

Southern Provincial Public Service Commission

Open Competitive Examination for Recruitment to the Post of House Mother Grade III under Management Assistant Non-technical Segment -2 Service Category (MN-1) in the Southern Provincial Department of Social Welfare, Probation and Child Care Services -2025

1.0 It is hereby notified that the open competitive examination for recruitment to the post of House Mother Grade III in the Southern Provincial Department of Social Welfare , Probation and Child Care Services will be conducted by the Southern Provincial Public Service Commission in the month of December 2025. The application for this examination has been published on the official website of the Southern Provincial Public Service Commission at www.psc.sp.gov.lk, and applications shall only be submitted online. The closing date for applications is 01st of December 2025.

Note - Receipt of online applications will be opened at 9.00 a.m. on 10th of November 2025 and will be closed at 6.00 p.m. on 01st of December 2025.

This examination will be conducted only at examination centers established in Galle Town.

2.0 The candidates who have met the qualifications based on merit according to the results of the written examination to be conducted by the Southern Provincial Public Service Commission, will be selected for recruitment to the post of House Mother Grade III, on the basis of the district population ratio.

3.0 (a) The total number of vacancies expected to be filled is 13.

(b) The number of appointments to be made and the effective date of the appointments will be determined by the appointing authority. The appointing authority reserves right not to fill any number of vacancies or all the vacancies.

(c) Selected candidates will be appointed to the Grade III of the service subjected to general conditions governing the appointments in the Public Service and the terms and conditions stipulated in the Recruitment Procedure of the Management Assistant – Non Technical Segment- 02 Service Category of the Southern Provincial Department of Social Welfare , Probation and Child Care Services , No. 325 (approved by the Hon. Governor of the Southern Province on 11.12.2024) and to any amendments made or to be made hereafter to the said Recruitment Procedure, and provisions of the Establishment Code and Financial Regulations/ Southern Provincial Financial Rules and the Procedural Rules of the Public Service Commission as published in the Gazette Extraordinary No. 2310/29 dated 14.12.2022.

(d) If selected for an appointment, it is mandatory to serve for a minimum period of three (03) years at the place of first appointment. However, if the appointing authority deems it necessary to transfer an officer before the completion of this period due to any special reasons determined by the appointing authority, he reserves the right to do so.

- (e) This appointment shall be subject to a probation period of three years. The first efficiency bar examination shall be passed by the officer within a period of three (03) years after recruiting to the post of Grade III of the Management Assistant Non Technical Segment -2 Service Category, as per the Service Minute.
- (f) If selected for appointment, you are required to acquire Official Language Proficiency in other language than the language in which you qualified for the appointment in accordance with the provisions of Public Administration Circular No. 18/2020 dated 16th October 2020, and any circulars incidental thereto.
- 4.0 The Salary Code MN 01-2025 in Public Administration Circular No. 10/2025 dated 25.03.2025 is applicable to this post and accordingly, the monthly salary scale related to this post is Rs. 45,230-10×540-11×630-10×890-10×1,190-Rs. 78,360/- . You are entitled to the said salary from 01.01.2027. You shall be paid the salary as per the provisions in Schedule III of this circular from the effective date of the appointment.
- 5.0 This post is permanent and pensionable. The officers recruited to the post of House Mother Grade III through the examination will be subject to policy decisions taken by the government in the future regarding the pension scheme applicable to this post.
- 6.0 **Qualifications :** Following qualifications are applicable to be eligible for recruitment to the post of House Mother Grade III.
- (a) Candidate shall be a citizen of Sri Lanka
- (b) The candidates should be not less than 18 years old and not older than 30 years as of the closing date for applications, which is 01.12.2025. (Therefore, only those born on or before 01.12.2007 and on or after 01.12.1995 are eligible to apply for the position.)
- (c) Candidate shall be of excellent character.
- (d) Candidates must possess adequate physical and mental fitness to serve in any part of the Southern Province, perform the duties of the post, and work with children, adults, and persons with special needs.
- (e) **Should have completed following educational Qualifications .**
1. Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects with credit passes for Sinhala/Tamil/English Language, Mathematics and two other subjects, at one sitting.
- And
2. Should have passed at least one (01) subject in the General Certificate of Education (Advanced Level) Examination Excluding common General Test.

