

Limited Competitive Examination for Promotion to the Supra Grade of Central Provincial Management Service Officers' Service – 2025

01. It is hereby notified that the written examination of the Limited Competitive Examination for promotion to the Supra Grade of Central Provincial Management Service Officers' Service will be conducted by the Commissioner General of Examinations in January 2026. The relevant application form has been published on the website of the Department of Examinations, Sri Lanka, www.doenets.lk and applications can only be submitted online. The closing date for applications is 21st October 2025.

Note- Acceptance of online applications will commence at 9.00 a.m. on the 22nd September 2025 and end at 9.00 p.m. on 21st October 2025.

02. The examination will be held in Kandy city. The town where the examination centers will be established and the corresponding town number is given below.

Town	Code Number
Kandy	02

03. The Central Provincial Public Service Commission reserves the right to postpone or cancel the examination.

04. 50% of the vacancies that exist in the Supra Grade of the Central Provincial Management Service Officers' Service as at the last date of the examination held first from among the competitive examinations conducted under merit stream or limited stream for promotion to Supra Grade of the Central Provincial Management Service Officers' Service will be filled through this examination. Action shall be taken to publish the said number of vacancies on the website of Central Provincial Public Service Commission after the last date of the relevant examination, and the number of vacancies shall not be revised once it has been published in the said manner.

05. The Salary Code MN 7-2025 in terms of Public Administration Circular No. 10/2025 dated 25.03.2025 is applicable to this post and accordingly, the monthly salary scale will be Rs. 71,240/ - 11x1,360 - 18x1,850 - Rs. 119,500/-. 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.

06. Qualifications to be satisfied:

Officers who belong to the Central Provincial Public Service, have fulfilled following qualifications and not subjected to any disciplinary punishment as per the provisions of Public Service Commission Circular No. 01/2020 as at the closing date of applications, shall eligible to sit for this examination.

a. Shall be an officer in Grade I of Management Service Officers' Service

Or

b. Shall be an officer in Grade II of the Management Service Officers' Service, who has completed at least an active and satisfactory service period of not less than eight (08) years;

Or

- c. Shall be an officer of the Management Service Officers' Service, who possess a degree from a university recognized by the University Grants Commission and has completed an active and satisfactory service of 05 years;

And

- d. Should have completed the relevant Efficiency Bar examination as at the prescribed date.

Note I

The officers, who have completed the active period of service prescribed in (a), (b), (c) above as per the Grade, in which they are currently possess in the Central Provincial Management Service Officers' Service, and could not complete the satisfactory period of service due to the deprivation of the confirmation in service or promotion as at the closing date of applications due to the delay in the concession for efficiency bar, on the administrative cause, even after passing the efficiency bar examination by the closing date of applications within the minimum number of sittings to be satisfied as per the provisions of the Service Minute and to be passed relevant to the Grade in which they are staying at present, can also apply for this examination.

Note II

However, providing the opportunity for the said officers to apply and sit for the examination shall not be a qualification for the promotion and the letter of promotion to Supra Grade shall be issued after the relevant confirmation/ promotion has been earned once it is satisfied that a satisfactory service period has been completed in the Management Service Officers' Service in the proper manner

07. Conditions of the Examination

- (i) The examination will be conducted in Sinhala, Tamil and English medium. Candidates can sit for the examination in one language medium of their preference. They must answer all the question papers in one and the same language. Candidates are not allowed to change the language medium indicated in the application. Every candidate must appear for all the question papers.
- (ii) The online application form must be filled in English. Only the sections that are instructed to be completed in Sinhala or Tamil must be completed accurately in those languages. Before completing the online application form, candidates must download and carefully read the common instructions regarding applying for the examination. The candidates must strictly adhere to those instructions in filling out the application. Incomplete applications will be rejected without notice.
- (iii) Once the application is submitted online, it should be downloaded, the printed copy of the downloaded application should be sent through the Head of the Department/ Ministry Secretary by registered post to reach below mentioned address on or before the closing date of the applications. The caption of "Limited Competitive Examination for Promotion to the Supra Grade of Central Provincial Management Service Officers' Service – 2025" should be clearly mentioned on the top left corner of the envelope in which the application is sent.

"Secretary,
Central Provincial Public Service Commission,
No. 244, Katugastota Road,
Kandy"

(iv) Examination fee is Rs.1200/-. Examination fee will not be charged from the candidates who sit for the examination for the first time; namely the candidates who did not sit for the Limited Competitive Examination for promotion to Supra Grade of General Clerical Service held in 1980, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1991, 1996, 1999 or 2001, candidates who did not sit for a Limited Competitive Examination of Supra Grade of Public/ Central Provincial Public Service Government Typists' Service held in 1985 and 1996, candidates who did not sit for a Limited Competitive Examination of Supra Grade of Public/ Central Provincial Public Service Government Stenographers' Service held in 1996 and candidates who did not sit for a Limited Competitive Examination of Supra Grade of Public/ Central Provincial Public Service Book-keepers'/ Shroffs' or Store-keepers' Service held in 1999 and candidates who did not sit for the Limited Competitive Examination for promotion to Supra Grade of Public/ Central Provincial Management Services Officer's service held in 2006,2007, 2011, 2015, 2018 and 2023.

