

**MINISTRY OF SUSTAINABLE
DEVELOPMENT AND WILDLIFE**

Department of Wildlife Conservation

OPEN COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE POST OF MANAGEMENT
ASSISTANT - TECH/ NON-TECH SEG 2 WILDLIFE
GUARD OF THE WILDLIFE DEPARTMENT –
2017(2018)

APPLICATIONS are hereby called from the citizens of Sri Lanka who are qualified to be recruited to 220 vacancies of Wildlife Guard, Grade III at the Department of Wildlife Conservation. 3% of the recruitment will be reserved for female applicants. If a sufficient number of female applicants are not qualified, the remaining number of vacancies will be filled with the male applicants. It is hereby notified that the relevant examination will be held in June 2018.

01. *Salary Scheme.*— Rs.10,000/- shall be paid to the post of Wildlife Guard during the Training period of 06 months. As per Schedule I of the Public Administration Circular No 03/206 dated 25.02.2016, the relevant salary scale for the post of Wildlife Guard III is: Rs. 27,140 – 10x300 - 11x350 - 10x495 - 10x660 – 45540 (MN 1- 2016).

You are paid your salary as per Schedule II of the said Circular (Ex: From 01.01.2018 to 31.12.2018 a Basic Salary of Rs. 21,532 and an adjustment allowance of Rs: 4,306)

02. General Terms and Conditions in Attaching into Service:

- (i) All the candidates selected for the Post of Wildlife Guard will be recruited as Trainee Wildlife Guard for a period of 06 months and an allowance will be paid for the said period. The officers who complete the training successfully shall be appointed to the post of Wildlife Guard, Grade III.
- (ii) Anyone who fails to complete the training successfully or vacates the service shall not be entitled to apply for this post thereafter.
- (iii) The post of the officers who become eligible to be appointed to Grade III of Wildlife Guard, shall be permanent and pensionable. They should be subjected to any decision taken by the government with regard to the pension scheme. Further, the officers should contribute to the Widows' and Orphans' Pension/ Widowers' and Orphans Pension Scheme. Contributions shall be made as ordered by the government from time to time.
- (iv) Appointment is subjected to a probation period of 03 years.
- (v) The service stations of the Wildlife Guards will be located at difficult forest areas in the island, and the candidates should be prepared to serve in any part of the island they are ordered to serve.
- (vi) General conditions relevant to the posts in the Public Service published in para 02 of the *Gazette* shall be applied.
- (vii) Examination will be held in Sinhala, Tamil and English media. Candidates are not allowed to change the medium applied for.

03. *Age Limit.*— The candidates shall be not less than 18 years of age and not more than 30 years of age as at 15.03.2018 which is the closing date of applications. Accordingly, applications should be submitted by those who have their birthdays on or before 15.03.2000 or on or after 15.03.1988.

(This age limit is not applied for those who are already in the Public Service)

04. *Educational and Other Qualifications:*

- (i) The candidates shall have passed G.C.E. (Ordinary Level) Examination in six (06) subjects with credit passes for four subjects including Sinhala/Tamil/English, Mathematics and Science.
- (ii) Shall have passed at least one (01) subject at G.C.E. (Advanced Level) Examination (Except the General Test).
- (iii) *Professional Qualifications :* Qualifications obtained in the relevant field shall be considered as a special qualification.
- (iv) Shall be a citizen of Sri Lanka.
- (v) The applicant must be of an excellent character.
- (vi) Applicants shall have completed all the required qualifications in each and every way as at the date of calling applications.
- (vii) Every candidate must be physically and mentally fit to serve in any part of the island and to perform the duties of the post.
- (viii) The male applicants should have a height of not less than 05 feet and 04 inches. Female applicants should have a height of than 05 feet and 02 inches.

05. *Method of Recruitment :*

- (i) A fivefold of the number of applicants who are qualified under para 04 above and pass the written test shall be selected for a structured interview and on the order of the total marks obtained at the structured interview and the written test, candidates shall be recruited corresponding to the number of available vacancies.

- (ii) In case there are more than one applicant with the same marks when the recruitment is made for the last vacancy, actions will be taken to recruit only the candidates who have scored higher marks than that or recruitment will be made on the instructions of the Public Service Commission.
- (iii) Marks shall be allocated at the Structured Interview as follows.

<i>Titles examined to which marks are allocated</i>	<i>Maximum Marks</i>
1. Additional Educational Qualifications	30
2. Professional Qualifications	40
3. Representing Scouts, Cadets	15
4. Sports Skills	10
5. Skills proven at the interview	05

- (iv) The results sheet with the marks obtained at the written examination and at the structured interview prepared corresponding to the existing vacancies on the order of the marks obtained, shall be submitted to the Director General of the Department of Wild Life Conservation. Then, the results shall be informed personally to all the candidates who applied for the examination. This will be done by the Commissioner General of Examinations by post or over the web site WWW.results.exams.gov.lk.
- (v) Applicants who successfully complete the training period shall be appointed to Wildlife Guard, Grade III under a Period of Training with a probation period of 03 years and they shall be confirmed in post after successfully satisfying the requirement of 1st Efficiency Bar Examination and a satisfactory service of 03 years.

