

**STATE MINISTRY OF INTERNAL
SECURITY, HOME AFFAIRS AND DISASTER
MANAGEMENT**

Department of Immigration and Emigration

LIMITED COMPETITIVE EXAMINATION FOR
RECRUITMENT TO GRADE II OF THE POST OF
AUTHORIZED OFFICER, SEGMENT 2 - FIELD/
OFFICE BASED OFFICERS OF THE DEPARTMENT
OF IMMIGRATION AND EMIGRATION -2019(2020)

APPLICATIONS are hereby called from the qualified citizens of Sri Lanka for the Limited Competitive Examination for recruitment to the post of Authorized Officer in the Department of Immigration and Emigration.

1. In this notice “Head of the Department” shall mean the Controller General of Immigration and Emigration. Recruitment to Grade II of the Post of Authorized Officer in the Department of Immigration and Emigration is made by this examination. The “Post” shall mean Grade II of the Post of Authorized Officer, unless otherwise specified.

2. The closing date for the application will be sixteenth (16th) October 2020.

2.1 Written Examination - The Examination shall consist of the following three (03) question papers.

01. Aptitude Test and General knowledge
02. English Language
03. Basic knowledge on Computer Science

2.2 *Date of Examination.*– This examination shall be held in Colombo in December 2020. Controller General of Immigration and Emigration reserves the right to postpone or cancel this examination.

2.3 *Interview* :-

- I. 10% of the total No. of vacancies will be reserved for female applicants.
- II. Twofold of candidates similar to the number of vacancies who have scored the highest marks on the basis indicated in (I) above, out of those who have appeared for all the question papers of the written examination and scored at least 40% of marks or more for each question paper shall be interviewed by a Board of Interview appointed by the Controller General of Immigration and Emigration (The interview shall be conducted only for the purpose of verification of qualifications).
- III. Physical requirements indicated in No. 6.3 will be examined at the interview.

3. Number of persons to be appointed is fifty (50). At the instances where there are candidates, who have scored equal

marks for the final vacancy or final few vacancies, above the number of vacancies, the decision of filling such vacancies shall be taken by the Controller General of Immigration and Emigration and the effective date of the appointment shall also be determined by the Controller General of Immigration and Emigration.

4. Conditions of Service :

- 4.1 A selected candidate shall be appointed to Grade II of the Service on the general conditions governing appointments in the Public Service, provisions of the Establishments Code and Financial Regulations and Procedural Rules of Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 of 20.02.2009 and on the terms and conditions set out in the Procedure of Recruitment of Grade II of the Post of Authorized Officer, segment 2 - Field/Office based officers of the Department of Immigration and Emigration approved by the Public Service Commission dated 20.12.2013 and subject to any amendments made or to be made hereafter to the Recruitment Procedure.
- 4.2 This post is permanent and pensionable.
- 4.3 Recruitment will be made to Grade II of the Post of Authorized Officer is subject to one (1) year acting period. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment as mentioned in the Procedure of Recruitment.
- 4.4 Prescribed official language proficiency shall be obtained within 05 years of joining the service as per Public Administration Circular 01/2014 and consequent circulars.

5. *Monthly Salary Scale.*— Monthly salary scale relevant to this post as per Schedule I of Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs.34,605-10x660-11x755-15x930- Rs. 63,460(MN- 5/2016). Your salaries are paid in accordance with the provisions of the said circular as mentioned in Schedule II of the same. In addition, you are also entitled to the other allowances paid to the public officers by the government from time to time.

6. Qualifications for recruitment :

6.1

- (i) Shall be a citizen of Sri Lanka.
- (ii) Shall have an excellent moral character.
- (iii) Shall be physically and mentally fit to serve in any part of the Island.

