



Ministry of Foreign Affairs
Recruitment for the Post of Protocol Assistant – 2023

Applications are called to fill 06 vacancies in the Post of Protocol Assistant (Grade III) in the Ministry of Foreign Affairs from candidates who have fulfilled the following qualifications.

01. Method of Recruitment:

The qualified candidates in terms of this notification are required to sit for a written examination and an interview for assessment of eligibility and will be appointed based on the total marks obtained in the written examination and the interview in the order of merit and the number of available vacancies.

02. Required Qualifications:

I. Educational/ Professional Qualifications:

- (a) Having passed in 06 subjects at one time with at least Credit Passes in 04 subjects including Mathematics, Sinhala/Tamil and English Language/Literature in G.C.E (O/L) examination and in at least one subject (Except General Common Test) in G.C.E (A/L) examination.
- (b) Proficiency in English Language, Computer Literacy, Proficiency in Foreign languages, professional qualifications and experience relevant to the post are considered as additional qualifications.

II. Physical Eligibilities:

- (a) All candidates should be physically and mentally fit for serving in any part of Sri Lanka and perform duties of the post.
- (b) Body Mass Index (BMI) for all applicants should be between 25-30
- (c) Minimum height for male applicants is 5' 6"
- (d) Minimum height for female applicants is 5'2"

III. Other:

- (a) Should be a citizen of Sri Lanka
- (b) Have an excellent moral character
- (c) Have fulfilled all the requirements to be recruited to the post by the closing date of the application

03. Terms of engagement in the service and Conditions of the Service:

- I. The selected candidates shall be subject to the provisions set out in the Scheme of Recruitment for the Post of Protocol Assistant in terms of the general conditions governing appointments in the public service
- II. This post is permanent and subjected to policy decisions taken by the Government in future with regard to the Pension Scheme.
- III. The appointment shall be subjected to a 03 year probation period. The officers are required to pass the First Efficiency Bar Examination within 03 years from the recruitment to the Post of Protocol Assistant (Grade III) in terms of the Scheme of Recruitment.
- IV. In terms of the Public Administration Circular No. 18/2020 dated 16.10.2020, proficiency in an official language/languages should be gained.
- V. The appointment is subjected to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations as well as the other Departmental orders.
- VI. Any candidate will be dismissed from the post, if it is established that he /she had not fulfilled any of the required qualifications or conditions stipulated in this Notification or the relevant Scheme of Recruitment, or that any fact presented incorrect, even after the recruitment to the post.

04. Age Limit:

Have attained the age of 18 years and have not attained the age of 30 years on the closing date of applications i.e (10.11.2023)

05. Salary Scale:

The applicable salary scale for this post is as per the Schedule I of the Public Administration Circular No. 03/2016 dated 25.02.2016, is as follows:

Rs. 27,140 – 10 x 300 – 11 x 350 – 10 x 495 – 10 x 660 – 45,540 (MN1-2016) - Monthly

06. Written Examination :

- I. The examination will be held in Colombo.
- II. The examination will be held in Sinhala, Tamil and English mediums
- III. A candidate can apply in one of the three languages mentioned above and he/she must sit all the question papers in the language medium applied for. The language medium in which the candidate applied for cannot subsequently be changed
- IV. The written examination is conducted as follows

Question Paper	Maximum Mark	Time Duration	Pass mark
Case Study	100	01 hour	40%
IQ Test and Language Proficiency	100	01 hour	40%

V. Syllabus of the Written Examination:

Question Paper	Syllabus
1. Case Study	A question paper is designed to assess the candidate's prudence, behavior and ability to make wise decisions regarding an incident related to work.
2. IQ Test and Language Proficiency	IQ Test Assessing the candidate's General Intelligence, Logical ability, Expression of Ideas, Numerical ability, Comprehension ability Language Proficiency A question paper that assesses spelling, usage of Grammar, clear and accurate expression, understanding of the usage of terms in language, summarization, and compositional ability.

