

**MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES
SRI LANKA CUSTOMS DEPARTMENT**

To: Chief Inspectors of Customs and
Inspector of Customs Grade I

**LIMITED COMPETITIVE EXAMINATION FOR PROMOTION TO THE POST OF ASSISTANT
SUPERINTENDENT OF CUSTOMS, GRADE II OF SRI LANKA CUSTOMS DEPARTMENT- 2023**

Applications are called from

- (a) The Chief Inspector of Customs or
- (b) The officers in Inspector of Customs holding permanent appointment in Grade I with 02 years of service and who have fulfilled the following qualifications, to fill the 15% of posts of Assistant Superintendent of Customs Grade II.

01. Qualifications

1.1 Experience

- i Have been confirmed in the post of Chief Inspector of Customs or in the post of Inspector of Customs Grade I with 02 years of service.
- ii Have demonstrated satisfactory performance or above during the last 05 years preceding the closing date of the submission of the application, as per the approved performance appraisal procedure.

1.2 Other

- i Should not be subjected to disciplinary action during the prescribed period as per Public Service Commission Circular No. 01/2020
- ii It is mandatory to complete the qualifications mentioned in 01 above before 06.11.2023, the closing date of acceptance of the applications.

02. The application has been published on www.doenets.lk, website of the Department of Examinations on “Online Applications – Recruitment Exams” under “Our Services” and, applications should be submitted through online only. The closing date for receiving application is 06.11.2023. Submission of online applications is open from **16th October 2023 at 9.00 a.m. and closed on 06th November 2023 at 12.00 midnight**. Three (3) days after the closing date for receiving application is given to do revisions to the applications. Once the online application is submitted it should be downloaded, relevant parts of the printed copy should be filled, the signature of the applicant should be attested and the completed application with the certification of the head of the institution should be sent by registered post to reach the Department of Examinations of Sri Lanka on or before the closing date of acceptance of applications.

Online applications should be completed only in the English language. Once both the soft copy of the online application and the printout, sent by registered post are received by the Department of Examinations, such soft copy and printout will be verified and it will be notified that the department accepts/does not accept the application as a valid application via a SMS to the mobile phone number, used to access to the system or to the e-mail address. Before completing the application, download the common instructions, prepare to apply for the examination. Strictly follow these instructions when filing out the application. No amendment made to the application after obtaining a printout of the application will be considered as a valid amendment. Incomplete applications will be rejected without notice. The applications received after the closing date of applications will not be accepted.

The examination fee is Rs. 600/-. Payment of examination fee should be made only by the following methods, provided by the online system.

- i. Any bank credit card
- ii. Any bank debit card with the facility of Online transaction
- iii. Online banking method of Bank of Ceylon
- iv. Any branch of the Bank of Ceylon

Note:-

- (a) Instructions on the methods of payment under the above methods have been given under the technical instructions for the examination of the website.

- (b) Payment will be notified by a SMS or e-mail. The full amount for the examination fee should be paid and applications that pay less or more examination fees will be rejected. The Department of Examinations will not be responsible for the delays in the payment of examination fees by aforesaid methods.
- (c) The examination fee shall not be refunded or transferred to any other examination due to any reason.

03. This examination will consist of two parts, a written examination, and a general interview. The marks and time given for each subject in the written examination are given as follows:

Part 1- Written Examination

	Total marks	Pass marks
(01) Aptitude Test (01 Hour)	100 marks	50
(02) English Language (01 ½ hours)	100 marks	50
(03) Customs Law and Procedures (03 hours)	100 marks	50

Part 2 - General Interview (No Marks awarded)

Recruitment to the post will occur after verifying the qualifications of candidates by conducting a general interview with a sufficient number of candidates. This process aims to recruit suitable candidates for the number of vacancies in the post, based on the merit of the marks of candidates who have fulfilled the relevant qualifications and passed the written examination, to assess whether they possess the basic qualifications required for recruitment.

This examination will be conducted in all three mediums; Sinhala, Tamil, and English. Applicants should sit for the whole examination in the same medium. It is not permitted to change the applied medium later. The applicants can apply for the examination medium in which they passed the qualifying examination to enter their present service. The decision of the Commissioner General of Examination relevant to conducting the examination and release of results will be the final.

