

**LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF
INSPECTOR OF EXCISE, DEPARTMENT OF EXCISE - 2018 (2019)**

Applications are hereby called for the limited competitive examination for recruitment to Seventeen (17) Posts of Inspector of Excise as per the Provisions stipulated in paragraphs 7.1 (b) and 7.3.2.3 (b) of the Scheme of Recruitment of Inspectors of Excise, Excise Department of Sri Lanka.

01. General Duties of the Post

Fulfilling duties related to the Excise Ordinance, Poisons, Opium and Dangerous Drugs Ordinance and the Tobacco Tax Act, Office Administration and carrying out Supervisory Duties.

02. Method of Recruitment to The Service

A written examination will be conducted by the Commissioner General of Examination, and the applicants who are successful at the written examination, will be called for a structured interview and the qualified applicants will be recruited to posts based on the number of prevailing vacancies, in order of merit based on the aggregate marks obtained for the written examination and the structured interview.

Details of the Written Examination

Question Paper	Time	Total Marks	Pass Mark
01. Excise Law and Departmental Orders	03 hours	100	40%
02. Aptitude Test	03 hours	100	40%

Scheme of Written Examination

Question Paper	Scheme of Examination
01. Excise Law and Departmental Orders	This paper will be prepared with relevance to the Excise Law and Departmental Orders: Rules and Regulations, Ordinance, imposed under the Excise Ordinance (Chapter 52), Criminal Law, and prevailing Departmental Orders.
02. Aptitude Test	This paper will include writing short notes on current affairs, famous topics and arithmetic to test the applicant's general knowledge and language skills.

Date of Examination –This examination will be held at an examination centre established in Colombo in November 2019. Commissioner General of Excise reserves the right of postponing or cancelling this examination.

Structured Interview: Applicants who are successful at the written examination, will be called for a structured interview and the qualified applicants will be recruited to posts based on the number of prevailing vacancies, in order of merit based on the aggregate marks obtained for the written examination and the structured interview. However, a certain number of vacancies may not be filled at the discretion of Excise Department.

Marks will be allocated for the undermentioned qualifications at the Structured Interview:

Qualifications/ Skills	Maximum Mark Allocated
1. 03 Marks for each commendation (obtained within the preceding 05 years) and 05 Marks for each special commendation (obtained while serving in the posts of Sergeant and Sergeant Major)	30
2. 02 Marks for each year of service after completion of due service period and 05 Marks for each year of service in the Post of Sergeant Major	25
3. For trainings in the relevant field *	15
4. For Badges (Gold Badge- 05 Marks, Red iii-04 Marks, Red ii- 03 Marks , Red - 02 Marks, Green iii - 01 Mark)	10
5. For educational qualifications in the relevant field (Degree - 05, Diploma- 03, Certificate - 01)	15
6. Evaluation of the Board of Interview	05
Total	100

*Trainings in the relevant field include the training programs conducted by Sri Lanka Institute of Development Administration, NIBM, MILODA, NATA, Sri Lanka Foundation, Excise Training College - Panadaragama, National Dangerous Drug Control Board, National Institute of Labour Studies or by any other external institute with the approval of this Department.

Accordingly,

Certificate of a Course not less than 06 month duration	15 Marks
Certificate of a Course not less than 03 month duration	10Marks
Certificate of a Course not less than 07day duration	05Marks
Certificate of a Course not less than 04day duration	04Marks
Certificate of a Course not less than 03 day duration	03Marks
Certificate of a Course not less than 02day duration	02Marks
Certificate of a 01 day Course	01Marks

02. Service Conditions:

2.1 I. This post is permanent and pensionable. Appointees, should contribute to the Widow's/Widower's, Orphans' Pension Scheme.

II. Appointees will be ordered to serve in any part of the island.

III. If deemed ineligible to be made permanent in the post during the probationary period or extended probationary period, he will be degraded to the earlier post.

2.2 I. Appointees will be bound by the Provisions of the Official Language Act No.33 of 1956 and subsequent Provisions imposed.