07. Interview of Eligibility Assessment:

- i. A minimum of 40 marks should be obtained in each subject in the written test.
- ii. Candidates who have scored highest marks in the said test will be called for Interview of Eligibility Assessment in twice the number of available vacancies.
- iii. The merit order will be made based on the total aggregate marks obtained at the written examination and the interview for eligibility assessment. Appointment will be made on the merit order and depending on the number of vacancies.
- iv. The marking scheme of the interview for eligibility assessment is as follows:

	Criteria for Marking	Maximum Mark	Pass Mark
1	Additional Educational Qualifications	15	} 50
2	Professional qualifications obtained in relation to the post 1. Cadetting/Scouting - (<i>Maximum 05</i>) School Cadets 05 Scouts 05 Other Sports 05 2. Sports - (<i>Maximum 10</i>) International 10 National 10 Provincial 05 School 03 • Marks are given only for the highest qualification per sport 3. Active membership/Being in the Board of Officials in Non-Political Social Associations/Organizations (<i>Maximum 05- 01 mark per year</i>)	20	
3	Proficiency in English Language	10	
4	Experience gained in relation to the post	10	
5	Computer Literacy	10	
6	Proficiency in foreign Languages	10	
7	A case-based presentation and/or questioning provided by the interview panel to test attitude, decision-making ability, communication skills, ability to deal with situations and personality	25	
8	Total	100	

08. Method of Applying:

- I. Application forms should be prepared in A-4 size paper as per the specimen appended to this notification, containing items 01 to 06 on the first page and the rest on the 2nd and 3rd pages. Both sides of the paper should be used. Application should be filled by the applicant legibly in his/her own handwriting. In applications prepared in Sinhala or Tamil languages, the name of the examination should be indicated at the top of the application form in English in addition to in Sinhala or Tamil. Applications which are not in conformity with the specimen and are not completed will be rejected without any notification. Applicants are advised to keep a photocopy of the application
- II. The application should be prepared in the language medium in which the candidate intends to sit for the examination.
- III. Applicants in the Public Service should send their applications through their respective Heads of Department/ Institution.
- IV. The perfected applications should be sent by registered post to the “Secretary, Ministry of Foreign Affairs, Republic Building, Colombo 01” to reach on or before 10.11.2023. Applications received after this date will be rejected. The words “Recruitment for the Post of Protocol Assistant in the Ministry of Foreign Affairs-2023” should be written clearly on the top left hand corner of the envelope enclosing the application.
- V. Applications which are not perfected in every respect will be rejected. No claims regarding the loss of applications or delay in the post will be entertained.
- VI. The Issue of an Admission Card to an applicant should not be treated as an assurance that he/ she has fulfilled requirements to appear for the examination or that he/ she is eligible for the post.

09. Admission to the Examination:

- I. Signature of the applicant placed on the admission card as well as on the application should have been attested. Candidate employed in an government institution should get his/her signature attested by the Head of institution or any other officer authorized to sign on behalf of such Head of institution and in the case of other candidates a Head or a retired Head of Government school, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney-at-Law or Notary Public, a Commissioned Officer of the Army, Navy or Air Force, a permanent Government or the Local Government staff officers, the incumbent of a Buddhist Vihara, a Nayaka Buddhist Monk, the incumbent of a place of worship of any other religion or a religious dignitary of standing in any other religion. Candidate should submit his/her admission card with the signature attested to the Supervisor of the Examination hall. A candidate who fails to produce his/her Admission Card will not be permitted to sit for the Examination.
- II. A candidate must sit for the examination at the examination hall assigned to him/her. Every candidate should surrender the Admission Card to the Supervisor of the hall, on the first day of the examination, before he/she sits for the examination.

10. Identification of the Candidate :

A candidate will be required to prove his/her identity at the examination hall to the satisfaction of the supervisor for each subject he/she appears. For this purpose, any of the following documents will be accepted.

- I. National Identity Card
- II. A Valid Passport
- III. A Valid Driving License

Also, the candidates should enter the examination hall without covering their face and ears so that their identity can be verified. Candidates who refuse to prove their identities will not be admitted to the examination hall. Furthermore, the candidates should remain without covering the face and the ears from the moment of entering the examination hall until the end of the examination and leaving, so that the examination authorities can identify the candidate.

11. Furnishing of false Information:

If the details furnished by the candidate in his/her application are found to be false or incorrect before the recruitment, his/her candidature will be cancelled. If such particulars furnished are found to be false or incorrect after the recruitment, the candidate will be dismissed from the service as per the rules and regulations.

- 12.** Any matter not provided for in the Notification will be dealt with as determined by the Secretary of the Ministry of Foreign Affairs. Secretary of the Ministry of Foreign Affairs reserves the right to fill the vacancies, wholly or partly or not to fill any vacancy.
- 13.** If there is any discrepancy with regard to the interpretation, of Sinhala, Tamil and English texts, the Sinhala text shall prevail.

A.Y. Wijewardane
Secretary
Ministry of Foreign Affairs

Ministry of Foreign Affairs,
Republic Building,
Colombo 01,
29.10.2023