

**Competitive Examination for Promotion to Supra Grade of
Central Provincial Management Service Officers' Service on Merit Basis - 2025**

01. 50% of the vacancies existed in the Supra Grade of Central Provincial Management Services Officers' Service shall be filled by promotion on merit, 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.
02. 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.
03. Method of evaluation

Appointments relevant to 50% of the vacancies in Supra Grade shall be made on merit basis and the number of vacancies expected to be filled shall be calculated as at the last date of the Competitive examination held first from among the competitive examinations conducted under merit stream or limited stream held parallel to this examination for filling the vacancies in Supra Grade. 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.

For this purpose, applicants must appear for an aptitude test conducted by the Commissioner General of Examinations on behalf of the Central Provincial Public Service Commission and shall be passed by securing at least 40 marks. The list of names of the applicants, who pass the written examination, without indicating marks, shall be issued by the Commissioner General of Examinations to the Central Provincial Public Service Commission. Marks shall be allocated based on the seniority, experience of the applicants and basic qualifications shall be examined by an Interview Board appointed by Central Provincial Public Service Commission. The merit of each candidate will be determined on the aggregate of marks secured at the written examination and the marks allocated for the seniority and experience.

	Total Marks
I. Aptitude and case study (Written test)	- 100 (Duration 1 ½ hours)
II. Seniority	- 60
III. Experience	- <u>40</u>
	<u>200</u>

- I. Aptitude and case study (Written test) 100 marks - Duration 1 ½ hours

The date of this examination shall be notified by the Commissioner General of Examinations. The question paper of the written test on aptitude and case study shall consist of two parts.

(a) Part I (40 Marks)

All questions shall be related to office administration and the questions shall be given on general knowledge, ability of decision making, critical reasoning and problems related to office administration. It is compulsory to answer all the questions. The paper shall consist of multiple choice questions and questions for short answers. Duration 45 minutes

(b) Part II (60 marks)

The candidates shall be required to answer a question on case study regarding office administration. The paper shall consist of one or several paragraphs. Duration 45 minutes

II. Seniority

Marks for seniority shall be at the rate of 06 marks for each year of active and satisfactory service completed by the officer after completion of 05 years of active and satisfactory service in Grade I of Central Provincial Management Services Officers' Service subject to a maximum of 60 marks. For this purpose 03 marks shall be allocated for a period less than one year, but more than six months. No marks shall be allocated for a period of less than six months. 03 marks shall be allocated additionally for every officers, who have been promoted to Grade I on completion of 15 years and who have completed a service of more than 10 years after appointment to Grade II by the date of implementation of the new service minute i.e. 02.04.2013 for each year after the promotion to Grade II after completion of 10 years.

III. Experience

Marks shall be awarded at the rate of 02 marks for each year of satisfactory service as a supervisory officer in Grade I of Central Provincial Management Services Officers' Service subject to a maximum of 40 marks.

Note: As mentioned in Para. 03 above, allocation of marks for seniority and experience shall be made by an interview board approved by the Central Provincial Public Service Commission. The information inserted in respect of the seniority and experience of the applicants, shall be evaluated based on the personal file of those officers. Action shall be taken subject to the instructions of the Central Provincial Public Service Commission, against the applicants and the Heads of Departments who have certified the applications, if it is revealed that false information have been furnished intentionally. Marks shall not be allocated for qualifications not proved by the personal file.

04. The written test conducted for this purpose shall be held in January 2026 in Kandy. The Central Provincial Public Service Commission reserves the right to postpone or cancel this examination.

05. Qualifications

Officers belonging to the Central Provincial Public Service shall satisfy the following qualifications in order to apply for promotion to Supra Grade of Central Provincial Management Services Officers' Service on merit.

- (i) Shall be an officer who has completed at least an active and satisfactory service period of 05 years in the Grade I of Central Provincial Management Services Officers' Service as at the closing date of applications.

- (ii) Shall have not been subjected to any disciplinary punishment as per the provisions of Public Service Commission Circular No: 01/2020 as at the said date.
- (iii) Shall have completed the relevant Efficiency Bar examination as at the prescribed date.

