is Rs. 52,250 /=.
- 1.3 According to the Sri Lanka Technological Service Minute, Public Administration Circular No.18/2020 and the circulars incidental thereto, the language proficiency level should be achieved within 05 years.
- 1.4 This appointment shall be subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka and the Government Financial Regulations and other departmental orders.

02. Grade of Recruitment - Grade III

03. *Recruitment Method* : The recruitment for this position will be done under open and limited streams.

3.1 Recruitment percentage:

Stream	Percentage
Open	70 %
Limited	30%

3.2 Place of Works with vacancies

3.2.1 Ministry of Education, Higher Education and Vocational Education

Location	Transport Officer			Technical Officer		Building Inspector		Draughtsman	
Ministry of Education, Higher Education and Vocational Education (Isurupaya Premises)	Open	Open	Limited	Open	Limited	Open	Limited	Open	Limited
	01	02	01	02	01	03	01		

3.2.2 National Collages of Education :

	<i>National College of Education</i>	<i>Building Inspector</i>	<i>Audio Visual Assistant</i>
1	Maharagama National College of Education	1	1
2	Siyane National College of Education	1	1
3	Sariputta National College of Education, Nittambuwa	1	1
4	Dambadeniya National College of Education, Dambadeniya	1	1
5	Hapitigama National College of Education	1	1
6	Pasdunrata National College of Education	1	1
7	Darga Town National College of Education	1	1
8	Ruhuna National College of Education	1	1
9	Nilwala National College of Education	1	1
10	Ruwanpura National College of Education	1	1
11	Sri Pada National College of Education	1	1
12	Mahaweli National College of Education	1	1
13	Peradeniya National College of Education	-	1
14	Pulathisipura National College of Education	1	1
15	Wayamba National College of Education	1	-
16	National College of Education on Technology	-	1
17	Uva National College of Education	1	1
18	Batticaloa National College of Education	1	1
19	Addalaichenai National College of Education	1	1
20	Vavuniya National College of Education	1	1
21	Jaffna National College of Education	1	1
	Total	19	20

- 3.3 The applications can be sent for a maximum of 03 posts under open or limited streams.
- 3.4 The place of work for the applicants applying for the posts of Building Inspector and Audio Visual Assistant will be allocated in the priority order requested and each applicant can apply for up to 03 posts on a priority basis.
- 3.5 In the process of making placements for work places, the priority will be given to the requests of applicants in the order of the higher marks obtained in the limited or open competitive examination.
- 3.6 Only in case of the lack of enough internal applicants with basic qualifications within the Ministry for the percentage to be recruited through the limited competitive examination, the remaining number will be filled from external applicants selected through the open competitive examination.

04. Open Recruitment

- 4.1 As per the Sri Lanka Technological Service Minute, an officer appointed to this post is subject to a 03-year probation period and should pass the first efficiency bar examination within the said period.
- 4.2 Only the officers appointed to this post through a medium of language other than an official language should acquire the proficiency in one official language within 05 years, and proficiency in the other official language should be acquired within 05 years.

4.3 Recruitment Qualifications:

4.3.1 Educational Qualifications:

- (a) Passed in three (03) subjects belonging to the Science/ Mathematics/ Technology stream at the General Certificate of Education (Advanced Level Examination) in one sitting, including 2 subjects from the subjects of Combined Mathematics, Physics, Engineering Technology, and Science for Technology.

and

- (b) Passed in six (06) subjects at the General Certificate of Education (Ordinary Level) Examination in one sitting, including Sinhala/ Tamil/ English Language, Science, Mathematics and one other subject, with a credit pass.

4.3.2 Professional Qualifications:

(a) **For the posts of Transport Officer, Building Inspector, and Technical Officer**

National Diploma in Technology awarded by the University of Moratuwa or Hardy Institute, Ampara;
Or

National Diploma in Engineering Science awarded by the National Apprenticeship and Technical Training Authority ;
Or

Advanced National Diploma in Engineering awarded by the Ministry of Education and Higher Education;
Or

Diploma in Technology awarded by the Open University of Sri Lanka;
Or

Successful completion of the Part 1 of the Engineering Examination conducted by the Institute of Engineers, Sri Lanka
Or

Have completed National Vocational Qualification (NVQ) Level 06 related to the field of employment
Or

Have obtained other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent in all respects to the technical qualifications mentioned above.

