

**Public Service Commission**  
**Limited Competitive Examination for Recruitment to Executive Service Category of grade III**  
**of Tariff Analyst in Department of Trade and Investment Policy - 2019**

By order of the Public Service Commission, applications are invited from suitable candidates having below mentioned qualifications to fill 02 existing vacancies in Grade III – (Executive Service Category) at the Department of Trade and Investment Policy. Applications should be prepared in accordance with the specimen application attached to this notification and sent under registered post to reach the Director General, Department of Trade and Investment Policy, Colombo - 01 on or before the closing date of application given below. Envelope containing the application should be marked “Limited Competitive Examination - 2019 for the recruitment of Tariff Analyst- Grade III of the Department of Trade and Investment Policy” on the top left hand corner of the envelope.

**(a.) The closing date for calling applications will be 15.07.2019**

**Note:** Any complaints of loss of applications/articles thereof or delay in delivery shall not be accepted. The candidate shall bear the losses which may occur due to their delay of sending applications until the closing date

**1. Method of recruitment :-**

Recruitments will be made as per the order of total marks on merit obtained at the written exam and the qualification assessment test.

In accordance with the order of the total marks on merits and having passed the written examination with repetitive qualifications, double of the required number of candidates is called for the interview to recruit each and every post. Recruitments will be made according to total marks on merit obtained by the candidates at the written examination and the interview for the assessment of qualifications.

The number of appointments and the effective date shall be determined as per the order of the Public Service Commission.

The names of the candidates who obtained the highest marks at the written examination enlisted in the alphabetical order should be forwarded in duplicate by the Sri Lanka Foundation Institution to the Public Service Commission.

**2. Salary Scale :**

Monthly salary scale specified for this post as per Public Administration circular No. 03/2016 dated 25.02.2016 is Rs.47,615 -10x1,335- 8x1,630 -17x2,170 – Rs.110,895 (SL-1-2016). Your salary will be paid in accordance with the provisions of the aforesaid circular as mentioned in Schedule II.

### **3. Conditions of Service :**

- I. This post is permanent and pensionable. Selected candidate should contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension scheme.
- II. Selected candidates will be appointed to this post subject to a probationary period of one year.
- III. Prescribed official language proficiency shall be obtained within 05 years according to the provisions of the Public Administration circular 01/2014 dated 21/01/2014 and consequent circulars here to.
- IV. This appointment will be subject to the procedural rules of Public Service Commission, provisions of the Establishment Code and Financial Regulations of the Democratic Socialist Republic of Sri Lanka and the conditions of the recruitment procedure of "Executive Grade Service category" of the Department of Trade and Investment Policy and any other departmental orders.

### **4. Qualifications :**

**4.1. Educational qualifications :** Should have possessed a Special Degree in Economics or Management from a university recognized by the University Grants Commission.

Or

Should have possessed a General Degree in Economics or in Management and with post graduate qualifications equivalent to or higher to a post graduate diploma in Economics or Management from a university recognized by the University Grants Commission.

### **4.2 Experience :**

Shall be an officer confirmed in the appointment and completed ten (10) years of active and satisfactory service in the post under MN- 01 or a higher Salary Code.

(Marks will be given for the experience with regard to perform the duties in the field of tariff and other import taxes and implementation of all those.)

### **4.3 Physical Qualifications :**

Every applicant should be physically and mentally fit to discharge duties of the post in any part of the island.

### **4.4 Other Qualifications :**

- (i) Shall be a citizen of Sri Lanka.
- (ii) Shall be on excellent character.
- (iii) All required qualifications for this examination mentioned under clause 4.1 to 4.2 shall have been completed in every aspect on the closing date of applications.
- (iv) Shall have been completed a satisfactory service of preceding five(05) years service period on the date of interview.
- (v) All qualifications prescribed for recruitment to the post shall be completed as at closing date of calling applications.

