

## Notice

### **North Central Provincial Public Service Commission - North Central Province** **Recruitment for the post of Technological Assistant in the North Central Provincial** **Public Service - Technological Category Service 03. (Open) – 2025**

Applications are invited from eligible applicants for filling the following vacancies of Technological Assistant of Service Category 03- Management Assistant of Provincial Public Service –. Last date of calling application is 2025.10.25 and the Competitive examination for the recruitment is to be held on November 2025 at Anuradhapura.

| <b>In. No.</b> | <b>Post</b>  | <b>Number of Vacancies</b> |
|----------------|--|----------------------------|
| 01             | Technical Assistant<br>( For Local Department of N.C.P ) | 12                         |

02. The North Central Provincial Public Service Commission has the power to determine the number of vacancies available for recruitment to a post in accordance with the Cabinet Decisions /25/1421/802/004-VIII and 2025.08.11.

### **03. Qualification for recruitment :**

#### **3.1. General Qualifications :**

1.1. Should be a citizen of Sri Lanka .

1.2. Every applicant should have sufficient physical and mental health and of excellent character to fit in every respect to serve in any area within the North Central Province and to perform the duties of the position.

1.3. Not less than 18 years and not more than 35 years as at deadline of calling applications.

1.4. Applicant must confirm that the permanent resident within the limit of North Central Province not less than 03 consecutive years preceding the closing date of application. ( It must be confirm through the Grama Niladhari Certificate form DS.4 at the Interview. Spouse's residence also considered.)

#### **3.2. (a) Educational Qualifications :-**

- Have passed six ( 06 ) subjects including Language or Literature, Mathematics, Science at G.C.E. ( O/L) not more than twice.

#### **3.2 (b) Professional Qualification :**

Possession of a National Vocational Qualification ( N.V.Q ) Level 05 or higher Level of certificate (as applicable to the position) granted by a government recognized technical institution.

- National Technology ( Civil Engineering ) Certificate  
or
- National Technology ( Electrical Engineering ) Certificate  
or
- National Technology (Quantity Surveyor) Certificate  
or
- National Technology (Engineering Draughtsman) Certificate

#### **04. Method of Recruitment :**

4.1. Recruitment to the post of Technological Assistant of Technological Category 03- Management Assistant in the North Central Provincial Public Service, , will be made on the basis of the order of marks obtained in the written competitive examination and the number of vacancies to be filled, and on the basis of the results of the interview conducted only to check whether the qualifications specified in the recruitment procedure and as per the notice published. The examination will be conducted in Sinhala, Tamil and English medium, and all the question papers must be answered in one language.

4.2. When the vacancies will be filled as order of merits, if there are more qualified candidates who have obtained equal marks than the number of vacancies remaining in the order of merit, and if there is a service requirement to fill those vacancies, the Provincial Public Service Commission may decide to make an additional selection from among the candidates who have obtained equal marks.

#### **4.3. Written examination:**

| Subjects             | Duration | Maximum Marks | Marks required to pass |
|----------------------|----------|---------------|------------------------|
| Intelligence Test    | 01 hour  | 100           | 40                     |
| Technological Skills | 03 hour  | 100           | 40                     |

4.4. **Examination Authority** : Secretary of the North Central Provincial Public Service Commission

4.5. Syllabus:

| Name of the Paper    | Syllabus   |
|----------------------|--|
| Intelligence Test    | The questions consist to assess the candidate's logical thinking and analytical thinking skills.   |
| Technological Skills | The questions consist to assess the candidate's ability to acquire the principles of building construction, the ability to prepare and understand Plan for construction work, the ability to prepare estimates, water supply, drainage measures and waste disposal procedures. |

4.6. The candidate must bring geometric instruments and other equipment required to answer the above technology question paper to the examination hall.

#### **05. Monthly Salary Scale or Allowance:**

5.1. Salary Code No.: MT1- 2025

5.2. The salary scale is - Rs.50090-540x10-630x11-1,010x10-1,190X10-Rs.84420/- ( Public Administration Circular 10 - 2025 ). In addition to this, the holder of this post will also be entitled to other allowances paid by the government officials from time to time.

