

MINISTRY OF FINANCE AND MASS MEDIA

Sri Lanka Customs Department

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF INSPECTOR OF CUSTOMS, GRADE II DEPARTMENT OF SRI LANKA CUSTOMS – 2018

THE Open Competitive Examination for recruitment to the post of Inspector of Customs, Grade II of the Sri Lanka Customs Department will be held by the Commissioner General of Examinations in November 2018, at the examinations centers established in main towns throughout the island. The date of the examination will be notified in due course through the newspapers. The Sri Lanka Customs Department reserves the right of postponing or cancelling this examination.

Centers where the examination will be held and the relevant city numbers :

<i>Province</i>	<i>City</i>	<i>City number</i>
Western	Colombo	01
	Gampaha	02
	Kaluthara	03
Central	Kandy	04
	Mathale	05
	Nuwaraeli	06
Southern	Galle	07
	Mathara	08
	Hambanthota	09
Northern	Jaffna	10
	Mannar	11
	Vavnia	12
	Mulathev	13
	Kilinochchi	14
Eastern	Battichalow	15
	Ampara	16
	Trinkomalee	17
North West	Kurunegala	18
	Puttalam	19
North Central	Anuradhapura	20
	Polonnaruwa	21
Uva	Badulla	22
	Monaragala	23
Sabaragamu	Rathnapura	24
	Kegalle	25

In the event that a certain examination Centre is not established in a certain city due to insufficient applicants,

they are referred to a Centre as per their second choice or a Centre closest to that city. If an adequate number of applicants have not applied for the examination in order to establish examination centers in all the proposed cities or more, the Commissioner General of Examination will take measure to hold the examination only in Colombo. Changes will not be allowed later with regard to the requested town.

Applications are invited for these posts from both males and females possessing the qualifications given below:

02. Eligibility :-

- (i) Every applicant must furnish satisfactory proof to the fact that he/she:
- (a) is a citizen of Sri Lanka,
 - (b) is of excellent moral character,
 - (c) is not less than 18 years and not more than 24 years of age on the date of closing of applications.
- (Accordingly, only those who were born on or before 31.08.2000 or born on or after 31.08.1994 are eligible to apply for this post)

Note :- No person ordained in any religious sect shall be permitted to sit this examination.

- (ii) Physical Requirements:- In the case of males, their height should not be less than 5 feet 5 inches and chest should not be less than 33 inches (when expanded)

In the case of females their height should not be less than 5 feet 3 inches.

- (iii) Educational Qualifications – Every applicant must possess the following educational qualifications:-

- (a) Should have passed three main subjects in one sitting at the General Certificate of Education (Advanced Level) ; and
- (b) Should have passed six subjects at the General Certificates of Education (Ordinary Level) Examination in not more than two sittings with five credit passes including credit passes for Sinhala Language or Tamil Language, and Mathematics as main subjects and at least a simple pass for English Language.

03. Conditions of Service :-

- (i) Salary: The Consolidated monthly salary scale attached to the post is as follows:-
Rs. 29,540 -300 x7-370x27= Rs. 41,630.
(RS-1 As per Public Administration circular No.3/2016)

(The provisions of the Public Administration Circular No. 03/2016 will apply in paying salaries from 01.01.2016 to 01.01.2020)

- (ii) The post is permanent and will be subject to the policy decision taken by the government, regarding the pension scheme in future.
- (iii) Successful applicants will be appointed subject to a probationary period of three years with effect from the date of appointment.
- (iv) The appointees must undergo a medical examination held by a Government Medical Officer to test whether they are physically fit to serve in any part of the island.
- (v) The appointees are bound to serve day and night on any part of the island.
- (vi) The attention is invited to the General Conditions applicable to the posts in Public Service which have been published at the beginning of Part I: Section (IIA) of the Government Gazette notification.

04. Scheme of Examination .- There are three (03) question papers for the scheme of examination for recruitment, as follows:-

	Marks
1. Aptitude test (1 hour)	100
2. Mathematics (1 hour)	100
3. English Language(1 $\frac{1}{2}$ hours)	<u>100</u>
Total	<u>300</u>

Aptitude Paper – This paper will consist of 50 multiple choice questions and questions for short answers in order to test the language skills and the ability in logical reasoning of applicants. All questions should be answered.

Mathematics Paper – This paper will consist of questions to test the ability in mathematics. All questions should be answered.

English Language paper.– This paper will test the reading, writing, comprehension and communication skills of the applicants. All questions should be answered.