6.2 Educational qualifications and experience

- (i) Should have passed G.C.E (O/L) in six subjects with four credit passes including credit passes for Mathematics, English, and Sinhala/Tamil Language at one sitting

and

Should have passed at least one subject at G.C.E (A/L) (other than Common General Test Paper)

and

Shall be an officer in a permanent and a pensionable post in Public Service or Provincial Public Service receiving a salary under Salary Code MN-1/2016 or above MN Salary Code who has completed active period of service of ten (10) years in any post as at the date on which qualifications mentioned in the notification of calling applications to be fulfilled.

or

- (ii) Shall have obtained a degree from a University recognized by the University Grants Commission or a degree awarding institution recognized by the University Grants Commission

and

Shall be an officer in a permanent and a pensionable post in Public Service or Provincial Public Service receiving a salary under Salary Code MN-1 /2016 or above Salary Code who has completed active and satisfactory period of service of five (5) years in any post as at the date on which qualifications mentioned in the notification of calling applications to be fulfilled.

Note :-

- (i) Effective date of the degree and dates on which expected Passes from G.C.E. (O/L) and G.C.E. (A/L) have been obtained shall be a date on or before sixteenth (16th) October 2020, the last date on which qualifications should be fulfilled.
- (ii) The total of continuous periods of service in Public Service and/or Provincial Public Service is considered when calculating the above mentioned period of service.

6.3 Physical Requirements :

- (i) A male applicant's height should be a minimum of 5 feet 04 inches (162.5 cm) and the chest circumference should be a minimum of 32 inches (81.25cm)
- (ii) The height of a female applicant should be a minimum of 05 feet 2 inches (156cm)

6.4 Age :

Age limit is not considered as it is applicable to the officers already serving in the Public Service.

7. Examination fee.– The examination fee is Rs.600/-. It should be paid before the closing date of applications at any Post Office/ Sub Post Office to be credited to Revenue Head 20-03-02-13 of Commissioner General of Examinations. Any fee will not be charged other than the examination fee. The receipt obtained should be pasted in the relevant cage of the application form. The fee is non-refundable and it shall not be paid back or transferred to pay any other examination fee, under any circumstances. Money Orders or stamps are not accepted for examination fees. (It would be advisable to keep a photocopy of the receipt.)

8. Method of Application :

- 8.1 The application should be in the form of the specimen appended to this notification and should be prepared by the candidate himself on paper of size 8 ½" x 12" (A-4) using both sides. The Application shall be prepared by the applicant in his own handwriting or computerized or typed. It is emphasized that the application should be filled by the applicant in his own handwriting. It should be specially noted that the application forms should be prepared that cages 1.0 to 2.9 appear on the first side of

the paper and cages 2.10 to 5.2 appear on the other side of the same paper and the rest are on the other pages. 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 applicant to make sure that the application form perfected by him/her complies with the specimen given in the examination notice as otherwise the application may be rejected. (It may be useful for the applicant to keep a photocopy of the application)

- 8.2 The application should be in the language medium in which the candidate intends to sit the examination.
- 8.3 The completed application form for the examination should be sent through the Head of Department by registered post to reach the,

**“Commissioner General of Examinations,
Organization (Institutional and Foreign
Examination) Branch,
Department of Examinations – Sri Lanka,
P. O. Box 1503,
Colombo.”**

On or before sixteenth (16th) October 2020. The words **“Limited Competitive Examination for Recruitment to the Post of Authorized Officer – 2019 (2020)”** should be clearly indicated on the top left-hand corner of the envelope enclosing the application. Any application received after the closing date shall be rejected. It is essential to mention the name of examination in English language as well in applications prepared in both Sinhala and Tamil mediums.

- 8.4 The Post and place of work of the applicant at the time of applying for the examination are applicable for all the purposes related to the examination and any changes occur after sending the application shall not be considered.
- 8.5 Candidate's signature in the application form should have been attested by a Principal of a Government School/a Justice of Peace/ Commissioner for Oaths/ Attorney-at-Law/ Notary Public/Commissioned officer in the Three Armed Forces/an Officer holding a *Gazetted* post in the Police Service or an Officer holding a permanent post in Staff Grade in Public Service.