#### **06. Service Conditions :**

6.1 Technological Assistant of Technological Category 03 -Management Assistant of North Central Provincial Public Service- , is permanent and pensionable. (Subject to future policy decisions taken by the government regarding the pension system)

**6.2.** The appointment of Technological Assistant of Technological Category 03 -Management Assistant of the North Central Provincial Public Service is subject to a probationary period of 03 years, and the relevant circular provisions must be fulfilled to confirm in service before the expiry of 3 years of service as per Public Administration Circular 18/2020 and its related circulars.

**07. Medium of Examination :**

This examination will be held in all three mediums, Sinhala, Tamil and English. Medium applied for will be allowed to change later.

**08. Method of Application:**

**8.1.**It should be prepared using both sides of an A4 (21X25 cm) size sheet, and the relevant information should be entered clearly in handwriting, with heading numbers 01 to 03 on the first page, 04 to 06 on the second page and the rest on the third page.

**8.2.** Applications that do not comply with the prescribed application form, are incomplete, do not meet the qualifications as per No. 03 above, are received after the due date, and applications for which the examination fee has not been paid before the due date will be rejected without any notice.

**8.3.**Photocopies of the application form will not be accepted. (It would be useful to keep a photocopy of the application form in your possession.) The examination Admission will be sent to the candidates by the Secretary, Provincial Public Service Commission. The sending of the examination Admission should not be considered as confirmation of your eligibility.

**8.4.**Examination Fees: The NC – 100 receipt obtained by paying a sum of Rs. 720/- from any Divisional Secretariat in the North Central Province, credited to the North Central Provincial Council No. 2003.02.13, should be affixed in the prescribed column of the application so as not to detach. (It may be useful to keep a copy of the receipt in your possession.) It should be noted that the examination fees paid will not be refunded under any circumstances and the fee will not be allowed to be transferred to another examination.

**8.5.**The applicant's signature on the application form must be attested by a Principal of a Government School or/Commissioner of Oaths/Lawyer/Officer holding a permanent staff post in the Police Service, or a staff officer in the Public Service/Provincial Public Service drawing a monthly salary of not less than Rs. 59,228/- as on 01.01.2025.

**8.6.** Applicants in the Public Service or Provincial Public Service should submit their applications through the Head of Department.

**8.7.** Duly completed applications should be submitted by registered post to the address “Secretary, Provincial Public Service Commission, District Secretariat Premises, North Central Province, Anuradhapura” before 2025.10.28 The application should be clearly marked “Recruitment for the post of Technical Assistant in North Central Provincial Public Service - 2025” on the top left corner of the envelope in which the application is submitted.

**8.8.** Complaints regarding loss or delay in posting of an application will be entertained.

## **09. Appearing the Examination :**

**9.1.** The Provincial Public Service Commission will issue the examination Admission at least one week before the examination. Candidates will not be allowed to appear for the examination without such Admission. Candidates appearing for the examination should submit their signed admission card to the Invigilator. Candidates who have not received Admission Card should inquire about this from the Provincial Public Service Commission. It will be more effective to inform the Provincial Public Service Commission along with a copy of the NC 100 receipt for payment of the application fee and the receipt for registration of the application. In order to verify the identity of the candidate during the examination, one of the following documents should be presented to the Invigilator.

National Identity Card issued by the Department of Registration of Persons

2. Valid Passport

3. Valid Driving License

**9.2.** If any candidate is found to be ineligible to appear for this examination, his candidature may be cancelled during the examination or after the examination or at any time after recruitment, and if any information furnished by a candidate is found to be false, he may be dismissed from service. The date of the examination will be notified by the Provincial Public Service Commission in the future. All candidates are bound to act in accordance with the general examination rules and regulations.

**9.3.** The issuance of an admission card to appear for the examination shall not be deemed to be an admission that the applicant has fulfilled the qualifications for the post. The candidate is subject to the rules and regulations of the Provincial Public Service Commission regarding the conduct of the examination. If such rules are violated, they will be liable to a penalty imposed by the Provincial Public Service Commission.

