

Examinations, Results of Examinations & c.

MINISTRY OF EDUCATION, HIGHER EDUCATION AND VOCATIONAL EDUCATION

Competitive Examination for Recruitment to the Post of Grade III Assistant Superintendent of Hostel in the Management Assistant (Non- Technical) Segment -02 Service Category of the Ministry of Education, Higher Education and Vocational Education on Open Basis - 2026

01. Application form available at the **www.doenets.lk** website of Department of Examinations, Sri Lanka under “Our Service” by clicking on “Online Applications – Recruitment Exams/EB Exams” and applications can be submitted *via* online only. Online applications shall be accepted from 09.00 am on 5th of October, 2026 and closes on 9.00 pm of 2nd of November, 2026. Once the application is submitted online, it must be downloaded, and the relevant sections of the printed copy must be filled out by hand. The applicant's signature must be attested, and it should be sent *via* registered post to reach the Department of Examinations, Sri Lanka, on or before the closing date for applications.

Officers should submit a copy of the application to the Heads of Institutions for inclusion in their personal file and should submit a copy of the application certified by the Head of Institution and a letter of confirmation of service when called for interview.

02. Candidates who meet the qualifications on merit based on the results of a written test conducted by the Commissioner General of Examinations shall be selected for appointment to the posts of Assistant Superintendent of Hostels Grade III followed by a assessment interview on the suitability.
03. Number of appointments to be made and the effective date of appointments shall be determined by the Secretary to the Ministry.
- (b) A candidate selected subject to the general conditions governing appointments in the public service shall also be applied to the Ministry of Education, Higher education and Vocational Education in accordance with the recruitment procedure for the post of Management Assistant (Non-Technical) Segment - 02 and the procedural

rules of the Public Service Commission published in the Extraordinary Gazette Notification dated 14.12.2022, will be appointed to the post of Assistant Superintendent of Hostels- Grade III.

- (c) If a candidate is selected for an appointment, he/she must serve at least three (03) years in the place of first appointment mandatorily. However, if for any special reason decided by the Secretary to the Ministry, if it is necessary to transfer any officer before the expiry of that period, the Secretary to the Ministry is vested with such power.
- (d) This appointment is subjected to a one year probationary period. The first Efficiency Bar Examination should be passed within three (03) years period of the recruitment as per the recruitment procedure of Management Assistant (Non-Technical) Segment - 02 Service Category.
- (e) If a candidate is selected for an appointment, you shall be required to complete the official language proficiency test as per the provisions of Public Administration No. 18/2020 dated 16.10.2020 and consequential circulars, as applicable, according to the medium of language in which you have fulfilled your qualifications.
04. The salary code of MN 01-2025 of PA Circular No.10/2025 dated 25.03.2025 is entitled for this post and the salary scale applicable to this is Rs. 45,230 -10 x540 -11 x 630 -10 x 890 - 10 x1,190 - 78,360 and you shall be entitled to that salary from 01.01.2027. Salaries shall be paid as per the provisions of Schedule III of this circular with effect from the enactment of the appointment.
05. **This appointment is pensionable. Furthermore, you must contribute to the Widows' and Orphans' Pension Scheme / Widowers' and Orphans' Pension Scheme. You are required to make contributions to the scheme as determined by the Government from time to time.**
06. Duties of the position :
- I. Carrying out the discipline, security, welfare and food provision of the residential students and assisting to the Hostel Superintendent in carrying

out these activities, welfare of the residential students, acting as the guardian of the residential students, maintaining discipline, maintaining books and records related to the purchase of food items, activities related to the purchase, security, issuance of food items to the kitchen, inspecting the cooking of food, cleanliness of kitchen utensils, making arrangements to keep the hostels clean, security of the residential students, activities related to the protection of both public property and students' belongings, activities related to maintaining cleanliness, inspecting on sick students, activities related to the preparation of food and drinks, supervision of the time of eating, activities related to the regular supply of water and electricity in the hostels, activities related to the departure and arrival of the residents from the hostel.