8.6 Any application, which is not completed in every aspect, is liable to be rejected. No complaint that an application has been lost or delayed in post shall be considered.

8.7 Receipt of applications shall not be acknowledged. Commissioner General of examinations will issue Admission cards to the applicants who have sent the applications which are completed in every aspect on the presumption that only the persons who possess the qualifications mentioned in the *Gazette* notification have applied for this post. A notice shall be published in the newspapers by the Department of Examinations as soon as admission cards are issued to applicants. If the admission card is not received even after 2 or 3 days of such an advertisement, action shall be taken by the applicant to notify the Department of Examinations in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and the NIC number of the candidate shall be indicated. It would be advisable for candidates outside Colombo to fax a letter of request along with a fax number of the candidate to the Department of Examinations through the fax number mentioning the notification for sending a copy of the admission. Further, it would be advisable to keep a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of registration of the application to prove any information requested by the Department of Examinations.

9. Admission to the Examination :

9.1 Only the applicants who have been issued Admission cards by the Commissioner General of Examinations will be permitted to sit the examination. Any candidate who fails to produce his/her admission card on the Examination date will not be permitted to sit the examination.

9.2 Candidates must sit the examination according to the examination hall assigned to him. Every candidate should get his admission card attested in advance and surrender it to the supervisor of the hall on the first day he presents himself for the examination. A set of rules to be observed by all candidates is published at the beginning in this *Gazette*.

Note: The issuance of an admission card to a candidate does not mean that he or she has fulfilled the requisite qualifications to sit the examination and to hold a post or has fulfilled all the eligibility qualifications according to the notice.

10. *Identity of Candidates.*— A candidate shall be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject offered. For this purpose, any of the following documents will be accepted:

- (I) National Identity Card
- (II) Valid passport
- (III) Valid driving license of Sri Lanka

Further, candidates shall enter the examination hall without covering their face and ears enabling to identify them at the hall. Those, who refuse to reveal their identity, shall not be allowed to enter the examination hall. Further, such candidates shall remain their face and ears uncovered enabling the supervisors to identify them without any obstacle until they are allowed to leave at the end of the prescribed time

11. *Penalty for furnishing false information.*— Application should be filled very carefully and correct information should be provided. If a candidate is found to be ineligible, his/her candidature is liable to be canceled at any stage prior to, during or after the examination as per the rules and regulations of this examination.

12. Any matter not provided for in these regulations shall be dealt with as determined by the Controller General of Immigration and Emigration.

13. Conducting of Examination :

13.1 The Examination shall be held in Sinhala, Tamil and English languages.

13.2 A candidate shall sit the examination in the language medium in which he/ she has obtained the highest educational qualification or in an official language.

13.3 A candidate, who has passed subjects at the qualifying degree examination in two or more languages, shall sit the examination in the language medium in which he/she passed the majority of the subjects at such examination or in an official language.

13.4 A candidate with a special degree who has passed the principal subject in one language and the subsidiary subject in another language shall sit the examination in the language in which he passed the principal subject or in an official language.

Note:

- (i) The term “Qualifying Degree” in 13.3 above refers to the degree qualifications referred to in paragraph 6.2(ii).
- (ii) A candidate must sit in the same language for the two question papers viz, Aptitude Test & General knowledge and Basic knowledge on Computer Science other than English language question paper.
- (iii) A candidate shall not be permitted later to change the language medium of the examination indicated in the application.

