

Limited Competitive Examination for Making Recruitment to the Posts in Supervisory Management Assistant Technical Service Category (MN-03-2016) of the Department of Archaeology under the Ministry of Buddhasasana, Religious and Cultural Affairs – 2024/2025

Applications are invited from the eligible candidates for the posts mentioned herein below related to the Supervisory Management Assistant Technical Service Category (MN-03-2016) of the Department of Archaeology. The number of vacancies in the relevant posts are stated underneath and applicants shall send an application prepared as per the format appearing below to reach the Commissioner General of Examinations on or before 07.07.2025.

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| i. | Technical Officer (Conservation Assistant) | - | 3 |
| ii. | Archaeological Photographer | - | 1 |

01. Date of Examination :

This Examination will be held in Colombo in the month of September 2025. The Director General of Archaeology reserves the power subjecting to the approval of the Public Service Commission to postpone or cancel this examination.

02. Method of Recruitment :

Recruitment will be made getting ascertained the educational qualifications and physical fitness calling the number of applicants equal to the number of vacancies in each post for the General interview on the order of merit of the marks of candidates who have passed the written Examination among those who have fulfilled the qualifications mentioned in the notification and order of the posts applied for.

2.1 Written Examination :

This examination comprises of the following Question papers.

Serial No.	Name of Question Paper	Duration	Syllabus	Maximum Marks	Pass Marks
i.	Intelligence Test	01 Hour	This paper consists of the questions to determine the logical power of the Candidate, his / her analytical power and ability to make decisions.	100	40
ii.	Subjective Technical Test	01 ½ hours	(a) For the post of Technical Officer (Conservation Assistant) <ul style="list-style-type: none"> - General knowledge on Architectural conservation principles - Basic comprehension on the historical monuments - Planning the estimates / Knowledge on the preparation of Plans - Comprehension on Drawing Plans and equipment / knowledge on construction technology (b) For the post of Archaeological Photographer, <ul style="list-style-type: none"> - Knowledge on Basic photography equipment 	100	40

			<ul style="list-style-type: none"> - Knowledge on the operation of technology on taking photographs - Knowledge on the chemicals related to photography - Knowledge on the types of printing papers - Principles of Photography 		
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2.2 Medium of Examination :

- i. This examination will be held in Sinhala, Tamil and English media.
- ii. All the question papers for which a candidate sits at the examination shall be answered in the same language.
- iii. Candidate will not be permitted to change subsequently the medium of Examination mentioned in the application.

2.3 General interview :

Candidates shall sit all the Question papers of the written examination and minimum marks of 40% shall be obtained for each subject for passing the examination. Number of applicants equal to the number of vacancies in each post will be called for the General interview on the order of merit of marks of candidates among those who have passed the Examination and order of the posts applied for. The educational qualifications and physical fitness will be made ascertain at this interview and no marks will be given for the purpose.

03. Educational and other Qualifications :

3.1 Educational Qualifications :

For the posts of Technical Officer (Conservation Assistant) / Archaeological Photographer,

Should have passed the G.C.E. (Ordinary Level) Examination in not more than two sittings in six subjects with Credit passes for Sinhala /Tamil / English language, Science, Mathematics and for another one subject.

3.2 Vocational qualifications :

3.2.1 For the posts of Technical Officer (Conservation Assistant),

- (a) Should have possessed the National Certificate in Technology (Civil / Quantity and Survey) from a Technical College recognized by the Tertiary and Vocational Education Commission or an equal qualification recognized by the Vocational Education Commission.
- (b) Successful completion of National Diploma in Technology (Civil) awarded by the University of Moratuwa or HARDI Institution of Ampara, National Diploma in Engineering (Civil) awarded by the National Apprentice and Technical Training Authority, National Advanced Diploma in Engineering (Civil) awarded by the Ministry of Education and Higher Education, Technical Diploma (Civil) awarded by the Open University of Sri Lanka and Part I of the Engineering Examination conducted by Sri Lanka Engineering Institute. Completion of other technical qualifications recognized by the Sri Lanka Technical Services Board as connected with the technical qualifications mentioned above in every respect and National Vocational Qualifications (NVQ) Level 06 related to the field of employment.

3.2.2 For the post of Archaeological Photographer,

- (a) Should have possessed the relevant certificate completing a one - year full time or two – year part time Photography Course from an Institution recognized by the Tertiary and Vocational Education Commission.
- (b) Should have possessed the National Vocational Qualification (NVQ) Level 6 in Photography.

3.3 Physical Fitness:

The candidate shall be of physically and mentally fit to serve in any part of the island.

