



**STATE MINISTRY OF PADDY AND
GRAIN, ORGANIC FOOD, VEGETABLES,
FRUITS, CHILIES, ONION AND
POTATO CULTIVATION PROMOTION,
SEED PRODUCTION AND ADVANCED
TECHNOLOGY AGRICULTURE**

Department of Agrarian Development

OPEN COMPETITIVE EXAMINATION FOR THE
RECRUITMENT OF AGRARIAN SERVICE CENTER
MANAGEMENT ASSISTANTS GRADE III OFFICERS
UNDER THE MANAGEMENT ASSISTANTS NON –
TECHNICAL – SEGMENT 2 SERVICE CATEGORY
(MN-01 – 2016) IN THE DEPARTMENT OF AGRARIAN
DEVELOPMENT – 2020

APPLICATIONS are hereby invited from the applicants who are in possession of the qualifications spelled out below to fill the vacancies of Agrarian Service Center Management Assistant on the district basis which is vacant in the Department of Agrarian Development. The examination is scheduled to be held in February 2021.

1. *Terms of Service Engagement :*

- 1.1 Both male and female candidates can apply for the post of Agrarian Service Center Management Assistant.

- 1.2 This post is permanent. The pension scheme shall be determined on the policy decision taken by the government in future. Should contribute to the Widows 'Orphans / Widowers' Orphans Pension Fund and pay contributions as prescribed by the Government from time to time.
- 1.3 The Procedure Rules of the Public Service Commission published in *Gazette* No. 1589/30 dated 20.02.2009 are applicable with regard to appointments in the Public Service.
- 1.4 The selected candidate shall compulsorily serve at the service station to which he/she is appointed at first for 05 years
- 1.5 Selected candidates shall be subject to the provisions of the Establishments Code, financial regulations, departmental orders and other regulations and directives issued by the Government from time to time.

2. General Qualifications :

- 2.1 Shall be a citizen of Sri Lanka.
- 2.2 Shall be of an excellent moral character and physical fitness to serve at any part of the island.
- 2.3 Shall be not less than 18 years and not more than 30 years of age on the closing date of applications. (Accordingly, the candidates whose birthday falls on or before 04.12.2002 and on or after 04.12.1990 shall strictly be eligible to apply for this).
- 2.4 Should not be a person not qualified for the appointment to the Public Service as per Chapter V of the Procedure Rules of the Public Service Commission.
- 2.5 Eligibility for Inclusion in a District : (At least one of the following requirements should have been fulfilled by a candidate to compete for the vacancies in any district.)
 - I. The candidate should have been born in the district;
 - II. He should have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to

fulfill the eligibility qualifications for the examination;

- III. He should have received his secondary school education within the district for five (05) continuous years.

Note -

- (i) If the farther/mother of any candidate has been employed in a transferable service of the government or of a provincial public service, or of a state corporation, such candidate shall be allowed to choose his own, or his father's/ mother's place of birth as his district.
- (ii) No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice under the section 2.5 above, it should remain irrevocable.

3. Educational Qualifications :

- (a) Shall have passed six (06) subjects with Credit passes for Sinhala /Tamil /English and Mathematics with other two (02) subjects including at the General Certificate of Education (Ordinary Level) Examination at one sitting ;
and
- (b) Shall have passed at least one (01) subject in General Certificate of Education (Advanced Level) (except the General Paper)

4. Other Qualifications :

- 4.1 Professional qualifications and experience are considered as special qualifications.
- 4.2 It is mandatory for all applicants to have fulfilled all the qualifications related to the post on or before the closing date of applications.

5. Method of Recruitment :

- (i) Vacancies in each district will be filled in the order of district merit of the total number of marks obtained in that examination by the candidates who have passed both the question papers of the written test conducted at the district level. (Subject to condition of transfer to any part of the island on service requirement)

- (ii) If the vacancies so allocated to a particular district cannot be filled by the applicants who have applied for that particular district and have satisfied the qualifications, number of vacancies shall be re- distributed among the adjoining districts in same province, in the order of merit of the total marks obtained from the applicants of such districts.
- (iii) If there exists number of vacancies that cannot be filled in accordance with i and ii above, selection shall be made on the order of merit without considering district basis.

5.1 *Terms of Written Competitive Examination :*

Candidates who obtain 40% or more marks in each question paper of the written examination will be selected on the merit of their total marks and recruitments will be made on the basis of the number of vacancies obtained in the district basis.

5.2 *Relevant Syllabus for Written Competitive Examination :*

The examination will consist of two papers.