14. *Method of recruitment :*

14.1 *Written examination :-*

A written examination of three (03) question papers including the following subjects shall be conducted. Candidates should sit all the question papers. Subjects and the minimum marks that shall be obtained for each subject are as follows:

<i>No. of the Subject</i>	<i>Subject</i>	<i>Marks</i>	<i>Minimum marks required to pass</i>	<i>Duration Hours</i>
01	Aptitude test and General knowledge	100	40	2
02	English Language	100	40	2
03	Basic knowledge on Computer science	100	40	1

14.2 *General interview :*

- (i) The general interview shall be conducted to verify whether the candidate has satisfied qualifications for recruitment mentioned in No. 06 above. The general interview board is appointed by the Head of the Department.
- (ii) Out of the candidates who have scored a minimum of forty (40%) marks or above in each subject, those who score the highest marks in the aggregate for all the subjects will qualify to appear for the general interview. Candidates are called for the interview in order of their merit at the written examination and twofold of the applicants similar to the applicants to be recruited from the qualified candidates. Only qualified candidates are called for the interview at the instances where there are no twofold of applicants similar to the applicants to be recruited.

N. B. - Opportunity given to a candidate for appearing for the interview does not necessarily mean that the candidate has possessed eligibility qualifications to be awarded for an appointment.

14.3 As per the existing vacancies, appointments shall be made to this post “according to merits beginning from candidate who has scored highest marks” as per the total marks obtained at the written examination.

14.4 *Results.*– The result sheet prepared according to merits beginning from candidates who have scored highest marks as per the total marks obtained at the written examination, as indicated in para. 14.1 of

this *Gazette* notification will be submitted to the Controller General of Immigration and Emigration. The results shall be communicated to the applicants personally by the Commissioner General of Examinations or publishing on the web site www.results.exams.gov.lk. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and issuing results and they are liable to a punishment imposed by him for breach of these rules.

notification shall prevail. In such situations should follow the Sinhala medium notice.

U. V. SARATH RUPASIRI,
Controller General of Immigration and Emigration,
Department of Immigration and Emigration.

Department of Immigration and Emigration
“Suhurupaya”
Battaramulla,
24th August, 2020.

SPECIMEN FORM OF APPLICATION

15. Syllabus of the written examination :

01. Aptitude Test and General Knowledge – Duration two (02) hours. 100 marks

(For office use only)

Part I - Aptitude Test

Questions are designed to test logical reasoning skills, Mathematical skills, comprehension and ability to taking decisions.

Part II – General Knowledge

Questions are designed to test the candidate's knowledge on the recent economic, social and political background of Sri Lanka, global politics, knowledge on science and technology and new scientific inventions. This question paper shall consist of multiple choice questions and/or questions for short answers.

02. English Language - Duration two (02) hours. 100 marks

Questions are designed to test the comprehension, expressing ideas and Communication Skills of the candidate.

03. Basic knowledge on Computer science - Duration one (01) hours. 100 marks

Questions are designed to test the basic knowledge on computer, usage of software such as Ms Word, and Ms Excel, knowledge on the usage of Internet and e-mail.

16. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO
GRADE II OF THE POST OF AUTHORIZED OFFICER -2019(2020)

1. Medium : (Indicate the relevant number in the cage)

<i>Language Medium of Examination</i>	<i>No:</i>
Sinhala	2
Tamil	3
English	4

(Application should be completed in medium of language in which the candidate intends to sit the examination)

2. Personal Information:

2.1 Name in full (In English block capitals) :———. (Eg: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

2.2 Name with initials at the end (In English block capitals) :———. (Eg. : GUNAWARDHANA H.M. S. K.)

2.3 Name in full (In Sinhala/Tamil) :———.

2.4 Permanent Address (In English block capitals) :———.

2.5 Address to which admission card should be posted :

I.
(In English block capitals)

II.
(In Sinhala/Tamil)

2.6 Gender (Indicate the relevant number in the cage) :

Male - 0
Female - 1

2.7 Race (Indicate the relevant number in the cage)

I. Sinhala - 1
II. Tamil - 2
III. Indian Tamil - 3
IV. Muslim - 4
V. Other - 5

2.8 National Identity Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2.9 Mobile Phone Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2.10 Date of Birth :

Year : Month : Date :

2.11 Age as at sixteenth (16th) October 2020 which is the date of fulfilling qualifications:

Years : Months : Days :

3.1 Indicate the language medium in which you passed the qualifying examination /Interview for entry to the service as at sixteenth (16th) October 2020 : _____.