Note -

- The language in which the applicant appears for this competitive examination shall be considered as the language in which she has obtained a credit pass at the General Certificate of Education (Ordinary Level) examination.
- The final decision regarding the acceptance of a qualification obtained by sitting for an examination conducted by any other local or foreign educational institution equivalent to the General Certificate of Education (Ordinary Level) Examination or General Certificate of Education (Advanced Level) Examination for the purpose of appointment shall be made by the appointing authority, after verification from the relevant educational institutions and the Commissioner General of Examinations.

(f) Should have completed following professional qualifications

Before the completion of the probation period, officers appointed to the posts of Assistant Matron and House Mother in government children's homes must obtain a certificate by following a course equivalent to or higher than NVQ Level 3 in one of the following subjects such as Child Development, Child Protection / Child Care / Day Care, Social Work, Nutrition, or Counseling, conducted by an institution under the University Grants Commission or an institution registered with the Tertiary and Vocational Education Commission.

(Candidates who have already completed a relevant course and obtained the required level of certification in one of the above-mentioned subjects at the time of recruitment are not required to follow such a course after being appointed.

6.1 Other :

- I. A police certificate obtained within the three (03) months, issued by the Officer-in-Charge of the police station of the applicant's area of residence, certifying that the applicant is a law-abiding person who has not been convicted before the law, must be submitted to the interview board at the interview.
- II. The applicant must submit to the interview board a Grama Niladhari report certifying that she has not been accused of any prior criminal charges or drug-related offense, and possesses good character and proper social conduct, along with two (02) character certificates from the Justice of the Peace and a religious leader of the area of residence. (The safety and protection of children, adults, and persons with special needs are expected to be ensured through these character certificates.)
- III. The candidate should submit a medical certificate obtained from a Government Medical Officer, confirming that she is physically and mentally fit to work with children, adults, and persons with special needs, to the interview board, at the time of recruitment.

N.B - It is compulsory that every candidate should have completed all qualifications applicable to this post in every aspect on or before 01st December 2025.

7.0 Selection on the basis of District Population Ratio :

- (a) Candidates must accurately indicate the district in which they wish to apply for vacancies out of Galle, Matara and Hambantota districts when completing the online application.
- (b) Recruitment will be conducted on a representative basis. The prescribed number of vacancies will be allocated to each administrative district in proportion to its population. Only candidates applying from that district will be eligible to compete for the vacancies designated for that district.
 - I. If the number of vacancies allocated to a particular district cannot be filled by qualified candidates from that district, the unfilled vacancies will be redistributed among adjacent districts in proportion to their populations.
 - II. If the number of candidates achieving the minimum required marks in the examination is less than the number of vacancies allocated, selection will not be based on district population ratio.

N.B:- The number of vacancies allocated to a district refers to the vacancies available for candidates appearing for the competitive examination from that district, proportional to the population of that administrative district. It should be noted that it does not represent the total number of vacancies in government institutions within that district.

(c) Qualifications required for eligibility under a specific district :

- (i) The candidate shall have been a permanent resident continuously for a period of three (03) years immediately prior to the closing date of applications, in the area of authority of Southern Provincial Council. (Residence should be verified by certified extracts of an electoral register.)

or

- (ii) In case where candidate has moved to the Southern Province upon marriage, the candidate's spouse must have resided in the Southern Province for at least three (03) calendar years from the date of marriage and before the date on which the qualifications for the examination were completed.

Note - No candidate will be permitted to apply for more than one district. Once a candidate has selected the district for which she wishes to contest vacancies, in accordance with the eligibility criteria outlined in section 7 above, this selection cannot be changed after submitting the online application.

8.0 Examination Procedure :

- (a) The examination will be conducted in Sinhala, Tamil, and English mediums. Candidates must select one medium that is relevant to them and must answer the question paper scheduled for

the examination in that chosen medium. Once a medium is selected, it cannot be changed. The examination will consist of one question paper.