(b) **For the post of Draftsman:**

Successfully completed the one-year full-time course in Draftsmanship from a technical college recognized by the Tertiary and Vocational Education Commission and obtained the relevant certificate.
Or

Having other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent in all respects to the aforesaid technical qualifications.

(c) **For Audio Visual Assistant:**

Successful completion of a one-year full-time course in Audio-Visual Technology from a technical college recognized by the Tertiary and Vocational Education Commission and obtaining the relevant certificate.

Or

Have completed the National Vocational Qualification (NVQ) Level 06 related to the field of employment

Or

Possession of other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent in all respects to the aforesaid technical qualifications.

4.3.3 Experience: Not applicable

4.3.4 Age Limit : The applicants should be not less than 18 years of age and not more than 30 years of age as on the closing date of applications; 06 October 2025.

05. Limited Recruitment

- 5.1 The applications are invited from the candidates meeting the following qualifications and holding the departmental appointments within the Ministry of Education.

5.1.1 Recruitment Qualifications:

5.1.1.1 Educational Qualifications :

(a) Passing the G.C.E. (O.L) examination in six subjects; not in more than two sittings, with credit passes for the subjects Sinhala/ Tamil/ English Language, Science, and Mathematics.

5.1.1.2 Professional Qualifications:

(a) **For the posts of Building Inspector and Technical Officer**

National Diploma in Technology awarded by the University of Moratuwa or Hardy Institute, Ampara;

Or

National Diploma in Engineering Science awarded by the National Apprenticeship and Technical Training Authority ;

Or

Advanced National Diploma in Engineering awarded by the Ministry of Education and Higher Education;

Or

Diploma in Technology awarded by the Open University of Sri Lanka;

Or

Successful completion of the Part 1 of the Engineering Examination conducted by the Institute of Engineers, Sri Lanka;

Or

Have completed National Vocational Qualification (NVQ) Level 06 related to the field of employment;

Or

Have obtained other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent in all respects to the technical qualifications mentioned above.

(b) **For the post of Draftsman:**

Successful completion of a one-year full-time course in Draftsmanship and obtaining the relevant certificate from a Technical College recognized by the Tertiary and Vocational Education Commission and;

Or

Having other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent in all respects to the above technical qualifications.

(c) **For the post of Audio Visual Assistant :**

Successful completion of a one-year full-time course in Audio-Visual Technology and obtaining the relevant certificate from a Technical College recognized by the Tertiary and Vocational Education Commission;

Or

Have completed National Vocational Qualification (NVQ) Level 06 relevant to the field of employment

Or

Having other technical qualifications recognized by the Tertiary and Vocational Education Commission as equivalent in all respects to the above technical qualifications.

5.1.2 **Experience:** Having at least 05 years of active and satisfactory work experience in a relevant field in a permanent and departmental post in a primary or higher service category.

5.1.3 **Age limit :** Not applicable.

5.2 Other Qualifications :

- (i.) The appointment should have been confirmed.
- (ii.) The applicant should have not been subjected to any disciplinary action in accordance with the provisions of Public Service Commission Circular 01/2020 and the Circulars incidental thereto.
- (iii.) The officer will be considered to have fulfilled the qualifications required to appear for a written test for recruitment to the post only if he/she has fulfilled all the qualifications in all respects as of the date specified in the notice of calling for applications.

06. Physical Qualifications:

- 6.1 The applicant should be physically and mentally fit to serve in any part of Sri Lanka and to perform the duties of the post.
- 6.2 If the applicants with special needs sit for this examination, that matter should be compulsorily stated in the application and a printed copy of the application should be submitted along with copies of the relevant medical certificates.

07. Other Qualifications:

- 7.1 The applicant should be a citizen of Sri Lanka
- 7.2 The applicant should be of a moral character
- 7.3 Any person who holds priesthood of any religious sect is not eligible to sit this examination.
- 7.4 All qualifications required for the recruitment to the post should have been fulfilled in every respect as of the closing date of applications.

08. **Recruitment Method:** The applicants who pass the written test will be called for a general interview in merit order of total marks and the recruitments will be done subsequent to the verification of their basic qualifications.