Note :–

- (i) This examination will be conducted in all the three languages Sinhala, Tamil and English. Applicants should sit this examination in the same medium in which they passed the qualifying examination referred to in paragraph 02(iii) of this notification. However, an applicant who has passed the qualifying examination in Tamil or English medium or an applicant who's medium of study is Tamil or English medium may answer in Sinhala medium at the Examination, if he desires. It is not permitted to change the language medium applied.
- (i) Marks will be deducted for unclear handwriting and wrong spelling.
- (ii) Admission cards of the examination will be sent to the eligible candidate applicants by the Commissioner General of Examination. However, the receipt of an admission card must not be treated as a fulfillment of qualifications to sit the examination. The applicants are bound by rules and regulations prescribed by the Commissioner General of Examinations on conducting the Examination and if the applicants breach such rules and regulations they will be subject to the punishment imposed by him.
- (iii) **Evaluation.**– Marks of the applicants who obtain 60% or above for each question paper at the examination will be totaled and those applicants will be called for the structured interview in the descending order of totals according to the prevailing number of vacancies. Maximum of 10 marks will be awarded for the sports talents at the structured interview. Subsequently, the successful applicants will be referred to a general interview in which no marks will be awarded, and marks obtained by applicants for the examination and the structured interview will only be taken into consideration.

Marks awarding procedure at the structured interview :

Marks for individual sports at the Zonal Level :

3 marks for the first place, 2 marks for the second place, and 1 mark for the third place.

Marks for individual sports at the District Level:

4 marks for the first place, 3 marks for the second place, and 2 marks for the third place.

Marks for individual sports at the National Level:

5 marks for the first place, 4 marks for the second place, and 3 marks for the third place.

05. **Basis of selection .–** Applicants who are successful at the written examination and the interview will be selected for conferment of appointments, subject to the number of vacancies approved by the Ministry of Finance. 10% of the number of vacancies will be reserved for female applicants.

- 05.(I) **Release of results:** - The results list prepared in order of merit based on aggregate marks obtained by the qualified applicants through the written examination and the interview will be sent to the Director General of Customs by the Department of Examinations. The Department of Examinations will communicate the results to all the applicants who sat the examination, by post or will publish in the official website www.results.examination.gov.lk

Note.– The nature of the work in Sri Lanka Customs Department is such that even the female staff has to perform the night duties.

06. It is compulsory for every applicant that, he/she should have fulfilled all the required qualifications prior to the date of closing applications for the examination.

- (1) All applicants are bound to abide by the rules and regulations laid down by the Commissioner-General of Examinations with regard to holding examination and issuance of results. A candidate who violates any of those rules is liable to punishment at the discretion of the Commissioner-General of Examinations.

07. **Method of application :–**

- (i) A specimen form of the application has been given at the end of this notification. Applicants should prepare their application forms themselves in the medium which they intend to sit the examination, conforming to the specimen form referred to above and fill them in their own handwriting. Every cage of the application must be filled by the applicants as instructed and if there are cages

not applicable, the word “not applicable” should be entered in such cages. It must be strictly noted that leaving blank cages in the application is liable to be rejected. (Heading numbers 01 to 05 of the specimen form should be on the first page, 06 to 11 in the second page, and the rest in the third page of the application which should be prepared in A4 size papers.) The title of the examination should be written in English too in Sinhala and Tamil applications.

- (ii) The completed application form must be sent by registered post on or before 31.08.2018 to reach the Commissioner General of Examinations, Organization and Foreign Examinations Branch, Department of Examinations, P.O. Box -1503, Colombo. Any applications received after the due date will be rejected. The name of the examination should be written clearly on the top left-hand corner of the envelope in which the application is enclosed.
(It is advised to retain a photo copy of the filled application with the applicant)

- (iii) Examination fee of Rs.600/= should be paid at any Post office /Sub Post office to the credit of revenue head Number 2003-02-13 of the Commissioner General of Examinations. Money orders or stamps are not accepted for the examination fee. The receipt must be attached to the application and it is advised to retain a photocopy of the receipt with the applicant. This fee will not be refunded under any circumstances or not be transferred in lieu of a payment for another examination.

- (iv) Applicants who are already employed in Government Department /Boards/ Corporations must forward their applications through the Head of their Departments or Institutions in which they are serving at present. Applicants are requested to forward their applications to Heads of their Departments or Institutions well on time with a request that they be transmitted to the Commissioner General of Examinations so as to reach him on or before 31.08.2018

The application should not be sent addressing personally to the Director General of Customs or any other officer of the Department. Applications received after the due date; even if they are forwarded by the departments will be rejected.

Applications of the applicants who are in the Government Service will be rejected if the attestation of the signature of the applicant does not bear the signature and the official seal of the Head of Department/ Head of the Institution,

- (v) *Attestation* – The signature of an applicant who is in the Government Service should be attested by his/her Head of Department or by an officer authorized to do so on his behalf.

The signature of other applicants should be attested by a person authorized to do so, i.e., a Justice of the Peace, a Commissioner of Oaths, Attorney-at-law, a Notary Public, a Principal of a Government School, a Commissioned officer of the Navy, Air Force or Army, a permanent public officer drawing an annual salary of Rs. 240,360/= or over, a Chief Incumbent or a Head of a Buddhist temple or any other religion in charge of a place of worship or holding a position of importance.