II. Other duties assigned by the Heads of Institutions in relation to the post.

7. Qualifications: The following qualifications are applicable for recruitment to the post of Assistant Hostel Warden Grade III :-

- Must be a citizen of Sri Lanka;
- Must be not less than 25 years and not more than 35 years of age on the closing date for applications;
- Must be of excellent character;
- Every candidate must possess sufficient physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post;
- Must have fulfilled the following educational qualifications:

Passing at least one (01) subject (excluding the Common General Test and General English) at the General Certificate of Education (Advanced Level) Examination;

AND

Passing the General Certificate of Education (Ordinary Level) Examination in six (06) subjects at one and the same sitting, with credit passes for Sinhala/Tamil/English language, Mathematics, and two other subjects.

Note -

- The language in which the applicant must have obtained a credit pass at the General Certificate of Education (Ordinary Level) Examination shall be the language medium in which the applicant sits for this competitive examination.

II. The final decision on the acceptance of qualifications obtained at the General Certificate of Education (Ordinary Level) and General Certificate of Education (Advanced Level) Examinations, or any other qualification obtained by sitting for an examination conducted by local or foreign educational institutions for the purpose of awarding the appointment, will be taken by the Secretary of the Ministry after confirmation from the relevant institutions and the Commissioner General of Examinations.

Please Note - It is mandatory for every applicant to have completed all the qualifications relevant to the post on or before the closing date for applications.

08. Examination Procedure - This examination shall be conducted in Sinhala and Tamil medium . A candidate must choose one medium relevant to him/her and must answer all the question papers scheduled for the examination in that medium . The medium applied for shall not be allowed to be revised later. The examination will consist of two question papers .

09. Evaluation Methodology

Total Marks	
General Knowledge (Written Test)	100 (Time 01 hour)
Intelligence Test (Written Test)	100 (Time 01 hour)
Fitness Assessment Interview	100

I General Knowledge (Time 01 hr 100 Marks)

This is a multiple-choice question paper designed to test the General Knowledge required to perform the duties related to the post of Assistant Superintendent of Hostel (Male) / Assistant Superintendent of Hostel (Female) and other duties assigned by the heads of the relevant institutions

II Intelligence Quotient Test (Time 01 hr 100 Marks)

It is a multiple-choice type question paper designed to measure the candidates' numerical ability, reasoning ability and general intelligence.

III Fitness Evaluations Interview Test (100 Marks)

Marks shall be given under main sectors mentioned in paragraph 10 by the Board of

Examiners appointed by the Secretary to the Ministry of Education, Higher Education and Vocational Education. The qualifications supposed to be considered for awarding marks must be completed on or before the closing date of applications. If it is found that false information has been entered intentionally, action will be taken against the applicants and the Heads of Departments who certified the applications, subject to the instructions of the Public Service Commission.

To be eligible for appointment through this competitive examination, candidates must secure at least 40 marks in each of the subjects General Knowledge and Intelligence Test. Candidates twice as many as the number of vacancies who are required to fill the vacancies in the written examination shall be called for the fitness test interview. (Marks of the written examination or the merit list is not given to the board of interview on fitness test.) Accordingly, marks are given by the board of interview as per the approved marking scheme and basic qualifications shall also be scrutinized. The merit of each candidate is determined based on the sum of the marks obtained and the marks obtained at the fitness test interview.

10. Fitness Assessment Interview for Recruitment to the Post of Assistant Superintendent of Hostels on Limited Basis as per the Recruitment Procedure for the Segment 02 of Management Assistant (Non-Technical)-Marking Procedure – 2026