3.4 Experience :

- (a) Should have completed an active and satisfactory period of service of 10 years related to the field in a Departmental post either in a primary or above service category in the Department of Archaeology.
- (b) Should have completed an active and satisfactory period of service of 5 years related to the field in a Departmental post either in a primary or above service category in the Department of Archaeology.

Details for Recruitment to the post of Archaeological Photographer

Applicants who possess the vocational Qualifications mentioned in Part (b) related to the prescribed post in 3.2 along with the Educational Qualifications in 3.1 above will be recruited to Grade III.

Applicants who possess the Vocational Qualifications mentioned in Part (a) related to the prescribed post in 3.2 along with the Educational Qualifications in 3.1 above will be recruited subjecting to a training period of 01 year.

The applicants with the educational qualifications in 3.1 above and the experience in 3.4 (a) will be recruited subjecting to a training period of two years.

Making recruitment to the Grade at the end of training period.

- i. The candidates who are recruited for a Training period of two years will be placed on the initial salary step of the Salary scale related to Class III after the successful completion of two year theoretical and practical training undergone as per the Syllabus of the relevant post and thereafter passing the relevant examination.
- ii. The candidates who are recruited for a Training period of one year will be placed on the initial salary step of the Salary scale related to Class III after the successful completion of one year theoretical and practical training undergone as per the Syllabus of the relevant post and thereafter passing the relevant examination.
- iii. If there are apprentices, who are unable to pass the examination held at the end of the training under i and ii above, will be provided an opportunity to get extended their training period for not more than 06 months and service of such apprentices, who are unable to pass the examination held again at the end of the period so extended, will be terminated.

Subsequent to filling the vacancies from the applicants who have fulfilled the relevant qualifications of Grade III, vacancies will be filled from the applicants who have completed qualifications subject to a training period of 01 year and 02 years respectively.

3.5 Other Qualifications:

- 3.5.1 Applicant should be a citizen of Sri Lanka.
- 3.5.2 Applicant should be of a moral character.
- 3.5.3 The date of completion of vocational qualifications shall be a date on or before 07.07.2025.
- 3.5.4 All the qualifications required to be fulfilled for this examination shall have to be completed as at 07.07.2025 in every respect.
- 3.5.5 Appointment should have been permanent.
- 3.5.6 Should have been completed at least a period of satisfactory service of 05 succeeding years in a permanent post in this Department as at the due date and it shall have to be attested by the Head of the Department.

04. Age limit :

The maximum age limit will not be applicable in making recruitment on the limited basis.

05. Monthly Salary Scale:

Monthly salary scale of the post as per Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016 is Rs. 31,040 – 10 x 445 – 11 x 660 – 10 x 730 – 10 x 750 – 57,550/- (MN-03-2016).

06. Terms of Engagement in Service :

- 6.1 This post is permanent. You shall be subject to the policy decisions made in future by the Government on the Scheme of Pensions you are entitled to.
- 6.2 A candidate, selected subjecting to the General Conditions which govern the appointments of Government Service, all conditions related to the Scheme of Recruitment for the posts in Supervisory Management Assistant Technical Service Category (MN-03-2016) of the Department of Archaeology approved by the Public Service Commission on 28.01.2020 and the amendments already made or to be made in future, will be appointed to a post in Grade III / Grade of training of Supervisory Management Assistant Technical Service Category (MN-03-2016) of the Department of Archaeology.
- 6.3 Action will be taken to cancel the appointments of candidates who fail to assume duties on due date in the post awarded to him / her and / or who refuse or avoid to assume duties or assume duties in an area they are appointed.
- 6.4 The Efficiency bar Examinations shall be in compliance with the Service Minutes of Sri Lanka Technical Service. You shall complete the official language proficiency as applicable in terms of the provisions in Public Administration Circular No. 18/2020 dated 16.10.2020.

07. Method of Application:

- 7.1 The applications shall be in the form of the format appended to this notification and shall be prepared and submitted on 8 ½” x 12” (A4) size paper using both sides. The application shall be prepared in such a way that the headings 1.0 to 5.0 shall be appearing on the 1st page from 6.0 to 8.0 in the 2nd page, from 9.0 to 11.0 in the 3rd page and balance on the next page. It shall be completed in his /

her own hand writings in the medium in which he /she wishes to sit the examination. The name of the examination in the topic of the application shall be indicated in English in addition to Sinhala in Sinhala applications and in English in addition to Tamil in Tamil applications. Since the incomplete applications without conforming to the specimen application appended to the notification will be rejected without any intimation, it shall be scrutinized as to whether the completed application is in compliance with the specimen application in the examination notification, all particulars have been included therein and whether the application has been completed correctly and the receipt of acknowledgement has been affixed indicating the details of the same paying prescribed examination fees.