8.1 Written Test: The marks are awarded through a written test conducted by the Department of Examinations, Sri Lanka.

8.2 The particulars of the written Test:

	<i>Subject Area</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Pass Mark</i>
01	Intelligence Test	01 hour	100	40
02	Subject-specific Technical Test	02 hours	100	40

8.3 Main syllabus for the Examination:

	<i>Subject Area</i>	<i>Syllabus</i>
01	Intelligence Test	• This consists of the questions that test the logical thinking, analytical skills, and time management of the applicant. • Two separate intelligence test papers are prepared for the limited examination and the open examination, according to the educational qualifications taken into consideration during recruitment.
02	Subject-specific Technical Test	• A question paper with two parts containing questions that measure the technical knowledge relevant to the post. • Subject-specific technical knowledge is tested in relation to the tasks assigned to the following posts.

8.4 The syllabus of Subject-specific Technical Test relevant to the post:

<i>Post</i>	<i>Syllabus</i>
Technical Officer	1. Work site supervision, report drafting and regulation. 2. Collecting field data required for estimation. 3. Estimate Preparation and Price Analysis based on field data. 4. Procurement Activities. 5. Field inspections and preparation of related technical reports. NVQ Level 6 knowledge relevant to the aforesaid tasks and the subject-specific technical knowledge related to the tasks will be tested.
Draftsman	1. Preparing plans in line with the requirements/designs of engineers, architects and technical officers. 2. Checking the numerical accuracy of the estimates and payment bills. 3. Assisting for construction progress management. Subject-specific technical knowledge related to the above tasks will be tested.
Building Inspector	1. Carrying out field inspections and reporting observations/recommendations and field surveying and site supervision activities. 2. Providing supplementary services required for the smooth execution of the procurement process in line with procurement guidelines. 3. Checking bills and giving recommendations for construction-related payments. 4. Drafting of Bidding Documents. 5. Performing the functions of the Technical Evaluation Committees and Price Evaluation Committees. 6. Supervising and directing Junior Officers. 7. Reviewing the cost estimate and recommendation. NVQ Level 6 knowledge relevant to the above tasks and the subject-specific technical knowledge related to the tasks will be tested.
Transport Officer	1. Repairing and maintaining all vehicles taken under the Ministry, and making recommendations on vehicles not suitable for use. 2. Making clear conclusion on the defects in the vehicles at the time of submitting those for repairs. 3. Reviewing the estimates submitted by the Garage in respect of vehicle repairs and making recommendations subsequent to being satisfied that the repairs, spare parts and prices stated in the estimate are reasonable and justifiable. 4. Inspect the vehicle; after vehicle repairs, to ensure that the repairs have been properly done and make recommendation before paying the bills. 5. Carrying out monthly inspections to ensure whether the vehicles are properly maintained by the drivers and presenting the relevant recommendations on that matter to the higher officials. 6. Checking fuel combustion of the vehicles. 7. Carrying out investigations into vehicle accidents and assessing liability of damages. 8. Ensuring that the vehicles undergo servicing on time. 9. Applying spare parts for vehicle repairs, properly accepting the old parts and recording those in the respective registers and sending those to the warehouse. 10. Dealing with all matters related to the lawsuits filed in connection with accidents happened while driving, and maintaining files on such matters. 11. Insuring vehicles and taking steps to recover losses duly in the event of accidents. NVQ Level 6 knowledge related to the above tasks and subject-specific technical knowledge related to the above tasks will be tested.

<i>Post</i>	<i>Syllabus</i>
Audio Visual Assistant	1. Responsibility of operating the audio-visual equipment and their functioning. 2. Maintaining an audio-visual unit in an organized manner and being in charge of all audio-visual equipment. 3. Taking steps to obtain audio-visual equipment related to the duty. Maintaining a sub-inventory for audio-visual equipment related to the unit. 4. Providing equipment in a systematic manner at every possible instance for internal and external teaching needs. NVQ Level 6 knowledge and the subject-specific technical knowledge related to the above tasks will be tested.

09. **Aptitude Testing Interview:** Not applicable.