1. Accounts - Duration – 02 hours - 100 Marks
2. Comprehension- Duration – 02 hours - 100 Marks

(Candidate should score a minimum of 40% marks or above in each subject to obtain pass.)

5.2.1. *Accounts :*

This paper consists of the principles of accounting and trade, profit & loss account based on balance sheet and subject related questions.

5.2.2. *Comprehension :*

A question paper that measures writing ability, comprehension and expression.

5.3 *General Interview for Assess the Qualifications (No marks will be awarded)*

5.4 The examination will be held in Sinhala and Tamil medium. Candidates will not be allowed to change language medium applied initially. Candidates may sit this examination in only one language medium of their preferences and

should answer for the question papers using same language medium.

5.5 *Issuance of Results:*

The result sheet will be prepared by the Commissioner General of Examination, in the order of merit based on the total marks scored by the candidates who scored at least 40% of the marks or above for each subject and will be submitted to Commissioner General of Agrarian Development.

Issuance of results to each candidate will be made by the Department of Examination by post or via the website www.results.exams.gov.lk.

6. *Salary Scale (Monthly Basis) :* The monthly salary scale for this post is Rs. 27,140 - 10x300 - 11x350 -10x495 -10x660 – Rs. 45,540 as per the salary code MN-01-2016 under the Public Administration Circular No. 03/2016.

7. *Grade Promotions :* According to the recruitment procedure of the post of Agrarian Center Management Assistant.

8. *Method of Application :*

- 8.1 Applications are hereby invited to 04.12.2020, for the candidates who wishes to sit the above examination. The examination will be held in October by the Department of Examination. The application should be in the form of the specimen appended to this notification and should be prepared that cages 01 to 06 appear on the first page and cages 07 to 10 appears on the second page and 11 to 14 appear on the third page.

The candidate should be very careful to include the correct particulars in the application. If it is found that any candidate is not eligible according to the rules and regulations of this examination, his / her candidature can be cancelled at any time before, during or after the examination.

- 8.2 Applications should be filled by the candidate him/herself in the language medium in which the candidate intends to sit the examination and should be correctly indicate the relevant number of the language medium in the cage provided. Candidates will not be allowed to change language medium applied initially.

- 8.3 While preparing the application, essentially should indicate the name of the examination in the Sinhala applications, in English in addition to Sinhala language and the name of the examination in the Tamil applications, in English in addition to Tamil language.
- 8.4 The examination in Sinhala and Tamil medium will be held by the Commissioner General of Examinations at the examination centers located in the districts mentioned in the Schedule I. Accordingly, it should be correctly mentioned the district and the relevant district number in the cage provided in order to candidate's first and second choice. Candidates are not allowed to change the district/districts in which they apply to sit the examination. In case of insufficient candidates in any examination center, the candidates will be referred to a centre as per their second choice. In case of insufficient candidates applied for all or more districts which proposed to establish examination centers, the Commissioner General of Examination will take step to held the examination in Colombo.
- 8.5 Applications duly perfected should be sent by registered post to reach the address of 'Commissioner General of Examinations, Organization (Institutional and Foreign Examinations) Branch, Department of Examinations, Sri Lanka, P. O. Box. 1503, Colombo' on or before 27.11.2020 and candidates who serves in public sector should submit their applications through their Head of the Department, while personal candidates directly submit the applications by themselves. The words "**Open Competitive Examination for the Recruitment of Agrarian Service Center Management Assistants Grade III Officers under the Management Assistants Non – Technical – Segment 2 Service Category in the Department of Agrarian Development – 2020.**" should be written on the top left-hand corner of the envelope in which the application is enclosed. Applications received after the closing date of application will be rejected.
- 8.6 Applications that do not comply with the specimen and that are not completed in every aspect, shall be rejected without notice. It is responsibility of the candidate to make sure that the application form perfected by him / her complies with the specimen given in the examination notification and whether the examination fees paid and affixed the receipt in the relevant cage, as otherwise the application may be rejected. (It is advisable to keep a photocopy of the application with candidate.)
- 8.7 All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, by the Commissioner General of Examinations, on the presumption that only those who possess qualifications, indicated in the notification have forwarded their applications. A notice will be published in the newspapers by the Department of Examination 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, step shall be taken to notify the Department of Examination (Institutional and Foreign Examination Branch) in the manner specified in the advertisement. When informing, the name of the examination applied for, full name, address and 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 Examination 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. *Examination Fee* : The fee of Rs. 600 could only be paid to any Post Office / Sub Post Office to be credited to Revenue Head 20-03-02-13 Of Commissioner General of Examinations. The receipt obtained should be affixed in the relevant cage of the application so as not to be detached. Money Orders or stamps are not accepted for examination fees. The fee is non-refundable and it shall not be paid back, under any circumstances. It would be advisable to keep a photocopy of the receipt.
10. *Implementation of the Official Languages Policy* : Prescribed official language policy should be obtained within 05 years of joining the service as per Public Administration Circular No. 01/2014 and consequent circulars.

