

Recruitment to Grade III of the Office Employees' Service of the Combined Service

Ministry of Justice and National Integration

Applications are hereby invited from Sri Lankan citizens who possess the qualifications specified in this Notification to fill 240 vacancies in Grade III of the Office Employees' Service of the Combined Service in the Ministry of Justice and National Integration and institutions operating under its purview.

02. The number of appointments to be made and the effective date of such appointments shall be determined by the Appointing Authority. The Appointing Authority reserves the right to fill any number of vacancies or to refrain from filling all or any of the vacancies. The institutions where vacancies exist are indicated in Annexure 01.

03. Eligible applicants shall submit an application prepared in accordance with the format given below, together with certified copies of the relevant certificates. The top left-hand corner of the envelope should be clearly marked **“Application to Participate in the Interview for Grade III of the Office Employees' Service”** and sent by registered post to reach the address given below on or before 23.02.2026. Applications received after the closing date will be rejected.

Secretary,
Ministry of Justice and National Integration,
No. 19, Sri Sangharaja Mawatha,
Colombo 10.

04. Nature of the Post and Structure of Duties:

- I. This post is classified as a Primary Non-Skilled Category position.
- II. This appointment is permanent and pensionable, subject to any future policy decisions taken by the Government regarding pensions.
- III. The appointee shall be required to contribute to the Widows'/Widowers' and Orphans' Pension Scheme and shall pay contributions as prescribed by the Government from time to time.
- IV. The appointee shall be subject to a probationary period of three (03) years from the date of assumption of duties and shall pass the prescribed Efficiency Bar Examinations in accordance with the Service Minute.
- V. The appointee shall acquire the required proficiency in the other Official Language / Official Languages in accordance with the provisions of Public Administration Circular No. 18/2020 dated 16.10.2020.
- VI. The appointee shall be subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, and all other Government regulations, circulars, instructions, and amendments issued from time to time.

05. This service category involves assigning basic multi-purpose duties required for the functioning and maintenance of institutions, which can be performed without specific semi-skilled or technical

qualifications. According to the Service Minute, the designated post for Grade III is Office Labourer of the Office Employees' Service. Any duty falling within the scope of this service may be assigned by the Head of the Institution / Appointing Authority.

Examples -

Key-handling duties, carrying letters and files, performing cleaning duties as required, assisting with photocopying, handling fax-related work, and other duties assigned relevant to the institution.

06. Conditions of Service:

- I. An appointee shall be required to serve a minimum period of three (03) years at the first place of appointment. However, the Appointing Authority reserves the right to transfer an officer prior to the completion of this period for special reasons determined by the Appointing Authority.
- II. The conditions stipulated in the Procedural Rules published in Extraordinary Gazette No. 2310/29 dated 14.12.2022, the provisions of the Establishments Code, and the Service Minute of the Office Employees' Service shall also apply to this appointment.

07. Qualifications for Recruitment:

- I. Must be a Sri Lankan citizen.
- II. Must be not less than 18 years and not more than 45 years of age as at the closing date of applications. This upper age limit shall not apply to permanent and pensionable officers already in the Public Service.
- III. Must possess excellent moral character.
- IV. Must be physically and mentally fit to perform duties of the post and be willing to serve in any part of the island.
- V. Must have passed six (06) subjects, including two credit passes, at the General Certificate of Education (Ordinary Level) Examination, in not more than two sittings.
- VI. Must not be a person disqualified for appointment to the Public Service under Chapter V of the Procedural Rules of the Public Service Commission.
- VII. All qualifications relevant to the post must have been completed on or before the date of calling applications.

Note: -

As this recruitment is solely for the performance of duties under the Office Employees' Service, possession of higher educational or professional qualifications does not entitle an appointee to claim any additional salary or appointment to a post with a different salary structure outside the provisions of the Service Minute.

08. Method of Recruitment:

- I. Recruitment shall be made to the post of Office Labourer – Grade III of the Office Employees' Service strictly in order of merit based on marks obtained at a Structured Interview conducted by an Interview Board. Applicants must clearly indicate the preferred language medium for the interview in the application, and the interview will be conducted in the selected language medium.

