

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT**  
**INLAND REVENUE DEPARTMENT**

**Open Competitive Examination for the Recruitment to the Posts of Technical Officer (Civil), Technical Officer (Electrical) of the Inland Revenue Department - 2024**

1. Applications are called from qualified citizens of Sri Lanka to fill 02 vacancies of Supervisory Management Assistant (Technical Service Category) of the Inland Revenue Department.

**1.1 Posts to be recruited and the nature of duties**

Approved title	Approved grade of the post	Approved No. of posts	Duties
Technical Officer (Civil)	( III,II,I )	01	<ol style="list-style-type: none"><li>1. Proper handling of maintenance within the buildings and water supply system of the department.</li><li>2. To prepare, examine and certify work estimates.</li><li>3. To visit sites when necessary, examine their accuracy and progress, take follow up action and submit relevant reports.</li><li>4. Price analysis on construction of buildings, examination of changes in estimates according to price variation and certification.</li><li>5. To examine physical and financial progress of each project as per the progress review meetings and give explanations on downfalls, if any.</li><li>6. Other duties related to the post assigned by the Head of the Department</li></ol>
Technical Officer (Electrical)	( III,II,I )	01	<ol style="list-style-type: none"><li>1. Supervision of primary investigations, designs and planning on Electrical engineering work required for building construction and maintenance</li><li>2. Preparing estimates on Electrical engineering work and price analysis.</li><li>3. To check bills and give recommendations</li><li>4. To inspect infrastructure of the Electrical and engineering sites, carry out required maintenance work and necessary repairs. .</li><li>5. To prepare documents as per the standard specifications.</li><li>6. To supervise progress of Electrical engineering work and in case of any fall, do necessary repairs.</li><li>7. Other duties related to the post assigned by the Head of the Department.</li></ol>

1.2 Number of appointments is 02. The effective date of appointments will be decided by the Commissioner General of Inland Revenue.

## 2. Method of Recruitment

2.1 Written Examination:- This examination consists of the following two papers (02).

- (i) Intelligence test
- (ii) Subject related technical test

This will be a written examination which will be conducted by an institute approved by the Commissioner General of Inland Revenue.

2.2 General Interview:- Marks are not given. It will be held for the candidates who have passed the written examination and it is to check whether qualifications have been fulfilled complying with the Scheme of Recruitment and the notification of calling applications published accordingly and to test the physical fitness.

3. **Salary Scale :-** In terms of the salary circular of Schedule I of the Public Administration Circular 03/2016 dated 25.02.2016 monthly salary scale of this post is Rs. 31,040-10x445-11x660-10x730-10x750-57,550 (MN 03). You will be paid salaries in terms of schedule II of the said circular.

## 4. Service Conditions:-

4.1 A selected candidate shall be appointed to Grade III of the service subject to the general conditions governing the appointments in the Public Service, the terms and conditions set out in the Service Minute of Sri Lanka Technical Service published in the *Gazette* Extraordinary No. 1426/34 dated 06.01.2006 of the Democratic Socialist Republic of Sri Lanka and any revisions made or to be made hereafter to the aforesaid Service Minute, Provisions of the Establishments Code and Financial Regulations and Procedural Rules of the Public Service Commission which was published in the *Gazette* Extraordinary No. 1589/30 dated 20.02.2009.

4.2 This post is permanent and pensionable. The officers who are recruited to the public service on or after 01.01.2016 subject to any policy decision made by the government with regard to the pension scheme in future.

4.3 This post will be subject to a probation period of three years and should pass the First Efficiency Bar Examination within 03 years of the recruitment to the Supervisory Management Assistant (Technical Service Category) of the Inland Revenue Department as specified in the Service Minute of the Technical Service of Sri Lanka.

4.4 Language proficiency in the required level should be obtained within 05 of the recruitment to the post as per the provisions of Public Administrative Circular 18/2020 and circulars incidental thereto.

## 5. Qualifications of Recruitment :-

### 5.1 Educational Qualifications:

5.1.1 Should have passed G.C.E (A/L) Examination at one sitting with three (03) subjects in Science / Mathematics/ Technology scheme.

5.1.2 Should have passed G.C.E (O/L) Examination at one sitting with 06 subjects including credit passes for Sinhala/ Tamil / English, Science, Mathematics and one of the other subjects.

