

MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES

DEPARTMENT OF SRI LANKA CUSTOMS

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POSTS OF ASSISTANT SUPERINTENDENT OF CUSTOMS, GRADE II OF THE DEPARTMENT OF SRI LANKA CUSTOMS – 2023

APPLICATIONS are called from eligible Sri Lankan citizens for the Open Competitive Examination for recruitment to the posts of Assistant Superintendent of Customs, Grade II of the Department of Sri Lanka Customs. The application for the said post has been published on www.doenets.lk website of the Department of Examinations and, applications should be submitted only through the online system. The closing date for receiving applications is **16.10.2023**.

Note 1. Acceptance of online applications starts at **9.00 a.m. on 22.09.2023** and ends at 12.00 mid night on 16.10.2023. Three days (03) after the closing date for accepting application are given to make necessary amendments to the applications. Incomplete applications will be rejected without a notice.

The Open Competitive Examination for recruitment to the posts of Assistant Superintendent of Customs, Grade II of the Department of Sri Lanka Customs will be held by the Commissioner General of Examinations **in December 2023, only in Colombo**. The date of the examination will be notified in due course through the newspapers. The Commissioner General of Examination reserves the right to postpone or cancel this examination.

Applications for this post are invited from both males and females who have fulfilled the qualifications given below :

02. Eligibility

1. Every applicant should furnish satisfactory proof to prove that he/she:

- (a) is a citizen of Sri Lanka
- (b) is of excellent moral character,
- (c) is not less than 21 years and not more than 35 years of age, as at the closing date of applications. (Accordingly, only those who were born on or before 16.10.2002 or born on or after 16.10.1988 are eligible to apply for this post)

Note 2 : No person ordained in any religious sect should be permitted to sit for this examination.

- I. Physical fitness : The height of the male applicants should not be less than 5 feet and 5 inches and the chest should not be less than 33 inches (when expanded).

The height of female applicants should not be less than 5 feet and 3 inches.

II. Educational qualifications:- Every applicant should have fulfilled the following educational qualifications :

- (a) Should have obtained a degree with a duration not less than three (03) years, offered by a University or an institute recognized by the University Grants Commission;

and

- (b) Should have obtained at least a credit pass for the English language as a subject at the General Certificate of Education (O/L) Examination (English language as an optional subject is not considered);

or

Should have obtained a minimum simple pass for the English Language as a subject at the General Certificate of Education (A/L) Examination.

Note 3 : No person will be eligible to sit for this examination, on pending results of a degree. However, a person who has passed a degree from a recognized University may be permitted to sit this examination, on submission of an official letter obtained from the Registrar of the University certifying that he/she has passed the Degree.

03. Conditions of the service:

- (I) Salary - The consolidated salary scale entitled to the post is as follows :
Salary scale as per Public Administration Circular No.: 3/2016 – MN - 5 salary category: Rs. 34,605 - 660X10 - 755X11 - 930X15 = Rs. 63,460
- (II) This post is permanent and will be subjected to the policy decision taken by the government, regarding the pension scheme in the future.
- (III) Selected applicants will be appointed to the post subjected to a three-year probation period with effect from the date of appointment.
- (IV) The appointees should undergo a medical examination conducted by a Government Medical Officer to certify whether they are physically fit to serve in any part of the island.
- (V) The appointees will have to serve day and night shifts and they are bound to serve any part of the island.
- (VI) Attention is also drawn to the general conditions relevant to appointments to the posts in public service, published at the beginning of paragraph (IIA), part I of this *Gazette* Notification.

04. Examination procedure – Recruitment Examination consists of 03 question papers as follows:-

(01) Aptitude Test (01 hour)	100 marks
(02) English Language (01 ½ hours)	100 marks
(03) Creative and Analytical Communication Skills (03 hours)	100 marks
Total	<u>300 marks</u>

Aptitude Test Paper : This paper will consist of 50 multiple-choice questions and questions for short answers to test applicants' language skills and logical capability. All the questions should be answered.

English Language Paper : This paper is to test the reading, writing, comprehension, and communication skills of the applicants. All the questions should be answered.

Creative and analytical communication skills paper : This paper is to measure the logical and imagination skills of the candidate by analyzing, gathering and presenting ideas and data through a topic selected among the number of given topics and examine the ability to understand a comprehensive paragraph, document, or memorandum and summarize the principal idea of that document clearly and precisely in his own words.

Note 4 : This examination will be conducted in three mediums; Sinhala, Tamil, and English. Applicants should sit for this examination in the same medium in which they passed the qualifying examination referred to in paragraph 02(III) of this notification or in the official language. It is not permitted to change the applied medium later.

- (I) Marks will be deducted for unclear handwriting and wrong spelling.
- (II) Receipt of admission cards should not be considered as a fulfillment of qualifications required to sit for the examination.
- (III) **Method of evaluation :** The minimum marks to be obtained for each question paper to pass the examination is 50%. Twice the number of applicants who have scored 50% or more marks for each question paper will be

selected and a list of the names of applicants prepared in the order of index numbers/ in alphabetical order will be submitted to the Director General of Customs by the Department of Examinations. Applicants of the said list will be called for an interview to evaluate their fitness and 05 marks will be given for sports skills as follows and subsequently, they will be referred to a general interview. Marks are not given at the general interview and only the information provided on qualifications will be scrutinized.

Procedure for granting marks at the interview to evaluate fitness:-

Marks for individual sports at the national level: 05 marks for the first place, 03 marks for the second, 02 marks for the third place.

05 marks will be given to the first, second, and third place of the individual event at an international level competition representing Sri Lanka.

03 marks will be given to a member of a group that won first place at the national level. 02 marks for a member of a group that won the second place, and 01 mark for a member of a group that won the third place.