08 (I) *Admission to the Examination.* - On the presumption that applications have been forwarded by persons who have fulfilled the qualifications referred to in the *Gazette notification*, admission cards will be issued by the Commissioner General of Examinations to all applicants who are within the age limit mentioned in the *Gazette notification* and have paid the prescribed examination fee and submitted the accurately completed applications on or before the closing date including the name of the city and medium intended to appear for examination, signature of the applicant, the attestation of the signature and the attestation of the Head of the Department (If applicable) along with the receipt of the payment,.

Immediately after the issuance of admission cards to the candidates a newspaper advertisement will be published by the Department of Examinations, Sri Lanka. If an applicant does not receive his / her admission card even after two or three days of such advertisement, he / she should, without any delay, inform the Department of Examinations of Sri Lanka regarding non- receipt of the admission cards, as mentioned in the notification. In making such an inquiry, full name of the applicant, address, National Identity Card Number and name of the examination should accurately be mentioned. In case of an applicant residing outside Colombo it will be more appropriate to contact the Department forwarding a letter of request including the above details and a fax number to receive the admission card (to the fax number referred to in the notification). It will be more successful to produce a certified photocopy of the application with the

paying receipt and the registered post Number which should be readily available with the applicant as a proof of such information requested by the Department of Examinations.

(II) An applicant must sit the examination at the examination hall assigned to him/her. Every applicant must get his signature attested in advance and hand over the admission card to the supervisor on the first day he/she presents himself/herself for the examination. An applicant who fails to produce his/her admission card will not be permitted to sit the examination. The rules for applicants have been indicated separately in part I: Section II (A) of this *Gazette notification*. All applicants will be bound by the said rules of the examination.

(iii) No notification of receipt of applications will be issued to the applicants.

Note :- The issue of an admission card to an applicant does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

09. *Identity of the applicants.*- Applicants will be required to prove their identity at the examination hall to the satisfaction of the Supervisor. Any of the following documents will be accepted for this purpose:

- (a) National Identity Card issued by the Department of Registration of Person.
- (b) A valid passport issued not more than five years before the date of examination.

The candidature of an applicant who fails to produce a document referred to above is liable to be cancelled at the discretion of the Commissioner General Examinations.

10. *Eligibility of Documents* :-

- (I) No documents other than the receipt of examination fee should be forwarded with the application. But the necessary particulars should be provided in the form, as prescribed. Incomplete applications will be rejected.
- (II) Applicants, who are qualified to be called for the interview, should prove their eligibility by producing documentary proof.
- (III) The originals of the following documents will be required:

- (a) A certificate of moral character signed by a responsible person.

Note .- The certificate of character may be obtained from a Justice of the Peace, Attorney - at - Law, Divisional Secretary of the area of residence, or a permanent Government officer in receipt of an annual consolidated salary of Rs.240,360/= or over or some person whose name is known and to reference can be readily made. The name, designation and address of the person who issues the certificate must be clearly indicated on the certificate. Applicants holding permanent posts in Government service will not be required to furnish certificates of moral character.

- (b) A certified copy of the entry of the registration of the Birth of applicant or a Special Certificate of age issued by the Register General (in the case of applicants whose Birth has been not registered),

Note:-

- (i) The Special Certificate of Birth issued for School or Educational purposes, or a certified extract from the Birth registration entry will not accepted.
- (ii) Affidavits or Baptismal Certificates will not be accepted as substitutes for birth certificates. If the name/names appearing in the Birth Certificate differs/differ from the name/names which the applicant generally uses and under which the applicant sits the examination, action should be taken immediately in terms of Section 27 or 28 as the case may be, of the Births and Deaths Registration Act, (Chapter 110) to get the name in the entry of the registration of Birth amended.
- (iii) Certificate of Registration as a Citizen of Sri Lanka or original official letter of acceptance of claim to Citizenship by descent (as applicable).
- (iv) Original certificate of Educational Qualifications or where the certificate has not been issued, other relevant official documents.
- (v) Documentary proof of achievements of sports at Zonal/ District/National Levels.
- (vi) Applicants are advised to have all the necessary documents in readiness at the time of forwarding the application. Any applicant who fails to

produce the necessary documents or who delay in producing them when called for, will be made disqualified for appointment to this post.

11. *Furnishing False Particulars.*— If an applicant is found to be ineligible according to the regulations for this examination, his/her candidature is liable to be cancelled at any stage prior to, during or after the examination.

If any of the particulars furnished by an applicant is found to be false to the best of his/her knowledge or if he/she has willfully suppressed any material fact, or if it is proved, at any time during the period of his/her service that he/she was ineligible to sit the examination, he/she will be liable to immediate dismissal from the service. The candidature of those who do not strictly conform to the requirements laid down in this notification will be cancelled.

12. Any matter not provided for in these regulations will be dealt with at the discretion of the Director General of Customs.

13. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette* Notification, the Sinhala text shall prevail.

Director General of Customs.

“Customs House”
No.40, Main Street,
Colombo 11.

SPECIMEN APPLICATION FORM

***Open Competitive Examination For Recruitment to the
Posts of Inspector of Customs, Grade II of Sri Lanka
Customs Department – 2018***