*Candidates who applied for a previous examination but did not sit for the examination on any ground after receiving the admission card must also pay the examination fee.

*The officer and the head of the institution must bear the adverse consequences of any action taken after it is discovered that the officer has sat for this examination without paying the fees, falsely claiming to be sitting for the examination for the first time.

The examination fee must be paid only through the following payment methods provided in the online system.

- I. Any Bank Credit Card
- II. Any Bank Debit Card
- III. Bank of Ceylon Online Banking Method
- IV. Bank of Ceylon Teller Slip Payment

Note: Instructions on the manner in which the payments are made through the above methods are published under Technical Instructions related to this examination on the website of the Department of Examinations.

(v) The acknowledgment of the payment will be informed by an SMS or email. The full amount of the examination fee must be paid, and applications for which the payments have been made less or more than the examination fee will be rejected. The Department of Examinations will not be responsible for the errors occurring in the payment of examination fees by the above payment methods.

(vi) The examination fee shall not be refunded or transferred for another examination under any circumstance.

(vii) Candidates appearing for the examination should get their signatures on the admission cards attested by the head of the institution or an officer authorized by him/her.

(viii) Based on the prior conclusion that only those with the qualifications mentioned in the notification have applied for the examination, the Commissioner General of Examinations will issue examination admission cards only online to the candidates who have paid examination fees on or before the closing date of applications and properly submitted the application online. As soon as the admission cards are issued, the Department of Examinations, Sri Lanka, will inform by a web notice / a short message (SMS) to the applicants.

If an applicant has not received their admission card 2 or 3 days after the notice is published, candidate should take steps to inquire with the Institutional Examinations Organization Branch of

the Department of Examinations, Sri Lanka, as stated in the notice. When inquiring, it will be more effective for the applicant to send an email to the e-mail address mentioned in the notice correctly stating the name of the examination they applied for, their full name, National ID number. It would be useful to keep a photocopy of the completed application form and the copy of the receipt kept at your possession to confirm any particular sought by the Department of Examinations.

Check the admission card and, if there are any amendments, contact the Department of Examinations in advance to make the relevant amendments according to the application. Requests for amendments made at the examination hall / interview will not be considered.

08. Admission to the examination:

- (a) A candidate presenting himself for the examination shall get his signature on the admission card attested in advance and produce his admission card to the supervisor of the examination center on the first day of the examination. Any candidate who fails to produce his admission card shall not be permitted to sit for the examination.
- (b) Candidates must sit for the examination at the examination hall assigned to him. A set of rules to be followed by all the candidates is published in this notice. Candidates shall be bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the examination and they are liable to a punishment imposed by the Commissioner General of Examinations for breach of these rules and regulations.

Note: Issuance of admission card to the examination does not necessarily mean that he/ she has fulfilled the basic qualifications mentioned in paragraph 06 of this notification.

09. Identity of candidates:

Candidates must prove their identity at the examination hall to the satisfaction of the supervisor for every subject they appear for. Any of the following documents will be accepted for this purpose:

- (a) National Identity Card
- (b) A valid passport
- (c) Valid Sri Lanka driving license

Also, candidates must enter the examination hall without covering their face and ears in a way that allows their clear identity and to ensure that they are not wearing any electronic communication devices. The candidates who refuse to prove their identity in the said manner will not be admitted to the examination hall. Furthermore, from the moment they enter the examination hall until they leave after the examination is over, they must remain without covering their face and ears so that they can be identified by the examination authorities

10. Penalty for furnishing false information

- (a) If a candidate is found to be ineligible in accordance with the rules and regulations of this examination, his/ her candidature is liable to be cancelled at any state prior to, during or after the examination.
- (b) If the particulars furnished by a candidate are subsequently found to be false or if it is found that he/she has willfully suppressed any material fact he or she shall no longer be considered for the promotion. Furthermore, he or she shall be liable for dismissal from the public service or cancellation of any promotion made on this examination

11. Scheme of examination: The Written Examination shall consist of the following subjects.

Question Paper		Duration	Total
1	Office management	02 hours	100
2	Office systems	02 hours	100
3	Establishment procedures and procedural rules	02 hours	100
4	Public finance management	02 hours	100
5	General paper	1 ½ hours	100

12. Syllabus: The syllabus of the above subjects are as follows;

- (i) Office Management (Duration – 02 hours, Marks- 100)

Organization structure, principles of organization, task analysis and task evaluation, leadership supervision and the ability to make decisions, communication, public relations, co-ordination and problem solving.