The application that has been prepared correctly for your easy reference may be downloaded through the official Website of the Department of Archaeology (www.archaeology.gov.lk).

- 7.2 It is not necessary to send copies of any certificate with the application form.
- 7.3 The examination fee is Rs. 600 /-. The receipt obtained in the name of the applicant making payment in cash the said fee at any Post office / District / Divisional Secretariat situated in the island as to be credited to the Public Revenue under Revenue Head No. 20-03-02-13 of the Commissioner General of Examinations shall be affixed in one margin to the appropriate place on the application as not to be fallen. Money Orders or stamps are not accepted for the examination fee. The fee paid for the examination will not be refunded or transferred for any other examination on any reason. It will be useful to keep a photocopy of the receipt.
- 7.4 Applications so completed shall be sent under registered cover to reach the Commissioner General of Examinations, Establishment Examination Organizing Branch, Department of Examinations of Sri Lanka, P.O. Box 1503, Colombo on or before 07.07.2025. The top left hand corner of the envelope enclosing application shall clearly be marked **“Limited Competitive Examination for Making Recruitment to the Posts in Supervisory Management Assistant Technical Service Category (MN-03-2016) of the Department of Archaeology – 2024/2025”**. Applications received after closing date of applications will be rejected.
- 7.5 Signature of candidate in the application shall be attested by the Head of the Institution or an officer authorized by him /her.
- 7.6 The applications which are not completed in every respect will be rejected. No complaint will be taken in to consideration regarding loss or delay of an application in post.
08. The Commissioner General of Examinations will issue admission cards of the examination to the candidates who are in the age limit mentioned in the notification and those who have submitted correctly completed applications along with the receipt making payment of prescribed examination fee on or before the closing date of applications assuming that only those who possess the qualifications mentioned in the Gazette Notification have applied. Immediately after issuing the admission cards, the Department of Examinations of Sri Lanka will publish a newspaper advertisement mentioning the same. If any applicant who has not received admission card even after 02 or 03 days from the date of publishing the advertisement shall inform the Establishment Examination Organizing Branch of the Department of Examinations of Sri Lanka. The name of the examination applied, full name of the applicant, National Identity Card number and address shall correctly be mentioned at the time of making such inquiry. If you are an applicant from outside of Colombo, it may be more productive to send a letter of request to the fax number mentioned in the notification stating a fax number of the applicant and the above information in order to obtain a copy of the admission card by fax. It will be more useful to have the copy of the

application kept by the applicant, the copy of the receipt of payment of examination fees and the receipt registered at the time of posting the application.

Permission is not granted to enter the examination hall without an admission card. Only the Admission card get attested his / her signature shall be handed over to the Supervisor of the Examination Hall on the first day of the examination.

Issuance of an admission card to a candidate shall not be constituted as fulfillment of the qualifications to sit him /her for the examination.

09. The candidates shall prove their identity to the satisfaction of the Supervisor for each subject they sit in the examination hall. Any of the following documents will be accepted for the purpose.

- (i) National Identity Card
- (ii) Valid Passport
- (iii) Valid Sri Lankan Driving License

Furthermore, candidates shall enter the examination hall without covering their face and both ears so as to verify their identity. Candidates who refuse to prove their identity so will not be permitted to enter into the examination hall. Furthermore, the applicant shall not cover his /her face and both ears so as to verify his /her identity for the examination authorities at the event of entering the examination hall until leaving at the end of the examination.

10. Penalty for providing false information :

The Candidates are subject to the rules and regulations stipulated by the Commissioner General of Examination regarding the holding of examination and the issuance of results. If such rules and regulations are violated, he / she will be subject to a penalty imposed by the Commissioner General of Examination.

The candidature of an applicant will be cancelled if it is found that he /she does not eligible at any time before the examination, at the event of holding examination or after the examination. If it is found that a candidate has furnished information with knowledge that they are false after the recruitment to the Government Service or suppressed any important fact with knowledge, he / she will be liable for dismissal from the public service.

- 11. Action will be taken when necessary as per the decision made by the Secretary to the Ministry of Buddhasasana Religious and Cultural Affairs subjecting to the instructions of the Public Service Commission regarding the facts which have not been mentioned in this notification.
- 12. In case of any inconsistency or nonconformity in the language phrases of this notification published in Sinhala, Tamil and English media, action will be taken as per the notification in Sinhala medium.

Date : 2025

Director General of Archaeology
Department of Archaeology
Colombo 07