DEPARTMENT OF EXAMINATIONS, SRI LANKA

Open Competitive Examination for the Recruitment to the Post of Grade III of Examination Data Assistant (Departmental) of Management Assistant Non-Technical - Segment 2 Service Category - 2026

APPLICATIONS are invited from qualified Sri Lankan citizens for Open Competitive Examination for the Recruitment to the post of Grade III of Examination Data Assistant (Departmental) of Management Assistant Non-Technical - Segment 2 Service Category of the Department of Examinations, Sri Lanka, to fill 23 vacancies in the post.

Note - the approval for these recruitments has been granted by letter No. DMS/CAD/EXAM/CM dated 26.06.2026 issued by Director General of the Department of Management Services.

01. The application form has been published on the website of the Department of Examinations, Sri Lanka, www.doenets.lk, through "Online Applications - Recruitment/ E.B Exams" under "Our Services", and applications can be submitted online only. Online applications will be accepted from **9.00 a.m. on 26 October, 2026 until 9.00 p.m. on 20 November, 2026.** This examination will be held only in Colombo in February 2027, subject to the rules and regulations prescribed by the Department of Examinations, Sri Lanka. The Commissioner General of Examinations reserves the right to postpone or cancel this examination.

    1.1 Officers currently in public/ provincial public service should handover a copy of the application to the head of the institution to be kept in the personal file. A copy of the application and a service affirmation letter certified by the head of institution should be provided when called for the interview.

    1.2 Any adverse consequences arising from delaying the Submission of the application until the closing date shall be borne by the applicant.

02. Qualifications :-

    2.1 Educational Qualifications :

    I. Should have passed General Certificate of Education (Ordinary Level) Examination with six (06) subjects including credit passes for Sinhala/ Tamil/ English language, Mathematic and two other subjects at one sitting.

    II. Should have passed General Certificate of Education (Advanced Level) at least in one (01) subject (except the Common General Test and General English subjects).

    2.2 Professional Qualifications :

    Should have obtained at least Level 3 of National Vocational Qualification (NVQ) with regard to the field of computer/ Information and communication Technology or an equivalent qualification of the above field recognized by the Tertiary and Vocational Education Commission.

    2.3 Experience :

    Should have 06 months experience in computer data entering.

    2.4 Physical Qualifications :

    Every applicant should be physically and mentally fit to perform the duties of the post and ability to serve during day and night according to the service requirement.

    2.5 Other Qualifications :

    I. Should be a citizen of Sri Lanka.
    II. Should be of excellent moral character.
    III. Should have fulfilled all the qualifications required to be recruited to the post as at the closing date for applications (20.11.2026).
    IV. No person holding priesthood of any religion is allowed to apply or appear for this competitive examination.

    2.6 Age Limit :

    The candidate should be not less than 18 years and not more than 35 years of age as at closing date of applications.

(Accordingly only those whose birthdays fall on or before 20.11.2008 and on or after 20.11.1991 are qualified to apply).

03. Language Medium :

This examination shall be conducted in Sinhala and Tamil languages only. Candidates will not be permitted to change language medium stated in the application later. The Language medium stated in the application shall be qualified language medium for your appointment.

04. Method of Recruitment :-

Recruitment shall be made to above post on the order of merit of the marks scored by applicants at the written examination, structured interview and practical test as per the vacancies available.

4.1 Written Test :

Subject	*Time*	*Maximum marks*	*Pass marks*
1. Computer literacy	2 hours	100	40%

Syllabus :

1. *Computer Literacy* - A question paper to assess the subject knowledge equivalent to Level 3 of National Vocational Qualifications in the fields of Computer/ Information and Communication Technology.

Note - Candidates securing 40% or more marks in the written examination paper will be selected, and a number of candidates equivalent to twice the number of available vacancies, from among the highest- scoring candidates, will be called for the structured interview in the order of their index numbers/ alphabetical order.

4.2 Structured Interview :

Educational Qualifications, professional qualifications, experience and practical skills of the candidate will be assessed.

Main areas for which marks will be given	*Maximum marks*	*Minimum mark considered for selection*
Additional educational qualifications	30	Not applicable
Additional Professional qualifications	35	
Skilled displayed at the interview	05	
Total marks	**70**	

Note - A comprehensive marking scheme for each structural interview will be prescribed by the Commissioner General of Examinations subject to the maximum mark allocated for the main areas stated in the above table.

4.3 Practical Test :

A Practical test to assess computer type writing skill shall be conducted for candidates appeared in structured interview. The candidates shall be given a document with several paragraphs to computer type write and to obtain its printout within an exact duration.

Tasks to be tested	*Maximum marks*
Taking printed copy of the given documents as it is	10
Time consumed for type writing and taking printed copy	10
For the accuracy of its spelling	10
Total Marks	30

4.4 Recruitments shall be made to above posts on the order of merit of the marks scored by applicants at the written examination, structured interview and practical test as per the vacancies available.

05. Conditions of Appointment and Conditions of Service:

I. This post is permanent and pensionable. You are also be required to contribute to the Widows'

and Orphans' Pension Scheme/ Widowers' and Orphans' Pension Scheme. Contributions in respect thereof shall be paid by you in the manner prescribed by the Government from time to time.