10. **General Interview:**

Only the qualifications of the applicants will be examined by an interview board appointed by the Secretary to the Ministry of Education, Higher Education and Vocational Education and the marks will not be awarded.

11. The examination will be conducted in Sinhala, Tamil and English mediums only in Colombo. The applicants can appear for the examination in one language of their choice. The applicant is required to answer all the question papers of this examination in one language. An applicant will not be allowed to change the medium of examination indicated in his/her application. Every applicant should appear for both the question papers.
12. The online application form for the examination should be completed in **English** only. The applicant will be notified by the Department of Examinations, Sri Lanka that the soft copy submitted online is accepted/not accepted as a valid application by sending a short message (SMS) to the mobile phone number used to access the system or by sending an e-mail to the e-mail address. Please download the general instruction sheet (Common Instructions) prepared in respect of applying for the examination prior to the completion of the online application form. Please strictly follow these instructions when filling the application form. The incomplete applications will be rejected without notice.

13. **Exams Fees:**

The examination fee is Rs. 600/=. The payment should be made only under the following payment methods given in the online system.

- (i) Any Bank Credit Card ;
- (ii) Any Bank Debit Cards ;
- (iii) Bank of Ceylon Online Banking Method ;
- (iv) Bank of Ceylon Teller Slip Payment.

Note: The instructions about the way of making payments using the above methods are posted on the website under the technical instructions related to the examination.

The receipt of the payment will be acknowledged by a Short Message (SMS) or via an Email. The examination fee should be paid in full, and the applications for which the examination fee has been underpaid or overpaid will be rejected. The Department of Examinations, Sri Lanka is not responsible for any errors occurred in the payment of examination fees through the above payment methods. The amount paid for the examination will not be refunded or transferred to another examination for any reason.

14. The applicants should prove their identity in the examination hall to the satisfaction of the Supervisor of the Examination Hall for each subject they sit for. Only the following documents are valid for this purpose.
- I. National Identity Card,
 - II. Valid passport,
 - III. Valid Sri Lankan Driving License.

Further, the applicants should enter the examination hall without covering their face and both ears enabling to verify their identity as well as to ensure that they are not wearing electronic communication devices. The applicants who refuse to verify their identity will not be admitted to the examination hall. Further, the applicants should remain without covering their faces and both ears from the moment they enter the examination hall until they leave the hall after ending the examination.

15. The Commissioner General of Examinations will issue admissions of the examination only through online method to the applicants who are in the age limit mentioned in the notification and those who have submitted correctly the completed applications online along with the receipt making payment of prescribed examination fee on or before the closing date of applications assuming that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. Immediately after the admissions of the examination are issued, the Department of Examinations, Sri Lanka will notify the applicants on that issuance through a web notification /SMS. If an applicant has not received the admission, he/she should inquire about the matter from the Institutional Examinations Organization Branch, Department of Examinations, Sri Lanka as mentioned in the advertisement. In making such inquiries, the applicant should accurately mention the title of the examination applied, full name of the applicant, National Identity Card Number and the address. If the applicant resides outside of Colombo, it will be effective to fax a letter of request to the fax number mentioned in the notice along with the aforesaid details including a fax number through which the applicant can obtain a copy

of the admission immediately. When making such inquiry, it would be useful to keep a printed copy of the completed application ready to confirm any detail asked by the Department of Examinations. If any amendment to the admission is required subsequent to the perusal made thereto, Department of Examinations, Sri Lanka should be contacted in advance and the relevant amendments should be made as per the application. The requests for amendments made at the examination hall/ interview will not be considered.

16. The issuance of an admission to an applicant for the examination will not be considered as an acceptance that he or she has fulfilled the qualification to sit the examination or to hold a post.
17. The applicant sitting the Examination should produce his/her signature attested admission to the Supervisor of the Examination Hall on the first day he /she faces the examination.
18. The right to take decision on matters related to the notice of calling applications or any other matter not covered by the said notice is vested in the Secretary to the Ministry of Education, Higher Education and Vocational Education authorized by the Public Service Commission.
19. In case of any inconsistency among the Sinhala, Tamil and English languages texts of this notification, the Sinhala text shall prevail.

NALAKA KALUWEWA,
Secretary.

Ministry of Education,
Higher Education and Vocational Education,
This 09th day of September, 2025.