06. *Syllabus*.– Written Examination :

<i>Subject</i>	<i>Maximum Marks</i>	<i>Duration</i>	<i>Pass Marks</i>
1. Intelligence Test	100	1 hour	40%

This paper consists of 50 Multiple Choice Questions and questions for short answers which is prepared to identify the ability of thinking and logical thinking, analytical skills and ability to make decisions of the candidates.

07. *Applications and other Particulars*:

- (i) 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 21X 29 cm (A-4) using both sides. It should be specially noted that the application forms should be prepared in a way that titles 01 to 08 to be appeared on the first page and the others on the rest of the pages. The application should be filled in handwriting in the medium candidates expects to appear at the examination. It is essential to mention the name of examination indicated in the Header of the Application in English language as well, in applications prepared in both Sinhala and Tamil media. Applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice and therefore the applicants must be careful to recheck the filled application to make sure that it is in line with the specimen application and that the application is duly filled with correct information including the details of the examination fees paid. It would be advisable to keep a photocopy of the perfected application of the receipt obtained for the examination fees paid. The completed application form for the examination should be sent by registered post to reach the “Commissioner-General of Examinations, Department of Examinations - Sri Lanka, P.O.Box. 1503, Colombo” on or before 15.03.2018. The words "Recruitment to the Post of Wildlife Guard (Open) - 2017(2018)" should be clearly indicated on the top left-hand corner of the envelope enclosing the application. (The application should not be sent to a personal name or to any other address)
- (ii) Any application received late or incomplete shall not be rejected without any notice.
- (iii) No responsibility shall be taken with regard to applications misplaced in post.
- (iv) The signature of the applicant shall be certified both in the application and the admission card. An applicant who submits the application through a certain institution should get his/her signature certified by the Head of the Institution or an authorized officer and any other candidate should get the signature certified by a Head of a Government School, Retired Officer, Grama Niladhari of the relevant division, Justice of

Peace, Notary Public, Commissioner of Oath, Attorney -at -Law, a Commissioned officer of the Tri Armed Forces, A permanent staff officer in the public or provincial public service who earns an annual combined salary of Rs.240,360 or above, a Chief Incumbent of a temple or a priest of any other religion who bears a responsible position

- (v) The applications which do not comply with the directions of this notification shall be rejected.
- (vi) Officers who are serving in the public service should get their application submitted through respective Heads of the Institution/ Department.
- (vii) The receipt of the application shall not be acknowledged.

08. *Examination Fees:*

- (i) Examination Fee is Rs. 600.00. This fee can be paid to any Post Office or Sub Post Office under the head 2003-02-13 of the Commissioner General of Examination to be credited to the government revenue. The receipt obtained thus should be affixed in the relevant cage of the application so as not to be detached. No other fee shall be charged in addition to the examination fees. The examination fee should be paid before 15.03.2018 which is the closing date of application. (It is advisable to keep a photocopy of the receipt obtained thus with the applicant).
- (ii) Under no circumstances the examination fees shall be paid and it is not allowed to exchange it for any other examination. Further it is kindly informed that neither money orders nor stamps are accepted for Examination Fees.

09. Documents mentioned below should be presented at any occasion they are required :

- (i) Birth Certificate
- (ii) Educational Certificates.
- (iii) A Grama Niladhari Certificate obtained recently (Counter signed by the Divisional Secretariat)
- (iv) Two character certificates.
- (v) Other relevant certificates.

N.B.- Documents/ certificates should not be sent along with the application.

- 10. (i) The examination will be held in the examination centers established in towns indicated in Schedule -1. The towns and relevant number of the town where the applicant intends to sit for the examination should be entered in the header of the application as First Choice and Second Choice. If a sufficient number of candidates has not applied for the examination in a certain town to establish an examination center, the applicants shall be directed to an examination center established in the town indicated as second choice or to any other town. Further, if a sufficient number of candidates has not applied for the examination in the proposed towns or majority of towns, the Commissioner General of Examinations shall take necessary action to hold the examination only in Colombo.

- (ii) On the assumption that only the applicants mentioned in the *Gazette* have applied for the examination, Commissioner General of Examinations will issue admission cards for the applicants who are within the age limit and have paid due examination fees on or before 15.03.2018 and sent the receipt obtained along with the perfected application. A notification will be published in newspapers by the Department of Examinations as soon as the admission cards are issued to the candidates. If the admission card is not received even after 2 or 3 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement. When such inquiry is made, the applicant should correctly mention the name of the Examination he/she applied for, the Full name of the Candidate, National Identity Card No. and Address. In case of applicants outside Colombo, it would be advisable to send a letter of request furnishing a fax number to which the admission card should be sent. Further it would be advisable to keep the following in hand at the time of calling the Department of Examinations: *i.e.* certified photocopies of the application form and the receipt kept at your possession, and the receipt of registration.

- (iii) The issuance of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination or to hold a post and on the every first day

of appearing at the examination applicant should furnish the admission card where his/her signature is certified, to the Supervisor of Examination.

