

Public Service Commission

Recruitment on merit basis to the post of Senior Authorized Officer in the Management Assistant
Supra-class Service Category of the Department of Immigration and Emigration – 2025

1. Applications are invited from Authorized Officers in active service, who have fulfilled the following qualifications, to fill 69 positions of Senior Authorized Officer in the Department of Immigration and Emigration on merit basis.

2. Qualifications:

- I. Should have completed at least for five (05) years of active service in Authorized Officer Grade I.
- II. Should have passed the Efficiency Bar Examination related to Authorized Officer Grade II.
- III. Should have completed a satisfactory period of service as per Section 236 of the Procedural Rules.

3. Method of Promotion:

Vacancy for this post will be filled outside the approved scheme of recruitment for this occasion only by conducting an aptitude assessment interview for the candidates who meet the above qualifications in accordance with the directive of the Public Service Commission issued through the letter of the Secretary to the Public Service Commission bearing No. PSC/EST/04-03/01/2025 dated 12.06.2026.

4. Marking Scheme

Serial No.	Areas for providing marks	Marks	Pass Mark
01	For additional service experience (Marks will be offered only for the service period in addition to the minimum service period required to fulfill the qualification and in awarding marks for that additional service period, total marks allocated will be offered to the officer with the highest additional service period and marks will be given to other officers proportionately for the additional service period) ➤ Additional service period for other officers = $\frac{\text{Maximum marks allocated for additional service period}}{\text{Additional period of service of the Officer with highest service (Years x 12 + months)}} \times \text{Additional period of service of the relevant Officer (years x 12 + months)}$	50	Not applicable

02	Aptitude Marks will be awarded at the interview under the subject areas covered below as per Annexure 01 referred to herewith. I. Demonstrates a broad understanding on the international air travel regulations and international aviation standards, and the ability to clearly describe the rationale related thereto. II. Broad understanding on the provisions of bilateral and multilateral agreements related to air travel. III. Broad understanding of the provisions of the Immigration and Emigration Act and the Registration of Persons Act and the regulations made thereunder, and the ability to clearly describe the rationale related to these regulations. IV. Ability to clearly describe the rationale related to the main steps of the procedures for verifying the identity, documents and intent of persons seeking entry into the country. V. Ability to observe and detect unusual behaviour and take appropriate action promptly. VI. Broad understanding of the security features of identity and travel documents to facilitate the lawful travel of the public. VII. Ability to verify the reliability of information by validating information across multiple sources to determine the intent of the application. VIII. Ability to critically analyze verbal and non-verbal cues to assist in the investigation. IX. Ability to accurately identify features of generally tampered or fraudulently created identity/passport documents. X. Utilization of technological resources effectively and efficiently to verify identity/passport documents.	50	25
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5. Salary Scale related to the post:

As per P.S.C. 10/2025, MN 7 -2025, Rs.71,240 – 11 X 1,360- 18 X 1,850 – 119,500/-
Initial Salary Step - Step 06 - Rs.78,040/-

6. The number of Senior Authorized Officer positions to be appointed is 69.

- The Public Service Commission will recruit for the vacant posts in order of merit, based on the total marks obtained at the structured interview and the number of existing vacancies.
- Fundamental qualifications will be verified during the structured interview.
- Attending the interview does not guarantee the eligibility for an appointment.

7. If the number of candidates obtaining equal marks for the final vacancy or vacancies exceeds the available positions, selections for positions will be made through an additional merit-based interview strictly limited to candidates with equal marks, in accordance with Public Service Commission Circular 01/2019 (II). For this purpose, an interview board appointed by

the Public Service Commission will use evaluation criteria and marking scales approved by the Commission. The relevant candidates will be informed of these evaluation criteria and marking scales at that occasion.