05 marks will be given to a member of a group event who won first, second, and third place at an international level competition representing Sri Lanka.

The events under 17 years age group will not be considered for these competitions.

Marks given for these sports competitions will be limited to only one qualification at maximum levels.

Certificates presented at the interview should be certified by the national authority relevant to such sport.

05. **Basis of selection** - Applicants who have passed the written examination and qualified at the interview will be selected for granting appointments subject to the number of vacancies approved by the Ministry of Finance, Economic Stabilization, and National Policies. Not more than 10% of the number of approved vacancies will be reserved for female applicants.

05. (I) **Release of Results** - The final priority list will be prepared by the Department of Examinations by adding the total marks of the written examination and the marks of the interview subsequent to the marks of the interview of the qualified applicants who passed

the written examination and qualified for the interview are submitted to the Department of Examinations and the said priority list will be submitted to the Director-General of Customs. Once the priority list is submitted and consequent to informing the appropriate date for the release of results by the Director-General of Customs, the Department of Examinations will take action to inform the marks of each subject/total marks to all the applicants who sat for the examination, *via* the post or official website of the department www.results.exams.gov.lk.

Note 5 : As per the nature of duties in Sri Lanka Customs, the female officers will also have to work night shifts.

06. Every applicant should have fulfilled all the required qualifications relevant to the post before the closing date of calling applications.

07. Procedure of applying :

(I) Online applications should be completed only in the English language. It will be notified that the department accepts/does not accept the application as a valid application *via* an SMS to the mobile phone number, used to access to the system or to the e-mail address. Before completing the application, download the common instructions, prepared to apply for the examination. Strictly follow these instructions when filling out the application. Incomplete applications will be rejected without a notice. Applicants who are currently working in the Public Service/Public Corporations/ Statutory Boards should apply for this examination after obtaining the consent of the Head of the organization by the way of a certified letter that he/she will be released from the existing service/post at the time of calling for the interview after passing the written examination.

(II) Examination fee is Rs. 600/-. Payment of examination fee should be made only by the following methods, provided by the online system.

- i. Any bank credit card
- ii. Debit cards with online payment facility
- iii. Online banking method, Bank of Ceylon
- iv. Slip Payment at any branch of Bank of Ceylon

Note 6 : Instructions on the method of payment under the above method have been given under the technical instructions for the examination of the website.

(III) Payment will be notified by a SMS or an e-mail. The full amount for the examination fee should be paid and applications that pay less or more examination fees will be rejected. The Department of Examinations will not be responsible for the delays in the payment of examination fees by the aforesaid method.

08. (I) **Admission to the examination** - The Commissioner General of examinations will issue the admission cards to the applicants who have paid the prescribed examination fee, submitted the duly completed online applications on or before the closing date of applications, on the prior assumption that only the applicants who have fulfilled the qualifications referred to in the *Gazette* notification have forwarded the applications. The Department of Examinations will publish a notice on newspapers and on the official website of the Department of Examinations, Sri Lanka immediately after the issuance of admissions to applicants. If admissions have not been received even after 2-3 days of this notice, those applicants should inquire about it from the Institutional Examination Organization Branch, Department of Examinations, Sri Lanka as mentioned thereof. Such applicants should clearly mention the name of the examination they applied for, the applicant's full name, National Identity Card number, and the address. If the applicant lives outside Colombo, it is more fruitful to inquire with a request letter mentioning a fax number to fax a copy of the admission to the applicant. Keeping a copy of the completed application and a copy of the receipt obtained on payment of the examination fee will be more fruitful to verify any information inquired by the Department of Examinations.

(II) **Entering to the examination** –The signature of all the applicants in admission cards should be attested and they should sit for the examination at the prescribed center. The attested admission should be handed over to the examiner in charge of the examination on the first day of the examination. The applicants who fail to do so will not be permitted to enter to the examination. The constitution prepared for applicants have been indicated in part I: Section II (A) of this *Gazette* notification and all the applicants are bound to adhere to this constitution.

(III) Applicants will be liable to rules and regulations imposed by the Commissioner General of Examination in relevant to conducting examination and issuance of results. If in case of violation of such rules and regulations, he/she will be liable to

any penalty imposed by the Commissioner General of Examinations.

Note 7 : Issuing an admission to the candidate does not confirm that he/she has fulfilled all the requirements required to sit for the examination.

09. **Identity** - Applicants should prove their identity to the satisfaction of the examiner in charge of the examination center for all subjects of the examination. Any of the following documents will be accepted.

- I. National Identity Card ;
- II. Valid Passport ;
- III. Valid Sri Lankan Driving License.

Applicants who fail to produce any of the above documents are not allowed to sit for the examination. Also, the candidates should expose their identity without covering their face and ears when they enter the examination hall. Applicants who refuse to do so will not be allowed to enter the examination hall. Further, the applicants should remain with their faces and ears uncovered till they leave the examination hall, enabling the examination authorities to identify the applicant.

10. Documents of eligibility :

- (I) All the required particulars should be provided in the application. Incomplete applications will be rejected.
- (II) Applicants, who are qualified calling for the interview, should provide relevant documents to prove their eligibility.
- (III) The originals of the following documents will be required at the interview.
 - (a) A character certificate certified by a responsible person.

Note 8 : The character certificates may be obtained from a Justice of the Peace, an Attorney-at-law, a Divisional Secretary of the area of residence, or a staff grade officer holding a permanent post in government, a reputed person in a society who can be referred directly for obtaining information. The name, designation, and address of the person who issues the certificate should be clearly indicated. (Candidates who hold a permanent post in government service are not required to furnish character certificates).

- (b) A certified copy of the entry of the registration of the birth of the applicant or a Special