- (iv) Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examination for the purpose of conducting examinations and issuance of examination results. They shall be liable to be subjected to any punishment imposed by Commissioner General of Examination for violation of these rules and regulations.

11. Candidates should furnish one of the following documents to the satisfaction of the Supervisor of Examination in support of their identity :
- (i) National Identity Card issued by the Department for Registration of Persons.
 - (ii) Valid Passport.

12. *Penalty for furnishing false information.* - If it is found that any candidate has not fulfilled relevant qualifications his/her candidature or selection can be canceled any time.

13. With regard to matters not provided here, actions shall be taken as per the decisions of the Director General of Wildlife Conservation.

14. In case of an inconsistency among the Sinhala, Tamil and English texts, Sinhala text shall prevail.

M. G. C. SOORIYABANDARA,
Director General
Department of Wildlife Conservation.

No 811/A, Jayanthipura Road,
Battaramulla.

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE
POST OF MANAGEMENT ASSISTANT TECH/ NON-TECH SEG 2
WILDLIFE GUARD OF THE WILDLIFE DEPARTMENT – 2017(2018)

Town where the applicant intends to appear for the Examination

	Town	Town No.
First Choice		
Second Choice		

(Complete in line with Schedule -1)

01. Language Medium:

- Sinhala - 2
- Tamil - 3
- English - 4

(Write relevant No. in the cage)

- 02. (i) Name with initials at the end (In English Block Capitals) :_____.
(Ex. GUNAWARDHANA M.G.B.S.K.)
- (ii) Full Name (In English Block Capitals) :_____.
- (iii) Full Name (In Sinhala/ Tamil) :_____.
- 03. (i) Address to which the admission card should be sent (In English Block Capitals) :_____.
- (ii) Permanent Address (In Sinhala/Tamil) :_____.

04. Sex:

- Male - 0
- Female - 1

(Write the relevant No. in the cage)

05. National Identity Card No. :

<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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06. (i) Date of Birth:

Year Month Date

(ii) Age as at 15.03.2018

Years Months Days

07. Citizenship:

- Lineage - 1
- Registration - 2

(Write the relevant No. in the cage)

08. Mobil Telephone No. :

<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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09. Educational Qualifications:

- (i) G.C.E. (Ordinary Level) Examination:
Year :_____. Index No. :_____.

Serial No.	Subject	Grade
01.		
02.		
03.		
04.		
05.		
06.		
07.		
08.		
09.		

(ii) G.C.E. (Advanced Level) Examination:
Year : _____ . Index No. : _____ .

Serial No.	Subject	Grade
01.		
02.		
03.		
04.		

09. Other Educational Qualifications : _____ .

11. Professional Qualifications : _____ .

12. (i) Post Office/ Sub Post Office to which the Examination Fee was paid : _____ .
(ii) Receipt No. and Date : _____ .
(iii) Amount Paid : _____ .

Paste the receipt so as not to detach

13. (i) Have you ever been convicted of any offence in a court of Law? Yes/No
(ii) If yes, please specify.

14. The particulars of your employment, if any:

- (i) Institution : _____ .
(ii) Date of First Appointment : _____ .
(iii) Post : _____ .
(iv) Salary : _____ .

15. Mention two non-related referees and their addresses.

- (i)
(ii)

16. Declaration of the Applicant:

I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment. I hereby agree to abide by all the conditions imposed by the Commissioner General of Examination for the purpose of holding this examination.

Signature of the Applicant.
(Signature should be placed before the person who certifies the same).

Date : _____ .

17. Certification of the signature of the applicant:

I hereby certify that Mr./Mrs./Miss. who submits this application is known to me personally and that he/she placed his/her signature in my presence on 2018 and further the officer has paid the prescribed examination fee and pasted the receipt on the applications.

Signature of the Officer
attesting the signature.

Name of the Attesting Officer : _____ .
Post : _____ .
Address : _____ .
Date : _____ .
(Place the official Seal)

18. If the applicant is a public employee, the Head of the Department should fill in the following.

I hereby certify that Mr./Mrs./Miss who is submitting this application is holding a permanent/temporary post Ministry/ Department/Office and particulars he/she has given above are true and correct as per the personal file of him/her. Further I inform that he/she can/cannot be released from the post he/she is holding at this department in the event of him/her being selected for the post given here.

Signature of the Head of the Department or
the Authorized Officer.

Name : _____ .
Post : _____ .
(Place the seal)
Date : _____ .
(Delete the words inappropriate)

N.B.- No other document/copy should be attached to the application other than the receipt obtained by paying the fees.

SCHEDULE -1

Towns where the Examination Centers are established and Town Nos:

<i>Town</i>	<i>Town No.</i>
Colombo	01
Gampaha	02
Kalutara	03
Kandy	04
Matale	05
Nuwaraeliya	06
Galle	07
Matara	08
Hambantota	09
Jaffna	10
Mannar	11
Vavuniya	12
Mulativu	13
Kilinochchi	14
Batticoala	15
Ampara	16
Trincomalee	17
Kurunegala	18
Puttalam	19
Anuradhapura	20
Polonnaruwa	21
Badulla	22
Moneragala	23
Rathnapura	24
Kegalle	25