11. *Attestation of the Signature* : Candidate's signature in the application form should have been attested by a Principal of a Government School, a justice of Peace, Commissioner of Oaths, Attorney-at-Law, Commissioned Officer in the Armed Forces, an Officer holding a *Gazetted* post in the Police Service or an Officer holding a permanent, staff grade post in Public Service. Candidate must get his / her admission card attested in advance and surrender it to the supervisor of the hall on the first day of the examination. A candidate who fails to produce his / her admission card attested will not be permitted to sit the examination.

12. 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.

13. "The issuing of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination or to appoint to the post."

14. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations for the purpose of conducting examinations and issuing results. He / She shall be liable to be subjected to any punishment imposed by Commissioner General of Examinations for violation of these rules and regulations.

15. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail. In such situations should follow the Sinhala medium notice.

16. If there is any issue not mentioned here, the decision of the Commissioner General of Agrarian Development in that regard will be final.

W. M. M. B. WEERASEKARA,
Commissioner General of Agrarian Development.

Department of Agrarian Development,
No. 42, Sir Marcus Fernando Mawatha
P.O. Box 537,
Colombo 07,
06th October, 2020.

Schedule - 1

Select the District Numbers where Examination Centers will be Located.

The examination will be held in following districts. The candidates should select the nearest district to their residence as their examination center. Candidate should indicate the district and the district number which the candidate intends to sit the examination as per the following table, in the application. Candidates are not allowed to change the district in which they apply to sit the examination.

Province	District	District No.
Western	Colombo	01
	Gampaha	02
	Kalutara	03
Central	Kandy	04
	Matale	05
	Nuwara Eliya	06
Southern	Galle	07
	Matara	08
	Hambantota	09

03. (i) Permanent Address (In English block capitals)

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(ii) Postal Address (In English block capitals)

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.....

04. Gender : Male - 0
 Female - 1 (Write the relevant number in the cage)

05. Mobile Number :

06. (i) Date of Birth : Year : Month : Date :

(ii) Age as at the closing date of applications : Years : Months : Days :

07. Marital Status :- Unmarried - 1
 Married - 2 (Write the relevant number in the cage)

08. Educational Qualifications:

8.1 G. C. E. (O/L) Examination

First Attempt		
Year		
Index No.		
<i>Serial No.</i>	<i>Subject</i>	<i>Grade</i>

8.2 G. C. E. (A/L) Examination :

First Attempt			Second Attempt		
Year			Year		
Index No.			Index No.		
<i>Serial No.</i>	<i>Subject</i>	<i>Grade</i>	<i>Serial No.</i>	<i>Subject</i>	<i>Grade</i>

09. Other Qualifications:

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10. Have you ever been convicted by a court on any of the charges?

(Put a ✓ in the appropriate box. If yes, mention the description.)

No Yes

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.....

11. Examination Fee :

- I. Post Office / Sub Post Office Paid :
- II. Amount Paid :
- III. Date Paid :
- IV. Receipt Number :

Paste on edge of the receipt here securely.
(It would be advisable to keep a photocopy with the candidate)

12. Statement of the Applicant :

I, do hereby certify that the information furnished by me in this application are true and accurate. I am aware that if any information furnished by me in this application is found to be false or inaccurate before I am selected, I am liable to disqualify for selection and I will be subject to the termination without any compensation, if such revelation is made after the recruitment. Further, I agree to be bound by the rules and regulations imposed by Commissioner General of Examination as conducting the examination and issuance of the results.

.....
Signature of the applicant.

Date:

13. Attestation of the Applicant's Signature :

I, hereby certify that Mr./Ms./Miss. who submits this application is known to me personally, and he / she placed his / her signature in my presence on and the / she has paid prescribed examination fee and affixed the relevant receipt herein.

.....
Signature of the Officer attesting the Signature.
(Official Seal)

Name of the Officer attesting the Signature :

Designation :

Address :

Date :

14. Only for applicants in Public Service :

I, hereby certify that Mr./ Mrs./ Miss..... the applicant is serving in a post of as permanent / temporary / casual servant in this Ministry / Department, and he/she has paid prescribed examination fee and affixed the relevant receipt herein and if he / she could / could not be released from his / her present post, if selected for the position.

.....
Signature of the Head of the Department.
(Official Seal)

Name :

Designation :

Address :

Date :