II. This appointment shall be subjected to a period of 03 years probation. 1st Efficiency Bar Examination should be passed within 03 years from the appointment to the post. The appointees whose work, attendance, conduct are satisfactory during the period of probation shall be confirmed in the post.

III. In terms of provisions in the Public Administration Circular No. 18/2020 dated 16.10.2020 and incidental circulars, proficiency in the official language other than the language of recruitment should be acquired within three years from the recruitment.

IV. This post is a limited service to the Department of Examinations, Sri Lanka. However, the appointees are subjected to be appointed in any part of the island within the Department. As the day and night shifts continues depending on service requirements, it is mandatory to act accordingly after accepting the appointment.

V. Selected candidates shall be subject to the Procedural Rules of the Public Service Commission, the provisions of the Establishment Code, the Financial Regulations, Departmental Orders and other regulations and orders issued by the Government from time to time.

06. Issuing results :

The decision of the Commissioner General of Examinations in respect of the examination results shall be final. The results will be communicated individually to all candidates who sat for the examination by the Commissioner General of Examinations, either by post or through the website www.results.exams.gov.lk.

07. Salary Scale (Monthly) : Rs. 45,230 - 10 x 540 - 11 x 630 - 10x890 -10 x 1,190 - Rs. 78,360/- under MN-01-2025 of Public Administration Circular No. 10/2025.

08. Promotional Scheme:

The Recruitment Scheme of Management Assistant - Non Technical - Segment 2 Service Category (Departmental) Examination Data Assistant shall be applicable.

09. Method of Applying :

I. Applications will be accepted *via* online only. Oline applications should be filled in English language only. Acceptance/ non acceptance of online applications will be notified to your mobile phone by Short Message Service (SMS). Download the common instructions prepared on applying for the examination prior to completing the online application. Please follow these instructions carefully when completing the application form. Candidates should keep in hand a printed copy of the application for future inquiries. Particulars in the online system as at the closing date of applications will be considered as accurate. Incomplete applications will be rejected without prior notice.

II. Applicant should pay an amount of Rs. 600/- as examination fees. Only the following methods of payment provided by the online system should be used when payment of examination fees.

I. With any bank credit card.
II. With any bank Debit Card with Internet Payment Facility.
III. Through the Bank of Ceylon Online Banking Method/ Flex App.
IV. Via any branch of the Bank of Ceylon.

Note : Instructions on how to make payments through the above methods have been published on the website of the Department of Examinations, Sri Lanka, under the technical instructions relating to the above examination.

III. The full amount of the examination fee shall be paid, and applications in respect of which the examination fee has been underpaid of overpaid will be rejected. The Department of Examination, Sri Lanka, will not be responsible for any errors occurring when the examination fee is paid through the above mentioned payment methods.

IV. Fees paid for the exam will not be refunded or transferred for any other exam for any reason.

V. On the presumption that only applicants who possess the qualifications specified in the *Gazette* Notification have applied, the Commissioner General of Examinations will issue admission cards online to applicants who have correctly submitted their applications online and paid the prescribed examination fee on or before the closing date for applications. Immediately after the admission cards for the examination are issued to the applicants, they will be notified through a web notice/ a short message (SMS). Any candidate who has not received their admission card should inquire about it from the Institutional Examinations Organization branch of the Department of Examinations, Sri Lanka, in the manner specified in the web notice. When making such an inquiry, it would be more effective for the applicant to submit a request letter to the email address specified in the web notice, clearly stating the name of the examination applied for, the applicant's full name, National Identity Card number, and address. When making such an inquiry, it would also be useful to keep readily available a copy of the application from retained by the applicant and a copy of the receipt issued upon payment of the examination fee, in order to verify any information requested by the Department of Examinations, Sri Lanka.

VI. The issue of an admission card to a candidate shall not be considered as an acceptance that he or she is eligible to sit for the examination or has fulfilled the qualifications required for the post.

VII. Candidates shall establish their identity to the satisfaction of the Supervisor of the examination hall for each subject for which they appear at the examination. Any one of the following documents will be accepted for this purpose:-

- National Identity Card;
- Valid Passport;
- Valid Sri Lanka driving license.

Furthermore, candidates shall enter the examination hall without covering their faces and without covering their ears, so that their identity can be verified and it can be confirmed that they are not wearing any electronic communication devices. Applicants who do not adhere to this requirement will not be permitted to enter the examination hall. Furthermore, from the time to time of entering the examination hall until the completion of the examination and departure therefrom, candidates shall remain with their faces and ears uncovered so that their identity can be verified by the examination authorities.

10. Candidates shall be subjected to the rules and regulations imposed by the Commissioner General of Examinations in relation to the conduct of the examination. If any such rules and regulations are violated, the candidate shall be liable to any penalty imposed by the Commissioner General of Examinations.

11. If any discrepancy or inconsistency is found among the language texts of this notice published in Sinhala, Tamil and English, the Sinhala version of the notice shall prevail.

A. K. S. Indika Kumari Liyanage,
Commissioner General of Examinations.
Department of Examinations, Sri Lanka.

At the Department of Examinations, Sri Lanka,
Pelawatta,
Battaramulla,
On 23rd day of October, 2026.

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