3.2 Whether all the qualifications mentioned in Para 6 of the *Gazette* Notification have been fulfilled : _____.

3.3 State whether you become qualified under Para 6.2 (I) or 6.2 (II) : _____.

4. Educational qualifications :-

4.1 Degree Qualification:

I. Date of graduation : _____.
II. University/Institute : _____.
III. Registration Number : _____.
IV. Internal/External : _____.
V. Degree : _____.
VI. Subjects/ Subject field : _____.
VII. Index No. : _____.
VIII. Language medium of Examination : _____.

4.2 G.C.E. (A/L) examination :

I. Year in which the applicant passed the examination : _____.

II. Index No. : _____.

III. Language medium of examination : _____.

IV. Passes:

1..... 2.....
3..... 4.....

4.3 G.C.E (O/L) examination :

I. Year in which the applicant passed the examination : _____.

II. Index No. : _____.

III. Language medium of examination : _____.

IV. Passes:

1..... 2.....
3..... 4.....
5..... 6.....
7..... 8.....
9..... 10.....

5. Physical Requirements :-

5.1. Height :

..... feet Inches or cm

5.2. Circumference of chestcm (Not applicable for female applicants.) :

..... feet Inches or cm

6. Experience:-

6.1 Present Post : _____.

6.2 Grade : _____.

6.3 Date of appointment to the post : _____.

6.4 Date of confirmation in the said post : _____.

6.5 Salary Code and Salary Scale : _____.

6.6 Whether the said post belongs to Public Service or Provincial Public Service : _____.

6.7 If several services are applicable for you to be qualified for this post, particulars of said periods :

<i>Service/Post and Grade</i>	<i>Salary code</i>	<i>Date of Appointment</i>
i.
ii.
iii.
iv.

6.8 Total period of active and satisfactory service as at sixteenth (16th) October 2020, in an approved post/posts mentioned in Para 6.2 of the *Gazette* Notification :_____.

....., and possessed active and satisfactory service period of....(five/ten) years, as per Para 6 of the *Gazette* notification, has not been subjected to any disciplinary punishment (Except warnings) during the aforesaid period and he/she is eligible to sit for this examination as per regulations stipulated in the relevant *Gazette* Notification, he/she has paid the prescribed examination fees and affixed the receipt herein, and signed this application in my presence on 2020.

7. Payment of examination fees :-

- i. Post Office / Sub Post Office :_____.
- ii. Amount paid :_____.
- iii. Date on which the amount paid :_____.
- iv. Receipt No. :_____.

_____,
Signature of the Head of the Department.

Paste one edge of the receipt here securely
(It is advisable to keep a photocopy of the receipt)

Date :_____.
Name :_____.
Post :_____.
Address :_____.

(To be certified by placing the Official Stamp)

8. Certificate of the applicant :

I declare that I have fulfilled all the qualifications that should be fulfilled as at the closing date of calling applications as per paragraph 6 of the *Gazette* Notification and I have not been subject to any form of disciplinary punishment (Excluding warning) . Further I declare that I shall be bound by the decisions taken by the Commissioner General of Examinations on conducting and issuing results of this examination.

I declare that I am eligible to sit this Limited Competitive Examination as per all rules and regulations mentioned in the *Gazette*, and that to the best of my knowledge, the information given in this is true. I also agree to be bound by the rules and regulations of this examination and any decision that may be taken to cancel my candidature prior or during or after the examination, if it is found that I am ineligible according to the minute of this examination. Further, I declare that I shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting of this examination.

_____,
Signature of the Applicant.

Date :_____.

9. Certificate of the Head of the Department (Referring to the personal file) :

I hereby certify that Mr./Mrs./Miss.....
..... (Full name) who is submitting this application is serving in a post of in Ministry/ Department of under the Central Government/ Provincial Council of