- (ii) Office system (Duration – 02 hours, Marks- 100)

Principles of office systems, office procedures, document and filing, planning and handling of forms, office correspondence, control over the utilization of office equipment, office layout and environment, job description, work and systems study, measurement of work and Office manual

- (iii) Establishments procedures and procedural rules (Duration – 02 hours, Marks - 100)

Procedures to be followed when making recruitments to public service, establishments activities of public officers, maintaining a personal file, vesting of powers for the tasks such as appointments, transfers, promotions and termination of service of public servants, welfare of public servants, privileges entitled to public officers, general knowledge of the regulations and circulars that have been already issued by the Government shall be tested.

- (iv) Public Financial Management (Duration – 02 hours, Marks- 100)

Responsibilities of an Accounting Officer and Annual Estimates, financial control, delegation of responsibilities on financial matters, receipt of money, accounting, acceptance of money, payments, custody of public money, imprest and bank accounts, supplies and services, tender procedures, board of surveys, audit queries, ledgers and summaries of income and expenditure of Government offices, bank reconciliations, books on financial management, regulations and circulars issued on utilization of Public Finance so far by the Government.

- (v) General paper (Duration – 1 1/2 hours, Marks- 100)

The nature of Public Administration, structure of Public Administration, Public policies and new public reforms, fundamental rights, Human rights, Human Rights Commission, Ombudsman, Public Petitions Committee of the Parliament, office culture, ethics and morals, making the office environment properly, welfare activities of the staff, recognition of civil and official status in the aspect of social science and the duties of public officers towards recipients.

13. Selection for appointment:

- (i) A candidate shall secure at least 40 marks for each subject in order to pass the above examination and to be called for the interview. On the order of merit prepared based on the total marks secured at the examination, number of candidates equivalent to the aggregate number of vacancies allocated for the limited competitive examination and 10% of the vacancies shall be called for an interview which shall be conducted by an interview board appointed by the Central Provincial Public Services Commission for verification of qualifications. The Interview shall be conducted only for examining the certificates for verification of qualifications and no marks shall be allocated at such interview. Selected candidates are liable to serve in offices situated in any part of the Central Province where vacancies in Supra Grade exist. Appointment of any candidate shall be cancelled, if he/she refuses to assume duties at the respective office. At such occasions, vacancies shall be filled by calling the next candidates who satisfy the qualifications.

while filling vacancies on the order of merit, if, at any instance, where there are more qualified candidates, who have secured equal marks than the number of vacancies remaining and there is a service requirement at the relevant time to fill those vacancies, the Central Provincial Public Service Commission may decide to make further selection out of the candidates who have secured equal marks. This selection procedure consists of the following two stages.

- (i) Written test to evaluate the ability of the candidates,
- (ii) Merit based interview.

The written test shall be conducted either by the Central Provincial Public Service Commission or by an institution approved by the Central Provincial Public Service Commission.

The board of interview shall be appointed by the Central Provincial Public Service Commission.

Further details of the structure and content of this selection procedure has been published in the following web page in the official website of Sri Lanka Public Service Commission www.psc.gov.lk.

Home Page → Downloads → Procedures → Special selection procedure

- (ii) Failure of any candidate promoted through a limited competitive examination to report for duty at the place of work to which he/ she is attached within a period of one calendar month from the date of issuance of the letter of promotion shall be considered as a reason for cancellation of such promotion and action shall be taken to cancel the promotion of such officer to Supra Grade without inquiry. The Central Provincial Public Service Commission shall reserve the power to reject any appeal made in this regard without considering them.
- (iii) This promotion shall be effective on a date determined by the Central Provincial Public Service Commission.

- (iv) It is compulsory to serve at least 03 years at the service station to which the candidate gets the first appointment. However, the Appointing Authority reserves the right to transfer an officer before the completion of the said period on special grounds determined by the Appointing Authority.
- (v) The result sheet including the names of the candidates who become qualified for the interview in the written test shall be provided to the Secretary of the Central Provincial Public Service Commission by the Commissioner General of Examinations on the notification of the Central Provincial Public Service Commission. The results of the remaining candidates will be published on the website www.results.exams.gov.lk or candidates shall be informed personally by the Commissioner General of Examinations.
14. Candidates shall be bound by the rules and regulations prescribed by the Commissioner General of Examinations in respect of conducting the examination and issuing the results. The candidates shall be subjected to a punishment imposed by the Commissioner General of Examinations, if such rules are violated.
15. Conducting of this examination and promotion to Supra Grade shall be made subject to the general conditions governing the appointments of public service, rules and regulations stipulated in the Minute of Central Provincial Management Services Officer's service approved by the Hon. Governor of Central Province on 07.04.2014 and come into force from 02.04.2013 and any amendment already made and shall be made thereto in due course.
16. The Central Provincial Public Services Commission reserves the right to refrain from filling some or all of the vacancies and also to decide to take final decision on matters not covered by this notification.
17. 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.

On the order of the Central Provincial Public Services Commission

19th September 2025
Central Provincial Public Service Commission,
No. 244, Katugastota Road,
Kandy

K.K.G.I.D.P. Wijethilake,
Secretary,
Provincial Public Service Commission,
Central Provincial Council