## 5. Written Examination

5.1.1. This examination will be conducted by the Sri Lanka Foundation Institution.

Question paper	Duration Time(Hrs.)	Total Marks	Pass Marks
1.Tariff Analysis	02	100	40
2. International Trade Agreements	02	100	40

### 5.1.2 Syllabus

Question paper	Syllabus
1.Tariff Analysis	<ul style="list-style-type: none"><li>1.1. Evaluation of the current tariff structure, its composition and its contribution to the Public revenue.</li><li>1.2. Methodology of application of tariffs and related legal frameworks.</li><li>1.3. Methodology of applying and liberalizing tariffs.</li><li>1.4. Different schemes of tariff liberalization.</li><li>1.5. Review of other taxes effective on import and export trade parallel to the tariffs.</li></ul>
2. International Trade Agreements	<ul style="list-style-type: none"><li>2.1. Sri Lanka's commitments to the WTO on International Trade and other related activities.</li><li>2.2. Bilateral Trade Agreements of Sri Lanka, its composition including Tariff amendments.</li><li>2.3. Multilateral Trade Agreements of Sri Lanka, its composition including Tariff amendments.</li><li>2.4. Future Trade Agreements and its necessity.</li><li>2.5. Review of the impact, pros and cons of the international trade on Sri Lankan economy.</li></ul>

## 6. Interview

### 6.1 Qualification assessment interview

Marks will be given by an interview board appointed by the Public Service Commission.

No	Fields of Assessment	Maximum marks	Pass marks
01.	Experience in discharging duties related to the implementation of tariff policies.	15	Not applicable
02.	Additional educational qualifications	15	
03.	Trainings and other qualifications obtained related to the field	05	
04.	Language proficiency	05	
05.	Computer literacy	05	

06.	Performance at the qualification assessment interview	05	
-----	---	----	--

## 7. Conditions of the Examination :

- I. The Examination shall be held in Sinhala, Tamil and English medium. Candidates shall sit for the examination in preferred language. Candidates shall answer for all the question papers in one language. Candidates will not be allowed to change the language medium mentioned in their application. All candidates must sit for all the question papers.
- II. Examination fee is Rs.1000/-. This fee can be credited to the People's Bank Account Number 014100169026611 – maintained at the Union Place' branch for the Department of Trade and Investment Policy and one edge of the receipt should be affixed in the relevant cage provided of the application so as not to be detached. It is advisable to retain a photocopy of the receipt for future references.
- III. Under any circumstances, no examination fee will be refunded.
- IV. This examination will be held only in Colombo. The date and the place of examination will be notified later.
- V. Incomplete applications will be rejected without notice.
- VI. Results of this examination shall either be informed by post to all the applicants who sat for the examination or published on the web site of Ministry of Finance–  
[www.treasury.gov.lk](http://www.treasury.gov.lk)

**Note:** Candidates shall not be permitted to enter the examination hall without the admission card. Only the admission card having attested the signature shall be submitted to the supervisor of the examination hall on the first day of the examination. Admission to the examination does not constitute acceptance of eligibility.

- vii. Application should be prepared in A4 papers in such a manner that the titles nos. from 01 to 04 appear on the first page and the rest is on the other pages. The application should be filled correctly and clearly in own handwriting. Applications that do not comply with the specimen given herewith and those have not been completed properly, will be rejected without notice. It would be advisable to have a photocopy of the application. Further it is notified that it is the responsibility of the candidate to make sure that the application form completed by him/her and complies with the specimen given in the gazette notification if not the application will be rejected without any notice. Application forms should be prepared specimen in compliance with the application attached to this notification.
- viii. Director General of the Department of Trade and Investment Policy shall retain the right to postpone or to cancel the examination on the approval of the Public Service Commission.
- ix. All candidates are subject to the rules and regulations imposed by the Director General of the Department of Trade and Investment Policy with regard to the conducting of this examination. In case of violation of those rules and regulations, candidates shall be

subjected to a punishment imposed by the Director General of the Department of Trade and Investment Policy.

**x. Identity of the Candidate:-** Every candidate shall be requested to prove his identity to satisfy the supervisor of the Examination hall. For this purpose one of the following documents will be acceptable.

(i) The National Identity Card issued by the Department of Registration of Persons.

(ii) Valid Passport

(iii) Valid Driving License

**N.B.** a. No document or a copy of such a document should be annexed to the application.

b. The applications of the candidates shall not be considered whenever they are failed to submit the documents.

All the candidates should be forwarded their applications through the respective head of department / institution of the public service/provincial public service and statutory bodies. Before sitting the examination, signature certification is compulsory for all candidates. The signature of the candidate of an institution should be attested and forwarded through the respective head of the department.