II. Appointees will require to acquire language proficiency of relevant level as per the Public Administration Circular 01/2014 and circulars incidental to it.

III. Provisions and Conditions stipulated in the General Conditions of the Procedural Rules of the Public Service Commission will be applied.

Probationary Period

Applicants who are promoted from the posts of Sergeant and Sergeant Major will be appointed subject to a one-year probationary period. If the Officers diligently fulfill the relevant duties and responsibilities of the job and serve the post efficiently while conducting a decent demeanor during the probationary period, such officers will be made permanent in the post at the end of said period.

2.3 Subsequent to being appointed to the Post of Inspector of Excise in Excise Department of Sri Lanka, Applicants are required to pass the first and second Efficiency Bar Examinations within 03 years and 06 years respectively.

2.4 In accordance with the Public Administration Circular No. 01/2014 and its subsequent amendments, and the Section 9.1 of the Service Minute of the Inspectors of Excise, relevant language proficiency of the level related to the Post of Excise Inspector should be attained within a period 05 years from the date of appointment to the post.

2.5 Commissioner General of Excise Department of Sri Lanka reserves the right to annul the appointment conferred to the applicants who fail and / or reject or ignore to assume duties in the post or area appointed on the due date.

03. Monthly Salary Scale

Monthly salary scale attached to the Post as per the Public Administration Circular No. 03/2016 (RS 4 - 2016) Rs.37,030 – 660 x 24 – 52,870 and you will be entitled to said salary with effect from 01.01.2020 only. Salaries will be paid from the effective date of appointment to the post as per the provisions stipulated in the Schedule 2 of the aforementioned circular.

04. Qualifications for Recruitment -

a. Experience:

- I. Completion of 02 years subsequent to the confirmation in the post of Sergeant of Excise or being a Sergeant Major who has been confirmed in the post.
- II. Having a satisfactory or higher performance within the period of preceding 05 years to the date of promotion, as per the approved performance evaluation procedure.
- III. Passing the relevant Efficiency Bar Examinations related to the Post of Sergeant.

- IV. Completion of a satisfactory period of service having earned all the salary increments within the period of preceding 05 years.
- V. Not being subject to disciplinary punishment (other than advice) within the period of preceding 05 years.

b. Physical Requirements

All applicants are required to possess adequate physical and mental fitness to serve in any part of the island and fulfill the duties of the post.

c. Other Requirements

- i. Applicant should possess an excellent character.
- ii. All the qualifications required to be recruited to the post given in the above 4 should be fully completed as at the date specified in the notification for calling applications.

P.S. It is compulsory to fulfill all the qualifications relevant to the post by all applicants on or before **30.08.2019**, the closing date of application.

05.Examination Fee

Fee for the examination is Rs. 1,200.00. Receipt obtained to the name of the applicant, by payment of the above fee to any Post/Sub-Post Office or District/Divisional Secretariat of the island to be credited to Government Revenue under the Revenue Head 20-03-02- 13 of the Commissioner General of Examinations before the closing date of applications, should be affixed securely by its one border on the relevant place of the application. Money Orders or Stamps are not accepted for the examination fee. Examination fee will not be refunded for any reason or transferred to another examination. It would be advisable to keep a photocopy of the receipt with the applicant.

06.Method of Application

- (a) Special attention should be drawn to prepare the application in conformity with the specimen form attached to this notification, in A4 size papers using both sides, having heading numbers 01 to 07 on the first page, 08 to 11 on the second page, and the rest in next pages. Applications prepared by computer / type setting can be used for this purpose. The title of the examination should be written in English too in Sinhala and Tamil applications. Applicants should fill the application in their own handwriting and, prior to sending the application, it is strictly noted to check whether the application conforms to the specimen form, is filled accurately with all the required information, and the receipt of the payment of the prescribed examination fee is affixed and its particulars are given in the application since the applications which do not conform with the specimen form, and those filled with incomplete information are rejected without any notice. Further, it is advisable to retain a photocopy of the application and the relevant receipt of the payment of the examination fee with the applicant.
- (b) Applicants should prepare the applications in the medium they intend to sit the examination.
- (c) The completed application form should be sent by Registered Post on or before **30th August 2019**, to reach the Commissioner General of Excise, Excise Department of Sri Lanka, No.353, Kotte Road, Rajagiriya. The top left- hand corner of the envelope in which the application is enclosed should be marked as "Application for the Post of Inspector of Excise". Any application received after the closing date will not be accepted.