04. The syllabus of the subjects of the examination is given below:

4.1 Syllabus for “Aptitude test” paper: This will consist of 50 questions including both multiple-choice and questions for short answers to test the language skills and the logical capability of applicants.

4.2 Syllabus for “English Language” question paper: This is to test the reading, writing, comprehension, and communication skills of the applicants.

4.3 Syllabus for “Customs Law and Procedures” question paper:

- i.
 - Landing sea/ air cargo, storing and clearing
 - Duties assigned to a Grade II officer of Assistant Superintendent of Customs, in charge of the import warehouse
 - Closing the blue book
 - Duties and responsibilities assigned to a Grade II officer of Assistant Superintendent of Customs, in charge of the liquor warehouse
- ii. Exports
 - The procedure followed in shipping sea cargo
 - Examining export details
 - Preparation of inventory
- iii. Transitional goods
 - Storage and shipping cargo
 - Preparation of register for transitional goods (cargo)
 - Coastal shipping

iv. Clearance procedure relevant to bonded warehouses

v. General – Refunds and conditions for approving refunds

- Regulations applied in refunding duties, list of prohibited and restricted goods (in and out of the country)
- The powers vested under the Customs Ordinance to take actions for not declaring goods, falsely declaring, or declaring lower rates.
- The procedures prescribed in the Customs Ordinance regarding inspections and arrests.
- Provisions provided under the Customs Ordinance against forged transportation, all the departmental orders (DOPL) in connection with the duties of officers.

05. 5.1 Applicants who have scored at least 50 marks for each of the three (03) question papers Aptitude Test, English, and Customs Law & Procedure, will be eligible for calling to the general interview. Applicants who have passed the entrance examination and qualified in the interview will be selected for appointment subject to the number of vacancies approved for the respective posts and not more than 10% of the number of vacancies approved for recruitment shall be reserved for women officers.

5.2 Release of results

The results sheet including the names of applicants who are eligible as per above chapter 5.1 will be forwarded to the Director General of Customs. The Department of Examinations will inform the results to all the applicants who sat for the examination, via post or official website of the department www.results.exams.gov.lk

06. 6.1 The Commissioner General of examinations will issue the admission cards to the applicants on the assumption that only the applicants who have fulfilled the qualifications referred to in the *Gazette* notification have forwarded the applications. The Department of Examinations will publish a paper notice immediately after the issuance of admissions to applicants. If admissions have not been received after 2-3 days of this notice, it should be informed to the Institutional Examination Organization Branch of the Department of Examinations as mentioned thereof. You are informed to forward inquiries to the Department of Examinations mentioning the name of the examination, the full name of the candidate, address, NIC number, and the address. If the applicant is a resident outside of Colombo, it will be more fruitful to send a request letter to the fax number mentioned in the advertisement mentioning a fax number to get a copy of the admission via fax to the applicant. Keeping a copy of the completed application, a copy of the receipt obtained on payment of the examination fee and a receipt issued in posting the application *via* registered post will be more useful.

6.2 The candidate should sit for the examination under the prescribed center under his index number. All the applicants should hand over the attested admission cards to the examiner in charge of the examination on the first day of the examination. The applicants who fail to do so will not be permitted to sit for the examination.

6.3 Applicants should prove their identity to the satisfaction of the examiner in charge of the examination center for all subjects of the examination. Any of the following documents will be accepted.

- (I) National Identity Card
- (II) Valid Passport
- (III) Valid Sri Lankan Driving License

Also, the candidates should expose their identity without covering their faces and ears when they enter the examination hall. Applicants who refuse to do so will not be allowed to enter the examination hall. Further, the applicants should remain with their faces and ears uncovered till they leave the examination hall, enabling the examination authorities to identify the applicant.

07. 7.1 Issuance of admission to the candidate does not confirm that he/she has fulfilled all the requirements required to sit for the examination or qualified for the post.

7.2 This examination will be held in January 2024 only in Colombo. The date and venue of the examination will be informed later.

08. Applicants will be liable to the rules and regulations imposed by the Commissioner General of Examination in relevant to conducting the examination. In case of violation of such rules and regulations, he/ she will be liable to any penalty imposed by the Commissioner General of Examination.
09. In the event of any inconsistency between the Sinhala, Tamil, and English text of this *Gazette* Notification, the Sinhala text shall prevail. Matters not included in these regulations if any will be decided at the discretion of the Director General of Customs.

Director General of Customs
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