In case of any divergence in the text of this notification published in Sinhala, Tamil and English, the Sinhala text will prevail.

By the order of the Public Service Commission,

**Secretary  
Ministry of Finance.**

**On 28.05.2019  
Ministry of Finance,  
The Secretariat,  
Colombo – 01.**

**Specimen Application Form**  
**Limited Competitive Examination for recruitment to Executive Service Category of Grade – III of**  
**Tariff Analysts in Department of Trade and investment Policy -2019**

<b>Index No</b> <b>(For office Use Only)</b>	
<b>Medium of Examination</b> Sinhala -1, Tamil -2, English -3 (indicate the relevant number in the cage) (It will not be allowed to change this subsequently)	<input style="width: 40px; height: 20px; border: 1px solid black;" type="text"/>

**01. 1.1. Name in full (In block capitals):-** .....

.....  
 (Example: HERATH MUDIYANSELAGE SAMAN KUMARA)

**1.2 Name with initials at the end (In block capitals):- Mr./Mrs./Miss**  
 .....

(Example: - KUMARA H.M.S.)

**1.3 Name in full (In Sinhala/Tamil):-**  
 .....

**1.4 National Identity Card No.**

**02. 2.1 Permanent address (in block capitals): -**  
 .....

**2.2. Permanent address (in Sinhala/Tamil):-**  
 .....

**2.3. Official address (in block capitals):**  
 .....

**2.4. Official address (In Sinhala/Tamil):-**  
 .....

**2.5. Address to which admissions should be posted (in block capitals): -**  
 .....

(In case of an officer of the Public Service / Provincial Public Service, He/she should submit his/her official address. A change of the address should be informed forthwith)

**03. 3.1. Sex** : - Female – 1, Male – 0 (Write the relevant No in the cage)

**3.2. Marital Status** : - Married -1 Unmarried-2 (Write the relevant No in the cage)

**3.3. Date of birth** : - Year 


 Month 
 Date

**3.4. Age as at 15.07.2019** :- 


 Years 
 Months 
 Days

**3.5. Telephone** : Official Private

**04. 4.1. Qualifications as per the paragraph 4.1 of the notice for calling applications:**

**4.2. Name of the Institution:** - .....

**4.3. Details of Service period:** - .....

(a)

Department in which the candidate has served	Designation	From	To	Duration

(b)  
**Service Category /Designation:**  
 Class : - Since

Grade : - Since  
Annual Salary as at..... (Date of the gazette notification): - .....

**05. Affix the receipt so as not to be detached.**

Paste the Invoice here by paying examination fees.  
(Keep a photocopy of the invoice.)

Amount paid : - .....

Place of payment : - .....

Receipt No. : - .....

Date of payment : - .....

**06. Declaration of the candidate:-**

**6.1.** I declare that the information furnished by me in this application is true and accurate. I also declare that I have affixed herewith the receipt of exam fees No....., dated .....and I am aware that if any particulars contained herein are found to be false and inaccurate, I am liable to disqualification before appointment and to cancellation of appointment without any compensation if the inaccuracy is detected after appointment. Further, I agree to be bound by all the rules and regulations imposed by the Secretary of the Ministry of Finance regarding the conduction of this Examination and releasing the results.

**6.2** I declare that I have earned all salary increments immediately preceding five years of the service to .....(Date of the gazette notification) (Except the increment where passing service or departmental tests is a condition published) and I have not been subject to any type of disciplinary punishments (except warning) for any offense.

Date: .....

**Signature of the Candidate**

**07. Certificate of the Head of Department**

Should be signed as the head of the Institution in which the candidate's personal file is maintained.

I hereby certify, that this candidate (Mr. /Mrs. /Miss. .... is employed in this office since .....and his /her work and conduct have been satisfactory and the details furnished by him/her in the paragraphs no: 04 have been checked with records available in this department personally by me and he/she has paid due examination fees and the relevant receipt is affixed herewith.

.....  
**Signature of the Head of the Institution**

Date : .....

Name : .....

Designation : .....

Address : .....

(Official Stamp)

**Note :**

It is essential that each candidate appearing the examination should get his / her signature attested both on the application form and the admission card. Any officer applying through a particular institution should get his / her signature attested by the head of such institute or his or authorized officer.