8. The effective date of this promotion is the date, on which the structured interview is conducted.

9. i. Conditions of Service:

- a. A selected candidate will be appointed to the post of Senior Authorized Officer subject to the General Conditions Governing Appointments in the Public Service, the provisions of the Establishments Code and Financial Regulations, the Procedural Rules of the Public Service Commission published in the Extraordinary Gazette No. 2310/29 and dated 14.12.2022, the terms and conditions of the Scheme of Recruitment for the post of Senior Authorized Officer the Management Assistant Supra-class Service Category in the Department of Immigration and Emigration approved by the Public Service Commission on 20.12.2013, and amendments already made or to be made hereafter to the said Scheme.
- b. This position is permanent and pensionable.

ii. . Other Conditions

- a. The selected candidates must be bound to perform their duties at airports and ports.
- b. In addition to the requirements specified in the Scheme of Recruitment of the relevant post, all officers must also acquire the necessary expertise and skills as determined by the Government from time to time.
- c. Every appointment is subject to the conditions set out in the procedural rules of the Public Service Commission published in the Extraordinary Gazette No. 2310/29 dated 14.12.2022, as well as the provisions of the Establishments Code.
- d. Whenever necessary, The Public Service Commission will decide on any matters not covered in this notification.

10. Method of Submission of Applications:

Applications prepared as per the specimen application form attached herewith should be submitted by registered post or hand delivered to the Controller of Immigration and Emigration (Administration) on or before 22.07.2026, the closing date of applications. Applications received after this date will not be accepted.

By order of the Public Service Commission;


D.W.R.B. Seneviratne

Secretary

Ministry of Public Security and Parliamentary Affairs

Specimen Application

Application for the post of Senior Authorized Officer in the Department of Immigration and Emigration

(To be submitted by the Deputy Controller (Ports))

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(For office use)

01. 1.1 Name in Full (in English Block Capitals) :

.....
(Eg : HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

1.2 Name with last name first, followed by initials of other names (In English Block Capitals):

.....
(Eg : GUNAWARDHANA H. M. S. K.)

1.3 Name in Full:
(Sinhala / Tamil)

02. Gender :

Male - 0

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Female - 1

(Write the relevant number in the cage)

03. National Identity Card Number

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04. Mobile phone number

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05. Date of Birth :

06. Age as at the closing date of calling applications

Years

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Months

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Days

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07. Highest educational qualification obtained:

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08. Date of recruitment to the service as an Authorized Officer:

I. Temporary / Assistant Post:

II. Date of appointment to permanent post:

III. Permanent service period as at the closing date of calling applications:

IV. Service Period in the post of Authorized Officer Grade I: Years

V. Service period in the post of Authorized Officer Grade II: Years

VI. Active Service Period: Years

(Actual period of salaried service, excluding the periods of unpaid leave)

09. Date of passing the prescribed efficiency bar examination:

10. Has the Authorized Officer earned salary increments for 05 years in Grade I after being promoted to Authorized Officer Grade I?

11. Information on earning salary increments

Salary increment date	Salary increment earned / not earned

12. Performance Evaluation Levels

Year	Evaluation Level (Unsatisfactory, Satisfactory, Above Average, Excellent)

13. Have you faced any disciplinary action, excluding admonitions, within the five years preceding the closing date of applications?.....

(Should have not been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020)

14. Others

15. I declare that the above particulars are true and correct.

Date :

.....
Signature of the Candidate

16. To be completed by the Head of Department.

Secretary,
Ministry of Public Security and Parliamentary Affairs.

The information given in the application submitted by Mr. / Mrs. is correct / incorrect as per the information in the personal file. I hereby declare that no disciplinary action has been taken against him/her and that no such action is proposed to be taken in the future and that he / she has / has not earned all the salary increments for the preceding 05 years in the Authorized Officer Grade I as at the closing date of calling applications. I do / do not recommend his / her application.

Date:

.....
Signature of the Head of Department
Designation and Official Seal

17. To be completed by the Secretary of the Ministry.

Secretary,
Public Service Commission,

I agree / disagree with the recommendations of the Head of Department / Institution regarding the performance of duties and conduct of Mr. / Mrs., Authorized Officer Grade I.

Date:

.....

Secretary,

..... Ministry

Official Seal