

To Chief Inspectors of Customs and  
Inspectors of Customs Grade 1

**LIMITED COMPETITIVE EXAMINATION  
FOR PROMOTION TO THE POSTS OF  
ASSISTANT SUPERINTENDENT OF  
CUSTOMS, CLASS II - 2018**

APPLICATIONS are invited from –

- (a) Chief Inspectors of Customs or
- (b) Inspectors of Customs who have been confirmed in the post of Inspector of Customs Grade 1, having completed satisfactory service of 02 years in the said post,

who possess the qualifications mentioned below, to fill 15% of the existing vacancies in the post of Assistant Superintendent Grade II.

*01. Professional Qualifications :*

The applicant,

- (i) Should have completed active and satisfactory period of service of immediately preceding 05 years by the closing date of applications and have earned all the due salary increments during the said period.
- (ii) Should have performed average or higher performance level in accordance with the approved scheme of performance appraisal.
- (iii) Should have passed the relevant efficiency bar examinations.

02. The application should be in the form of the specimen appended to this notification and should be prepared on A4 paper using both sides. Heading number 1 to 9 should appear on the first side of the paper and the rest should appear on the other side of the paper. It is the responsibility of the applicant to make sure that the application form perfected by him complies with the specimen given in the examination notice and retaining a copy of the dully filled application with the applicant may be more appropriate/ useful. It is essential to indicate the title of the examination in English language as well, in Sinhala and Tamil applications. Incomplete applications will be rejected.

The completed application forms prepared in conformity with the specimen must be sent by the applicants to reach

the Additional Director General (Human Resources) on or before 31.08.2018 through the Heads of their Directorates.

The examination fee is Rs. 500. This fee should be paid at any Post office /Sub Post office to the credit of the revenue head number 2003-02-13 of the Commissioner General of Examinations. The receipt obtained by the applicant should be affixed firmly using one of its edges to the relevant cage of the application form. It is more appropriate to retain a photocopy of the receipt with the applicant. This fee will not be refunded under any circumstances. Money orders or Stamps will not be accepted for the payment of examination fees.

03. The Examination shall consist of two parts namely the Written Examination and the General Interview. Marks and time allocation for each paper is as follows.

**Part I**

Written Examination	Marks
Procedure of Customs (2 hours)	100
Simple Mathematics (01 hour)	100

**Part II**

General Interview (No marks will be given.)  
(To verify whether the Applicants have fulfilled the minimum qualifications for recruitment to the post).

This examination will be conducted in all the three Languages Sinhala, Tamil and English. Candidates should sit the whole examination in one language medium and can select the medium in which they were qualified to enter into the current service. It is not permitted to change the language medium applied after submission of applications. The decision of the Commissioner General of Examinations with regard to the conducting of the examination and issuance of the results shall be the final.

04. The syllabus of the subjects of this Examination is as follows.

*Syllabus: Customs Procedures :*

- (i) (a) Loading, unloading, storage and clearance of sea cargo/ air cargo
- (b) Duties of a Grade II Assistant Superintendent of Customs in charge of an import warehouse

(c) Completion of Blue Book

(d) Duties of a Grade II Assistant Superintendent of Customs in charge of the liquor warehouse

(ii) Export-

(a) Procedure followed with respect to Lading of Export Cargo

(b) Scrutiny of Export details

(c) Maintenance of Stock Book

(iii) Transshipment Cargo-

(a) De-stuffing and stuffing of Sea cargo

(b) Preparation of Transshipment manifest

(c) Coastal / Offshore Lading

(iv) Clearance Process related to bonded warehouses

(v) General-

- Refunds and conditions on certification of refunds
- Regulations stipulated for refund of duty
- Schedule of restricted and prohibited goods (to the country and from the country)
- Enforcement powers vested by the Customs Ordinance for taking action in respect of undeclared goods, false declaration and undervaluation of goods
- Procedures prescribed in the Customs Ordinance for examination /searching and taking into custody
- Provisions laid down in the Customs Ordinance with regard to the illegal exportation and importation and all departmental orders related to the duties of the officers.

05. *The syllabus of Simple Mathematics paper will consist of the following.-*

This is a simple arithmetic paper to test the ability of the applicant in arithmetic operations such as addition, subtraction, multiplication and division, the speed of solving mathematical questions and mathematical and logical intelligence of the applicant.

06. 06.1 Applicants who score minimum 40% for each paper (Customs procedures and Simple Mathematics) or secure an aggregate of 100 marks or above for both papers shall be qualified to appear for the interview.