Main headings under which marks are granted				Maximum marks	Minimum marks concerning for the selection
01.Additional Educational Qualifications				25	Not applicable.
(a) General Certificate of Education (O/Level)					
Grade	Marks for each subject				
	For the non-elementary subjects	When the basic qualification is ‘S’	When the basic qualification is ‘C’		
Distinction (A)	Marks 05	Marks 03	Marks 02		
Very Good Pass (B)	Marks 04	Marks 02	Marks 01		
Credit Pass (C)	Marks 03	Marks 01	Marks 0		
General Pass (S)	Marks 02	Marks 0	Marks 0		
(b) General Certificate of Education (Advanced /Level)					
Grade	Marks for each subject				
	For the non-elementary subjects	When the basic qualification is ‘S’			
Distinction (A)	Marks 08	Marks 06			
Very Good Pass (B)	Marks 06	Marks 04			
Credit Pass (C)	Marks 04	Marks 02			
General Pass (S)	Marks 02	Marks 0			
02. Knowledge on Computer skills				15	
* Diploma Certificate - 15					
* Certificate Level - 10					
* Other - 05					

<i>Main headings under which marks are granted</i>	<i>Maximum marks</i>	<i>Minimum marks concerning for the selection</i>
03. Proficiency in languages other than the mother tongue and second language. (a) Advanced Level (A/L) General English Subject • Distinction Pass (A) - 06 marks per subject • Very Good Pass (B) - 05 marks per subject • Credit Pass (C) - 04 marks per subject • Ordinary Pass (S) - 03 marks per subject (b) Diploma in English - 10 • For Certificate Level - 10 • Other - 02 (c) Having studied English Language as a subject for the Advanced Level (A/L). • Distinction Pass (A) - 08 marks per subject • Very Good Pass (B) - 06 marks per subject • Credit Pass (C) - 04 marks per subject • Ordinary Pass (S) - 02 marks per subject (d) For any other language • Diploma / A/L 'A' Pass - 05 • Certificate / A/L 'B' Pass - 04 • Other / A/L 'C' Pass - 03 • A/L 'S' Pass - 02	15	
04. Presentation relevant to the profession • Understanding of the profession • Knowledge of office management • Presentation skills • Personality	20 10 10 5	
Total marks	100	

(All qualifications must be completed on or before the closing date of applications)

Note 1

The government registration number of the institution awarding the certificate must be mentioned on the certificate. If it is not mentioned, the applicant must obtain and submit a written confirmation from the relevant institution stating the registration number.

Note 2: For the presentation mentioned under No. 04 of the above marking scheme, you must come prepared for a presentation of a maximum of 03 minutes.

12. Penalties for providing false information -

- I. Utmost care should be taken to provide accurate information when the application is filled. If any candidate is found to be ineligible to appear for the examination as per the regulations applicable to this examination, his / her candidature may be cancelled at any time before, during or after the examination whatsoever.
- II. The information provided by a candidate is later found to be false or if he/she deliberately conceals any fact, If it is revealed that he/she has been found guilty, he/she shall not be considered for further appointment and no

appointment may be given due to this cancellation of the examination or he/she might be subject to the cancellation or dismissal from the public service.

12. Examination Conditions

The online examination application must be completed in English language only. It shall be notified to the applicant that the soft copy submitted online is accepted/not accepted as a valid application by sending a short message (SMS) to the mobile phone number used to access the system or by sending an e-mail. Before completing the online application, download the instructions for applying for the examination. Follow the instructions carefully before filling the application form. Any amendment made to the application form after obtaining a printed copy shall not be considered a valid amendment. (Incomplete applications shall be rejected without any prior notification).

13. The examination fee is Rs. 600.00. Payment of the examination fee should be made through the following payment methods provided in the online system only.

- (a) By any Bank Credit Card
- (b) By any Bank Debit Card With the Facility of Internet Transactions
- (c) Via Online Banking Method / Flex App of Bank of Ceylon
- (d) Through any branch of the Bank of Ceylon

Note :-

Instructions on how to make payments using the above methods are published on the website under the technical instructions related to the exam.

14. Receipt of payment is acknowledged via SMS or email. The full amount of the examination fee must be paid and applications that have been underpaid or overpaid shall be rejected. The Department of Examinations of Sri Lanka is not responsible for any errors that occur when the payment of examination fees is made through the above payment methods.