**9.4.** The North Central Provincial Public Service Commission also has the power to take decisions regarding the filling of all the vacancies or the non-filling of part or all of the vacancies, if any matter is not covered in the notice. In case of any inconsistency between the language texts herein, the Sinhala language text shall prevail.

As per the order of the Provincial Public Service Commission

Secretary,  
Provincial Public Service  
Commission North Central  
Province,  
2025.09.25

## Specimen Application

### Open Competitive Examination for Recruitment to the Post of Technological Assistant of Technological Service Category 03 -Management Assistant of North Central Provincial Public Service - 2025

For Office Usage

Medium of language appearing for the examination : (Sinhala - S, Tamil - T English - E)

(Write in the cage)

Resident District :

**1. 1.1 Name with Initials :**

.....  
Mr. /Mrs. /Miss (In English, Block letters)

**1.2 Name with Initial :**

.....  
Mr. /Mrs. /Miss (In Sinhala/Tamil)

**1.3 Name indicated by initials (In Block Letters) :**

**1.4 Name indicated by initials (In Sinhala/Tamil) :**

**2. 2.1 Permanent Address (in Sinhala/Tamil) :**

**2.2 Address that the Letter of Admission to be sent (In Block Letters) :**

**2.3 If engaged in Government Service, office address :**

**3. 3.1 Date of Birth : Year**

Month

Day

**3.2 Age as at the deadline of calling application (2025.10.25) Year : ..... Month : ..... days : .....**

**3.3 National Identity Card Number:**

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|

**3.4 Gender : Male - M**

☐

Female - F

☐

#### 4. Details of permanent residence

4.1 Applicant's permanent residence: .....

| Residence as per the vote register     | 2023 | 2024 | 2025 |
|--|------|------|------|
| Election Division                      |      |      |      |
| Polling Division                       |      |      |      |
| Polling Center                         |      |      |      |
| Number of the Grama Niladhari Division |      |      |      |
| House Hold Number                      |      |      |      |
| Index Number before the Name           |      |      |      |

#### 5 Educational Qualifications (As per the 3.2 of the notice) :

5.1 G.C.E. (O/L) (please attach the certified copies)

Year ..... In: No: .....

| Subject | Grade |
|---------|-------|
|         |       |
|         |       |
|         |       |
|         |       |
|         |       |
|         |       |
|         |       |
|         |       |
|         |       |
|         |       |

#### 6. Technological Qualifications

(Please attach the certified photocopies)

| Institution | Course Studied | Duration | Grade | Certificate No. and the date |
|-------------|----------------|----------|-------|------------------------------|
|             |                |          |       |                              |
|             |                |          |       |                              |
|             |                |          |       |                              |

#### 7. Details of payments of Examination fee :

- i. Name of Divisional Secretariat that the examination fee is paid : .....
- ii. Date : .....
- iii. Number of the Receipt : .....

Attach the receipt of payment so as not to detach.  
(It may be useful to keep a copy of the receipt.)

## 8.Applicants Declaration :

I declare that the information provided by me in this application is true and correct. I understand that if any of the information provided herein is found to be false or incorrect, I will be disqualified to recruit to the service and, if discovered after receiving the appointment, I will be liable to dismissal.

Date .....

.....

Applicant's Signature

## 9.Attestation of the Applicant's Signature .

I certify that I personally know Mr. / Mrs. / Mrs. .... who is submitting this application and that he / she has affixed his / her signature in my presence today.

Date .....

.....

Signature of the attester

(Rubber Seal) Name of the Attester : .....

Post : .....

Address : .....

## 10. If the applicant is currently employed in the Government or Provincial Public Services, the following certificate must be issued by the Head of Department.

This applicant, Mr. / Mrs. / Miss ....., is serving in this Department / Institution as ..... I hereby certify that he / she has not been subjected to any disciplinary action (other than warnings) during the last 05 years and he or she can be released if selected for the above post.

Date .....

.....

Signature of the Head of the Department  
( with Official Frank)