Subject	Duration	Total Marks	Passed Marks
Subjective knowledge	01 Hour	100	40

(b) Syllabus :

Multiple choice question paper is prepared according to the following syllabus.

- Diseases common among children, basic first aid, and health protection methods that should be followed to prevent those diseases.
- Nutritional needs of infants and children, and healthy practices to be followed when consuming food.
- General knowledge about what should be followed and not to be followed for the good mental development of infants and children.

(c) In order to qualify for appointment through this competitive examination, candidates must obtain at least forty percent (40%) of the marks allocated for the subject. Appointments will be made strictly according to the order of merit based on the marks obtained, until the number of vacancies allocated for the examination is filled.

(d) **Examination Results:** - The examination results will be available for each applicant to download personally from the official website of the Southern Provincial Public Service Commission at, www.psc.sp.gov.lk. Additionally, a list of candidates who have passed the examination will be prepared in order of district merit and issued to the Appointing Authority.

9.0 Examination Fee : The examination fee is Rs. 1000/-. The fee must be paid online. All payments shall be made only through **VISA** or **MASRER** cards and payments made through any other methods will not be accepted under any circumstances. The full examination fee must be paid, and applications with underpaid fees will be rejected. The Southern Provincial Public Service Commission will not be responsible for any error that occur during the payment process using the above-mentioned methods.

Please consider that examination fees paid will not be refunded under any circumstances or such fees cannot be transferred to any other examination.

Note -. Candidates are responsible for any adverse consequences resulting from delays in submitting applications until the final deadline.

10.0 Procedure to Apply:

All candidates are required to visit the official website of the Southern Provincial Public Service Commission at [www.psc.sp.gov.lk]. Applicants must select the correct examination, enter the relevant information, pay the examination fee, and submit the application to the Southern Provincial Public Service Commission. The application period for this exam will close on **01st December 2025 at 6:00 p.m.** (It is recommended to use a desktop or laptop computer with internet access for this process.)

10.1 Candidates must complete their application for this examination online.

10.2 No changes will be permitted to any information entered by applicants after submission. Therefore, it is crucial to verify the information carefully before submitting it to the Southern Provincial Public Service Commission.

10.3 All applications submitted through any means other than the specified online process will be rejected without notice. Candidates will bear any consequences resulting from mistakes, such as selecting the wrong examination while applying online.

10.4 Under no circumstances should hard copies of the candidate be sent to this Commission. However, it is mandatory for the candidate to keep a hard copy of the completed and downloaded application and it shall be presented at the interview.

10.5 Attestation of Candidate's Signature :

The candidate's signature shall be attested on the hard copy of the downloaded application submitted for the interview. A candidate who is already in government service shall get her signature attested by the head of the institution or an officer authorized by him and the other candidates can get their signatures attested by a Head of a Government School/Retired Officer, a Grama Niladhari of the Division, a Justice of Peace, a Commissioner of Oaths, Attorney-at-law, a Notary Public, Commissioned officer of the Armed Forces , a permanent staff grade officer in the Public Service or Provincial Public Service or a Viharadhipathi or Chief Incumbent of a Buddhist temple or a person in charge of a non-religious place of worship or a person holding a significant position in the clergy.

11.0 Admission Cards :-

As applications are invited online, it is assumed that only those who meet the qualifications stated in the notification have applied and submitted complete applications by the due date. The Southern Provincial Public Service Commission will issue admission cards online through the

official website (<http://www.psc.sp.gov.lk>) to all candidates who have paid the prescribed examination fees and submitted their applications online. Once the admission cards are issued, an announcement will be made via a notification on the official website of the Southern Provincial Public Service Commission. Candidates can download their examination admission cards by visiting the admission card issuance section on the website and entering their National Identity Card Number.

The admission card should be carefully checked, and if there are any amendments to be made, the candidate must clearly indicate the correct form of amendment in the relevant column and her signature shall be affixed. Requests made for amendments during the interview will not be considered.