06. Method of Application

- (a) Application shall be in the form of the specimen appended to this notification and should be prepared in an A4 size paper using both sides and be filled by the candidate him/herself. Application shall be prepared indicating numbers from 01 to 04 in the first page, 05 to 09 in the second page and the remaining numbers in the third page. Candidates shall fill the application clearly in his/her handwriting. The particulars relevant to the experience of the applicant should be proved by the personal file. Applications which are incomplete and not conforming to the specimen shall be rejected without prior notice. It is advisable to keep a photocopy of the relevant application by the candidate.
- (b) The written examination shall be conducted in Sinhala, Tamil and English medium. Candidates shall sit for the examination either in the language medium in which they entered the service or any other official language. Preparation and filling of the application form, too, shall be done in the language medium in which the candidate intends to sit for the written test. Candidates shall not be allowed to change the language medium subsequently. It is required to indicate the name of the examination in English also in the applications prepared both in Sinhala and Tamil medium.
- (c) Duly completed applications should be forwarded through the respective Head of Department/ Secretary of the Ministry to reach the following address by registered post on or before **21st October 2025**.

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

The top left hand corner of the envelope containing the application should bear, **“Competitive Examination for Promotion to Supra Grade of Central Provincial Management Services Officers’ Service on Merit Basis – 2025”**.

- (d) It is the responsibility of the Head of the Department/ Secretary of the Ministry to place the relevant official date stamp on the duly completed applications of the officers on the date of receipt, certify the relevant section to be certified by the Head of the Department in No. 19 of the application and indicate the date of certifying and send them to the aforementioned address before the closing date.
- (e) Secretary of the Ministry should follow the above instructions, when certifying and submitting the application forms of officers released temporarily/ released on secondary basis to serve in corporations or statutory boards.
- (f) Applications received after the closing date shall be rejected. Inquiries about applications lost or delayed in post, directed to any persons other than to the address given in this notification, shall not be considered.

(g) The post and the service station of the applicant at the time of applying for the examination shall be applicable to all matters related to the examination and any change made in this regard after sending applications shall not be considered.

07. The examination fee is Rs. 600/=. I kindly inform you that this fee is charged as per the fee circular approved by the Hon. Governor of the Central Province, considering the expenses incurred for each candidate and the payment made according to the bill sent by the Sri Lanka Examinations Department for conducting the examination. The said fee shall be credited to the Central Provincial Chief Secretary's Revenue Head 20-03-02-13. The receipt obtained in favor of the applicant shall be affixed in the relevant cage of the application so as not to be detached. (It is advisable to keep a photocopy of the receipt with the candidate) The examination fee shall not be refunded or transferred for another examination under no circumstance.

08. Admission to the examination:

(a) Commissioner General of Examinations shall issue admission cards in respect of each candidate whose application for the written test has been accepted. Candidates appearing for the examination should get their signatures on the admission cards attested in advance and surrender to the supervisor of the examination center. Without such admission card, no candidate shall be allowed to sit for the examination. The decision of the Commissioner General of Examinations in respect of conducting the examination and issuance of results shall be the final.

(b) Candidates shall sit for the examination in the examination hall assigned to him/her.

(c) A notification shall be published by the Department of Examinations as soon as the admission cards are issued to the candidates. If an applicant has not received their admission card 02 or 03 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 a request letter correctly stating the name of the examination they applied for, their full name, National ID number, and address to the e-mail address mentioned in the notice. 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.

(d) The Commissioner General of Examinations will issue the name list of candidates who pass the written examination by securing 40 marks or above in the written examination, to the Central Provincial Public Service Commission without indicating their marks.

(e) The final result sheet prepared on the order of merit, equal to the number of vacancies to be filled, in accordance with the marks of the written test and the aggregate marks allocated for the seniority and experience at the interview shall be issued to the Central Provincial Public Service Commission by the Commissioner General of Examinations. The results shall be personally informed to all the candidates who have sat for the examination or published in the website www.results.exams.gov.lk once the final results are issued.

Note: Issuance of an admission card to the examination does not necessarily mean that the candidate is eligible to sit for the examination.

09. 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 found to be false or if it is found that he/she has willfully suppressed any material fact, he or she is liable for dismissal from public service
- (c) All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examinations in respect of conducting the examination and issuance of the results. Further, in violation of any rule or regulation, candidates shall be subjected to the punishment imposed by the Commissioner General of Examinations.

11. Selection for appointment -

Candidates shall be selected strictly in order of merit as per the total marks scored in the written examination, seniority and experience subject to the number of vacancies to be filled. (It is compulsory to score a minimum of 40 marks for the written examination. Applicants who fail to score a minimum of 40 marks will not be eligible for the interview.)

12. This promotion shall be effective on a date determined by the Central Provincial Public Service Commission.

13. The Central Provincial Public Service Commission shall reserve the right to refrain from awarding appointments to any candidate who passes the examination, but is found to be ineligible for an appointment as per the provisions and regulations prevailing as at that time or if his/her work and conduct is found to be unsatisfactory.

14. Failure of any candidate promoted through the competitive examination on the basis of merit 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.

15. 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.
16. 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 of 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