15. The amount paid for the exam is not refunded or transferred to another examination for any reason whatsoever.

16. The applicant must bear any adverse consequences arising from delaying the submission of applications up until the closing date.

17. On the presumption that only applicants who meet the qualifications specified in the Gazette notification have applied, the Commissioner General of Examinations will issue exam admission cards online only, to applicants who have correctly submitted their applications online and paid the prescribed examination fee on or before the closing date for applications

18. As soon as admission cards are issued to the applicants, a notice to that effect will be published on the official website of the Department of Examinations, Sri Lanka, and applicants will also be notified via an SMS. Any candidate who has not received their admission card must inquire with the Institutional Examinations Organization Branch of the Department of Examinations, Sri Lanka, in the manner specified in the notice. When making such inquiries, the applicant must accurately state the name of the examination applied for, the applicant's full name, National Identity Card (NIC) number, and address. If the applicant resides outside Colombo, it will be more effective to send a letter of request to the fax number specified in the notice, including the aforementioned details along with the applicant's own fax number, so that a copy of the examination admission card can be obtained promptly *via* fax. When making inquiries, it will also be useful to keep a copy of the application form retained by you and the copy of the receipt obtained upon paying the examination fee ready to verify any information requested by the Department of Examinations, Sri Lanka.

19. The admission card must be examined, and if there are any corrections, the Department of Examinations, Sri Lanka must be contacted to have the relevant amendments made in accordance with the application form. Requests for amendments made at the examination hall or during the interview will not be considered.

20. The applicant's signature on the examination admission card must be attested. An applicant applying for the examination through a government institution must have their signature attested by the head of the institution or an officer authorized by him. Other applicants must have their signature attested by a head of a government school, a retired officer, the Grama Niladhari of the division, a Justice of the Peace, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a commissioned officer of the armed forces, a permanent staff-grade officer in the government or provincial public service, the chief incumbent or chief prelate of a Buddhist temple, or a person in charge of a religious place of worship of another religion or holding a significant position among the clergy.

21. Examination candidates are bound by the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination. If those rules and regulations are violated, he/she will have to undergo a punishment imposed by the Commissioner General of Examinations. The decision of the Commissioner General of Examinations on the examination results shall be the final decision.

22. Admission to the examination :

(a) Candidates appearing for the examination must first present their signed admission card to the officer in charge of the examination centre on the day of their appearance in that exam hall . A candidate who does not present such an admission card shall not be allowed to sit for the examination.

(b) A candidate must sit for the examination in the examination hall assigned to him/her. A set of rules that every candidate must follow is published at the beginning of this *Gazette*.

Note - The issuance of an admission card to a candidate shall not be considered as an acknowledgement that he or she has fulfilled the qualifications to sit for the examination.

23. Identity of candidates

Candidates must prove their identity to the satisfaction of the invigilator for each subject they appear for in the examination hall. Any of the following documents will be accepted for this purpose.

- I. National Identity Card
- II. Valid passport
- III. Valid Sri Lankan driving license

Candidates must enter the examination hall without covering their faces so that their identity can be verified and can also be ensured that no any electronic communication devices are worn . Candidates who refuse to verify their identity shall not be admitted to the examination hall. Further, they must remain without covering their faces and hands from the moment they enter in to the examination hall until the examination hall is left after the conclusion of the examination.

24. Once the appointing authority informs the appropriate date to release the results, the Department of Examinations, Sri Lanka will take steps to either mail a results sheet containing the marks obtained for each subject / total marks from the written examination to all

applicants who sat for the exam, or release the results through the website www.results.exams.gov.lk. The decision of the Commissioner General of Examinations regarding the examination results shall be the final decision

25. If it is seen that there is any discrepancy or inconsistency between the language versions of this announcement published in the Sinhala, Tamil and English medium, the Sinhala medium announcement shall be prevailed at such an instance.

NALAKA KALUWEWA,
Secretary.

Ministry of Education, Higher Education and Vocational Education,
" Isurupaya "
Battaramulla.
Day of 03rd of September, 2026.

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