### 5.2 Professional Qualifications

Completion of National Vocational Qualification (NVQ) Level 6 relevant to the field of the job as decided by the Tertiary and Vocational Education Commission.

- 5.2.1 Diploma in Technology offered by a Recognized University
- 5.2.2 National Diploma in Engineering Science offered by National Apprentice and Industrial Training Authority (NAITA)
- or*
- 5.2.3 Higher National Diploma in Engineering offered by Sri Lanka Institute of Advanced Technological Education affiliated to the Ministry in Charge of the subject of Higher Education.
- 5.2.4 Successful completion of Part I of the Engineering Examination conducted by Institution of Engineers Sri Lanka
- or*
- 5.2.5 Other qualifications in technology recognized by Tertiary and Professional Education Commission and equal to the above technical qualifications in every respect after obtaining information from the Ministry of Higher Education and above institutions that issue certificates of technology.

5.3 Physical Qualifications: Every applicant should be physically and mentally fit to perform duties of the post in serve in any part of the Island.

- 5.4 Other Qualifications
- (1) Shall be a citizen of Sri Lanka.
  - (2) Shall have an excellent moral character.
  - (3) All the qualifications required for the recruitment to this post shall be completed in all respects as at the closing date of calling applications in the *Gazette* notification.
  - (4) A clergy of any religion is not qualified to sit for this examination.
  - (5) It is accepted that the candidate has fulfilled qualifications required to sit for the competitive examination to be recruited to the service, only if he has fulfilled all the qualifications and the required age limit as at the closing date specified in the *Gazette* notification in every aspect.

**6. Age limit:**

Minimum age limit	: Not less than 18 years
Maximum age limit	: Not above than 30 years

(Accordingly, the qualification in respect of age is fulfilled only if the date of birth of the candidate falls on or before **05.12.2006** and of or after **06.12.1994**).

7. **Examination Fee** - Examination fee is **Rs. 1000/-**. It shall be paid before the closing date of applications at any branch of the Bank of Ceylon in the island to the credit of account of Commissioner General of Inland Revenue **No. 7041552** of the Taprobane Branch. The receipt obtained from the bank branch should be affixed in the relevant cage. The examination fee is non-refundable. It is advisable to keep a photocopy of the receipt with you. Money orders and stamps will not be accepted in respect of the fee.

**8. Method of Application:-**

8.1 The application should be in the form of the specimen appended to this notification using both sides of 8 1/2"x12" (A4) size paper and the application should be filled in own handwriting by the candidate. Computer typeset applications also could be used. Special attention should be drawn to have heading numbers 1.0 to 2.12 on the first page, 3.0 to 5.0 overleaf and the rest in the third page. Further, copies of the relevant certificates should be attached to the application and if not applications will be rejected. Since the applications that do not comply with the specimen and that are not completed in every aspect shall be rejected without notice (Keeping a photocopy of the application is advisable). The candidates should ensure that the application is in line with the specimen application given in the notification. If not applications may be rejected.

8.2 The application should be in the language medium the candidate intends to sit the examination.

8.3 The completed application form should be sent by Registered Post on or before **06.01.2025** to reach "The Commissioner General of Inland Revenue, Inland Revenue Department, Sir Chiththampalam A Gardiner

Mawatha, Colombo 02". The top left- hand corner of the envelope in which the application is enclosed should be clearly marked as "Open Competitive Examination for the Recruitment to the Supervisory Management Assistant (Technical Service Category) of the Inland Revenue Department – 2024". Any application received after the closing date will not be accepted.

8.4 The Candidate's signature in the application form should be attested by a Principal of a Government School/ Justice of the Peace/ Commissioner for Oaths / Attorney - at - Law / Notary Public / Commissioned Officer in tri forces, a gazetted officer of the Police Service or an officer in the Public Service whose monthly consolidated salary is above Rs. 240,360/= (In terms of Schedule I of the Public Administrative Circular 6/2016 , above Rs. 41,580/= monthly). Signature of the candidates who are serving in the public service or Provincial Public Service shall be attested by the respective Heads of Departments.

8.5 Applications which are incomplete in every respect will be rejected. No complaint about loss or delay of applications in the post will be considered.