Issuance of admission card to the candidates does not necessarily mean that she has fulfilled the qualifications to sit for the examination. The downloaded examination admission card must be printed on both sides of A4 size paper, the signature should be attested and submitted to the supervisor of the examination center. A candidate who is already in government service should get her signature attested by the head of the institution or an officer authorized by him and the other candidates can get their signatures attested by a Head of a Government School/Retired Officer, a Grama Niladhari of the Division, a Justice of Peace, a Commissioner of Oaths, Attorney-at-law, a Notary Public, Commissioned officer of the Armed Forces , a permanent staff grade officer in the Public Service or Provincial Public Service or a Viharadhipathi or Chief Incumbent of a Buddhist temple or a person in charge of a non-religious place of worship or a person holding a significant position in the clergy.

12.0 Admission to the Examination

(a) Every candidate should get her signature on the admission card attested in advance and produce her admission card to the supervisor of the examination center on the first day she presents herself for the examination. Any candidate who fails to produce her admission card shall not be allowed to sit for the examination.

(b) The candidate should sit for the examination at the examination hall assigned to him.

13.0 Identity of Candidates:

No candidate without an admission card shall be allowed to sit for the examination. Furthermore, candidates must prove their identity to the satisfaction of the supervisor of the examination for each question paper they sit in the examination hall. For this purpose, any of the following documents shall be presented to the supervisor of the examination.

- (i.) National Identity Card
- (ii) Valid Passport
- (iii) Valid Driving License

The candidates should enter the examination hall without covering their faces that their identity can be verified, and also ears visible to ensure that they are not wearing any electronic communication devices. The candidates, who refuse to prove their identity in the said manner shall not be allowed to enter the examination hall. Further, candidates should remain in the examination hall from the moment of entering until they leave the hall after the completion of the examination without covering their face and two ears.

- 14.0 **Method of Selection :-** The candidates for these posts will be selected based on an interview (for which no marks will be awarded) conducted to check their eligibility according to the performance at the examination and the district population ratio. (In the event that there are several candidates who have secured equal marks at the last selection stage, based on the number of existing vacancies at the time of appointment, an interview will be held and the most qualified candidates will be selected in order of merit according to their educational qualifications.)
- 15.0 **Furnishing false information:-** If it is found that any candidate is not eligible to sit for this examination, the Southern Provincial Public Service Commission reserves right to cancel her candidature at any stage, before, during or after the examination . Furthermore, if it appears that any particulars furnished by a candidate found to be false within her knowledge , disciplinary action will be taken against her.
- i. While filling the application accurate information should be provided with consideration. According to the regulations applicable to this examination, if any candidate is found to be ineligible to appear for it, the Commission has the right to cancel /her candidature at any stage before, during, or after the examination.
 - ii. If any of the particulars furnished by a candidate is later found to be incorrect, or if it is revealed that she has willfully suppressed any fact, she will no longer be considered for any appointment and may be subject to cancellation of any appointment given based on this examination or even dismissal from public service.
- 16.0 The candidates are bound by the rules and regulations imposed by the Southern Provincial Public Service Commission in conducting the examination and issuing the results. She is liable to be subjected to any punishment imposed by the Southern Provincial Public Service Commission for breach of these rules.
- 17.0 The decision of the Southern Provincial Public Service Commission shall be final regarding the conduct of the examination, the cancellation of the examination, the suspension of the examination results, and any other matter not specified in the rules and regulations of this examination notification, consequential thereto. All candidates are bound to act in accordance with the general examination rules and regulations mentioned in this notification.

18.0 In the event of any inconsistency between the Sinhala, Tamil and English text of this notification, the Sinhala text shall prevail as the accurate text.

By order of the Southern Provincial Public Service Commission.



C.P. Rajakaruna
Secretary,
Provincial Public Service Commission,
Southern Province.

*C.P. Rajakaruna
Secretary
Provincial Public Service Commission
Southern Province*

On this 10th day of November 2025,
Southern Provincial Public Service Commission,
6th Floor,
District Secretariat Building,
Galle.

(The Southern Provincial Public Service Commission bears no responsibility for the contents of any advertisement that are falsely prepared and displayed by various institutions based on this notification.)