II. The allocation of marks at the Structured Interview shall be as follows:

Criterion		Marks
Professional qualifications acquired		5
Communication skills		10
Educational qualifications	G.C.E. (A/L) pass	5
	G.C.E. (O/L) – Credit pass in Mathematics, Language, Second Official Language, English, and other languages (2 marks per subject, maximum 5 subjects)	10
Personality		5
Extracurricular activities (sports / social service, etc.)		5
Skills demonstrated at the interview		10
Total marks		50

09. Salary:

I. Salary Code - **PL-1-2025**

II. Monthly salary scale applicable to Grades III, II, and I: - Rs. **40,000 – 10 X 450 – 10 X 490 – 10 X 540 – 12 X 590 – 61,880/ =.**

(Salaries will be paid in accordance with Public Administration Circular No. 10/2025 with effect from 01.01.2027. Until then, salaries shall be calculated in terms of Schedule III of the said Circular.)

10. Documents to be Submitted with the Application :

- I. Certified copy of the Birth Certificate
- II. Certified copy of the National Identity Card / valid Passport
- III. Certified copies of educational certificates
- IV. Grama Niladhari Certificate (Form DS-04)

11. Applicants who submit applications on or before the due date shall be called for the Structured Interview on the presumption that they possess the required qualifications. If, upon verification at the interview, it is found that an applicant does not possess the required qualifications, such candidature shall be cancelled.

12. All applicants are bound to act in accordance with the general rules and regulations set out in this Notification.

13. Furnishing of False Information:

- I. Applications must be completed with utmost care and accuracy. If at any stage—before, during, or after the interview, it is found that an applicant is ineligible under the applicable regulations, the candidature may be cancelled.
- II. If any information furnished by an applicant is later found to be false, or if any material fact has been deliberately concealed, such applicant shall not be considered for appointment, and any appointment already granted may be cancelled or the individual may be dismissed from the Public Service.

14. In the event of any inconsistency or discrepancy among the Sinhala, Tamil, and English texts of this Gazette Notification, the Sinhala text shall prevail.

15. In respect of any matter not provided for in this Notification, or in the event of any issue arising during the recruitment process, the decision of the Director General of the Combined Services shall be final.

By Order of the Director General of Combined Services

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Ayesha Jinasena PC

Secretary

Ministry of Justice and National Integration

On 30 day of January 2026
No. 19, Sri Sangharaja Mawatha,
Colombo 10.

Specimen Application Form

Recruitment to Posts in Grade III of the Office Employees' Service of the Combined Service
Ministry of Justice and National Integration

For Office Use Only

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Language Medium Applied For

Sinhala	
Tamil	
English	

- Name with Initials (in Sinhala): Mr./Mrs./Miss.....
- Name Denoted by Initials (in Sinhala): Mr./ Mrs. / Miss
- Name Denoted by Initials (in Sinhala):
- National Identity Card Number:

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- Date of Birth: Year:

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 Month:

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 Day:

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- Age as at the Closing Date of Applications: Years:

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 Months:

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 Date:

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- Permanent Address:
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- District of Residence:
- Educational Qualifications:

I. First Sitting: Year..... Month

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

II. Second Sitting: Year Month

Subject	Grade	විෂය	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

9.1. G.C.E. (Advanced Level) Examination Details

Year and Month of Examination:

Index No.:

Subject	Grade
1.	
2.	
3.	
4.	

10. Other Qualifications :

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11. Experience Relevant to the Post:

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12. Sports and Extracurricular Activities:

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13. Have you ever been convicted by a court of law for any offence?

(Please tick the relevant box and provide details if yes)

Yes

☐

No

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14. Applicant's Declaration:

- a. The information furnished by me in this application is true and correct to the best of my knowledge. I agree to bear any consequences arising from failure to complete this application fully and/or correctly, and I confirm that all sections have been completed accurately.
- b. I am aware that if any statement made by me is proved to be false, I shall be disqualified prior to appointment and liable to dismissal from service if the appointment has already been made.
- c. I undertake not to alter any information stated herein at a later date.

Date:

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Signature of the Applicant