8.6 Receipt of applications will not be acknowledged.

**9. Admission to the Examination:**

9.1 On the presumption that applications have been forwarded by persons who have fulfilled the qualifications referred in the *Gazette* Notification, admission cards will be issued by the institute which conducts the examination to all candidates who are within the age limit mentioned in the *Gazette* Notification, have paid the prescribed examination fee on or before the closing date, appeared for the examination along with the receipt and accurately completed and forwarded applications including medium of language, signature and attestation of the signature (with the certification of the Head of the Department if applicable) .

9.2 A candidate should sit the examination at the examination hall prescribed for him /her . Every candidate should hand over the admission card, in which his/her signature has been attested to the Supervisor of the Examination on the first day of sitting the Examination. Rules that should be followed by every candidate are given at the beginning of this *gazette* notification. The candidates subject to rules and regulations made by the Commissioner General of Inland Revenue. He/she is liable to any punishment imposed by the Commissioner General of Inland Revenue in case such rules and regulations are violated.

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

10. **Identity of Candidates** - Candidates will be required to prove their identity at the examination in respect of every subject he appears to the satisfaction of the supervisor. For this purpose any of the following documents will be accepted.

- (a) The National Identity Card issued by the Department of Registrations of Persons;
- (b) Valid Passport.

11. **Furnishing False Particulars** - If a candidate is found to be ineligible, 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 a candidate is found to be false to the best of his/her knowledge or if he/she has willfully suppressed any material fact, he/ she will be liable to immediate dismissal from the service.

12. Any matter not provided for in these regulations will be dealt with at the discretion of the Commissioner General of Inland Revenue subject to the instructions of the Public Service Commission.

**13. Scheme and Medium of the Examination:-**

The examination will be conducted in Sinhala and Tamil language medium.

*Note* :-

- (i) Candidates shall sit for all the papers of the examination in one language.
- (ii) Candidates are not allowed to change medium of the examination requested in the application.

#### 14. Scheme of Recruitment -

Candidates will be recruited to the post based on the results of the written examination and the general interview. The appropriate persons will be selected in the order of merit and according to the number of vacancies having verified the qualifications through a general interview.

##### 14.1 Written Examination :

Subjects	Maximum marks	Pass mark
1. Intelligence test	100	40%
11. Subject related technical test	100	40%

The candidates should sit for all the examination papers.

##### 14.2 General Interview:

- (i) The general interview is held to verify that the candidates have fulfilled the qualifications specified under the above No. 06 and the qualifications comply with the limits of qualifications and to check physical fitness.
- (ii) The Board of Interview of the General Interview is appointed by the Commissioner General of Inland Revenue.
- (iii) Among the candidates who have secured a minimum forty (40) the marks or above for each question paper, the highest scorers of the total marks for all the subjects are qualified to be present at the general interview. Among the candidates who are qualified, the number to be called for the interview will be decided as appropriate, by the Commissioner General of Inland Revenue following the merit order of the candidates and the number of vacancies. In case the number of qualified candidates does not equal to the above decided number, only the qualified number of candidates will be called for the interview.

*Note:*

Presenting at the interview is not considered as completion of qualifications to be appointed.

14.3 A number of applicants equal to the number of vacancies may be appointed Grade Three (III) of this service following the descending order beginning from the highest scorer of marks .

##### 14.4 Results:

The qualified applicants who have sat for the examination that has been prepared according to the merit order shall be submitted to the Commissioner General of Inland Revenue. Results will be informed personally to all the candidates who sat for the examination.

#### 15. Syllabus of the Written Examination

Post	Examination paper/ Subject area	Syllabus	Duration	Total marks	Pass mark
Technical Officer (Civil/ Electrical)	1. Intelligence test	A question paper for short answers which has been designed to test creative thinking, problem solving ability, analytical skill and time management.	02 hours	100	40%
	2. Subject related technical test	A question papers which consists of 08 questions to be answered 05 questions that equal marks will be given, designed to check technical knowledge and subject knowledge related to the post.	02 hours	100	40%

16. In case of any inconsistency prevails among language texts of this notification published in Sinhala, Tamil and English languages, the Sinhala text shall prevail at such instance.

W.A.SEPALIKA CHANDRASEKARA,  
Commissioner General of Inland Revenue.

On 13th November, 2024,  
Inland Revenue Department,  
Sir Chiththampalam A Gardiner Mawatha,  
Colombo 02.