- (d) The signature of the applicant should be attested by the Head of Institute where he serves at present.
- (e) Incomplete applications will be rejected. Any complaint on lost or delayed Application in the post will not be accepted.
- (f) Examination fee will not be refunded for any reason or transferred to another examination. Further, Money Orders or Stamps are not accepted for the examination fee.

07. Admission to the Examination –

- (a) Receipt of application will not be acknowledged. On the presumption that applications have been forwarded by persons who have fulfilled the qualifications referred in this Notification, admission cards will be issued by the Commissioner General of Examinations to all applicants who have paid the prescribed examination fee and submitted the accurately completed applications on or before the closing date. Immediately after the issuance of admission cards to the applicants, a newspaper advertisement will be published by the Department of Examinations of Sri Lanka. If an applicant does not receive his / her admission card even after two or three days of such advertisement, should inform the Organization and Foreign Examination Branch of Department of Examinations of Sri Lanka, regarding the non- receipt of the admission cards, as mentioned in the notification. In making such an inquiry, name of the examination applied, full name of the applicant, National Identity Card No. should accurately be mentioned. In case of an applicant residing outside Colombo, it would be more appropriate to contact the Department forwarding a letter of request including the above details and a fax number to receive the admission card to the fax no. 011-2784232. It would be useful to keep the photocopies of the application, receipt obtained by payment of the examination fee and the receipt of the registered post readily available with the applicant as a proof of such information requested by the Department of Examinations at such inquiry.

Admission cards will be issued to the eligible applicants who have sent complete applications by the Commissioner General of Examinations. Applicants who fails to produce his/ her admission card will not be allowed to sit the examination.

- (b) Applicant must sit the examination at the examination hall assigned to him/her. Every applicant should get his/her signature attested in advance and hand over the admission card to the supervisor on the first day he/she present himself/herself for the examination. The rules which should be followed by all applicants have been given in the beginning of this Notification. Applicants will be subject to the rules and regulations enacted by the Commissioner General of Examinations with respect to the conduct of examinations. In case of violating these rules and regulations, he/ she will be liable to a punishment to be imposed by the Commissioner General of Examinations.

Note – The issue of an admission card to an applicant does not mean that he or she has fulfilled the requisite qualifications to sit the examination.

08. Identity of Applicants

Only the following documents will be accepted to prove the identity of the applicants at the examination hall to the Supervisor, at examinations conducted by the Department of Examinations of Sri Lanka.

1. National Identity Card
2. Valid Passport
3. Valid Sri Lankan Driving License

09. Penalty for Furnishing False Particulars

If an applicant 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 an applicant 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.

All applicants are bound by the rules and regulations imposed by the Commissioner General of Examinations with respect to conducting the examination and the release of results. If the applicants breach such rules and regulations, he or she be subject to the punishment imposed by the Commissioner General of Examinations.

10. Any matter not provided for in these regulations will be dealt with at the discretion of the Commissioner General of Excise.

11. (a) The examination will be conducted in Sinhala and Tamil language media.

Note -

- i. Applicants should answer all the papers of the examination in one and same language
- ii. Applicants will not be allowed to change language medium given in his/her application.
- iii. Results of the Examination – Results of the examination will be communicated to the applicants by the Commissioner General of Examination, by post or by the official web site www.results.exams.gov.lk.

12. In the event of any inconsistency between the Sinhala, Tamil and English texts of this Notification, the Sinhala text will prevail.

H G Sumanasinghe

Commissioner General of Excise

Excise Department of Sri Lanka