6.2 *Issuance of Results :*

The list of results comprised of the names of successful candidates as per para 6.1 above, will be sent to the Director General of Customs. The Department of Examinations may communicate the results personally to all candidates who sat the examination, by post or, will take action to publish results in the official website [www.results.exams.gov.lk](http://www.results.exams.gov.lk).

07. 07. I 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 candidates who have submitted applications. A notification will be published in newspapers by the Department of Examinations immediately after the admission cards are issued to candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken by the applicant to notify the Department of Examinations in the manner specified in the advertisement. The name of the examination, full name of the applicant, Identity Card No. and the address should be mentioned when informing the Department of Examinations. In case of applicants outside Colombo, it will be more effective to send a letter of request to the fax number mentioned in the said advertisement furnishing a fax number to which the admission card should be sent. Further, it would be advisable to retain a copy of the application, copy of the receipt relevant to payment of examination fee and the receipt of postal registration of the application to prove any information requested by the department of Examinations.

07. II An applicant must sit the examination according to the index number 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.

07. III Candidates 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:

- National Identity Card issued by the Department of Registration of Person.
- A valid passport

08. 8. I. 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 or to be appointed to the post.

8. II. This examination will be held only in Colombo. The date of the examination and the place will be notified in due course.

09. Applicants will be subject to the rules and regulations enacted by the Commissioner General of Examinations with respect to conducting of examinations and release of the results. In case of violating these rules and regulations, he/ she will be liable to a punishment to be imposed by the Commissioner General of Examinations.

10. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette* Notification, the Sinhala text shall prevail. Any matter not provided for in these regulations will be dealt with at the discretion of the Secretary, to the Ministry of Finance.

Director General of Customs,  
Sri Lanka Customs Department.

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

#### SPECIMEN APPLICATION FORM

LIMITED COMPETITIVE EXAMINATION FOR PROMOTION TO THE  
POSTS OF ASSISTANT SUPERINTENDENT OF CUSTOMS, CLASS II  
DEPARTMENT OF SRI LANKA CUSTOMS– 2018

(for office use only)

Medium in which you sit this examination:

Sinhala – 2

Tamil – 3

English – 4

(Write the relevant number inside the box)

01. Name of the applicant:

1.1 Name in Full (in English Block Capitals) :———. (Eg. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with initials at the end (in English Block Capitals) :———. (Eg. GUNAWARDHANA, H.M.S.K)

1.3 Name in Full (in Sinhala/ Tamil) :———.

02. Address to which the admission card should be sent: (in English Block Capitals) :———.

03. Particulars of the National Identity Card:

3.1 National Identity Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3.2 Departmental Identity Card Number :———.

04. Sex:

Male – 0

Female – 1

(Write the relevant number inside the box)

05. Present post and date of appointment to the post :———.

06. Date of confirmation in the present post :———.

07. Medium of recruitment to the post :———.

08. Current working place :———.

09. Was any disciplinary inquiry held against you within the period of last 5 years? :———.

10. Educational Qualifications :———.

11. Other Special Qualifications :———.

12. Details of the payment of Examination Fee:

(i) Name of the Post office /Sub Post office :———.

(ii) Receipt No. :———.

(iii) Amount Paid : Rs. :———.

(iv) Date of payment :———.

(Paste the receipt here securely)

13. Applicant's Declaration/Certification:

I do hereby state that the particulars given by me in the application are true and correct. I am eligible to sit for the examination in the medium referred to in para 03 above. Furthermore, I agree to abide by rules and regulations imposed by the Commissioner General of Examinations regarding the conducting of the examination.

\_\_\_\_\_,  
Signature of Applicant.

Date :\_\_\_\_\_.

*Attestation of Applicant's signature (Delete whichever inapplicable) :*

I Certify that Mr./Mrs./Miss. .... who is submitting this application is an officer in the staff of my office / Directorate and he/she is personally known to me. He/she placed his/her signature in my presence on this .....day of .....2017.

Signature :\_\_\_\_\_.

Date :\_\_\_\_\_.

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Official stamp :\_\_\_\_\_.

*Certification of the Head of the Department :*

This is to certify Mr./ Mrs./ Miss. .... submitting this application is serving in the post of Chief Inspector of Customs/ Inspector of Customs Grade 1 in the staff of my office and the particulars referred to in para 01 to 11 are true and accurate. I also certify he/she has paid the prescribed examination fee and affixed the receipt herein and is eligible to sit for the above examination.

Signature :\_\_\_\_\_.

Date :\_\_\_\_\_.

Name :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Official stamp :\_\_\_\_\_.