

Public Service Commission

Ministry of Public Security and Parliamentary Affairs

**Recruitment of Officers for the posts of Assistant Controller (Departmental) of the
Department of Immigration and Emigration -2025**

Applications are invited as per the order of the Public Service Commission from qualified Senior Authorized Officers working in this Department for making recruitment for 03 vacancies in the posts of Assistant Controller (Departmental) of the Department of Immigration and Emigration.

(a). The closing date of calling applications is 30 of October, 2025.

01. Method of recruitment:

The candidates, who obtain the highest marks on the results of an Eligibility Assessing Interview conducted by an Interview Board appointed by the Public Service Commission, will be recruited for the number of vacancies among the applicants who have fulfilled the qualifications mentioned in the notification. The Eligibility Assessing Interview will be conducted in compliance with the Marking Scheme (mentioned under No. 06) approved by the Public Service Commission.

The number of appointments and the effective date of the appointment will be decided by the Public Service Commission.

02. Qualifications required :

- I. Should have completed a period of 05 years of service in the post of Senior Immigration and Emigration Officer (Senior Authorized Officer).
- II. Should have completed an active period of service in past succeeding 05 years prior to closing date of applications.
- III. Should have not been imposed a disciplinary punishment in compliance with the provisions in Public Service Commission Circular No. 01/2020.

Note: All qualifications for making recruit to the post should be completed in every respect as at the closing date of applications.

03. Conditions of engaging in service and terms of service

- (i) This appointment is permanent and pensionable. Shall contribute to the Widows'/Widowers' and Orphans' Pension Scheme. Contributions shall be made for the same as stipulated by the Government from time to time.
- (ii) This appointment is subjected to a probationary period of one year. Officers who satisfactorily complete that period will be made permanent in the post. The First Efficiency bar Examination shall be passed as stated in the Scheme of Recruitment within 03 years of being recruited to this post.

- (iii) Language proficiency in the prescribed official language / official languages shall be obtained as per the provisions of Public Administration Circular No. 18/2020 dated 16.10.2020.
- (iv) This appointment is subject to the Procedural Rules of the Public Service Commission, Provisions of the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Orders.
- (v) The medium of language applied will not be permitted to change subsequently. The medium of language you will be eligible to obtain appointment is the medium you mentioned in the application.

04. Age limit

Not applicable.

05. Salary scale

According to Schedule 1 of the Public Administration Circular No. 10/2025 of 25.03.2025, the monthly salary scale of this post is Rs. 82,150 -10 x 2,400 - 8 x 2,940 - 17 x 3,900 – 195,970/- (SL-1-2025).

06. The Eligibility Assessing Interview will be based on the following Marking Scheme.

Serial number	Subject	Marks	Maximum marks
01	<u>Seniority</u> In addition to 05 year active and satisfactory service in the post of Senior Authorized Officer, marks will be awarded for the period of active and satisfactory service completed on the closing date of calling applications in compliance with the provisions of Public Service Commission Circular Nos. 1/2019 and 01/2019 (I). (The maximum marks will be awarded to the Senior most applicant and the other applicants will be awarded marks proportionately for the seniority.)		60
02	<u>Merit</u> <u>1. Additional Educational Qualifications</u> i. A Degree awarded by a Foreign or Local University recognized by the University Grants Commission. Or ii. A Degree awarded by a University established by a Parliamentary Act of Sri Lanka Or iii. A Degree recognized under Section 25 A of the University Act No. 16 of 1978	10	40

	<u>2. Proficiency in English Language</u> i. A Diploma or a higher qualification obtained from a University recognized by the University Grants Commission or a Public Officer Training Institute of the Government or NVQ level 5 or higher certificate for English Language obtained from any other institution - Marks 05 ii. For a qualification – Having obtained at least a Very Good Pass for English language at (Local or London) G.C.E. (Advanced Level) Examination or Total of 6.5 or above for IELTS (Academic), 79 or above for TOEFL-IBT, 213 or above for TOEFL- CBT or 550 or above for TOEFL- PBT. - Marks 04 iii. For a Certificate obtained for English Language or a NVQ Level 3 certificate obtained from any other Institution. - Marks 03 <u>Note –</u> If the NVQ level is not mentioned in the Certificate, relevant NVQ Level should be certified and submitted through the relevant Institution. Note - Marks will be given only for maximum qualification. <u>3. Proficiency in other languages</u> For a Diploma or a certificate obtained for other Languages except English from a University recognized by the University Grants Commission or from the Department of Official Languages or Training Institute under the Department of Official Languages. i. Marks will be given for maximum of two languages - as 2.5 marks for each Diploma related to one language. ii. Marks will be given for maximum of two languages - as 02 marks for each relevant certificate of one language. <u>4. Training Courses</u> Certificates obtained for Training Courses of the Department (For certificates in addition to English and other languages) For maximum of 05 certificates - 01 mark per one certificate. <u>5. Computer knowledge</u> i. For Postgraduate Diploma or a higher qualification in Computer Science or Information Technology obtained from a University recognized by the University Grants Commission. - Marks 05 ii. Should have obtained a Degree in Computer Science or	05 05 05 05	
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	Information Technology - Marks 04 iii. Should have studied Information Technology as the main subject of a Degree - Marks 03 iv. A Diploma in Computer Science or Information Technology from a University recognized by the University Grants Commission or a Public Officer Training Institute of the Government or NVQ Level 5 or higher Diploma in Computer Science or Information Technology from any other institution - Marks 02 v. A Certificate in Computer Science or Information Technology or NVQ Level 3 Certificate in Computer Science or Information Technology obtained from any other institution - Marks 01 <u>Note :</u> If the NVQ level is not mentioned in the Certificate, relevant NVQ Level shall be certified and submitted through the relevant Institution. N.B.: Marks will be given only for the highest qualification. 6. <u>Commendations</u> For one commendation – Marks 01 (Marks will be given for maximum of 05 commendations awarded in General 230 'B' format.) (Certificates obtained during the entire period of service will be taken into consideration.) 7. For the merit shown at the interview	05	
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Note:

- I. None of the qualifications already considered for recruitment or promotion to a post in the Department or for passing the Efficiency bar will be considered for awarding marks on merit.
- II. Marks for each qualification under Merit are awarded only under one subheading.

07. Identity of Candidates:

Only candidates who have submitted applications completed in every respect will be invited for the Eligibility Assessing Interview.

Originals and the copies of all certificates duly certified by the applicant shall be submitted at the interview.

The following documents are accepted to prove the identity at the interview.

- i. Valid National Identity Card issued by the Commissioner of Registration of Persons.
- ii. Valid Passport

08. Submission of Applications:

- i. Applications completed as per the specimen application at the end of this notification shall be submitted by Registered post to reach the address The Controller General, Department of Immigration and Emigration, Suhurupaya, Battaramulla on or before 30.10.2025. Late applications will be rejected.
- ii. A specimen application form to be submitted is appended at the end of this notification. The application may be prepared using A4 size paper as to appear No. 01 to 03 on the first page and balance on page Nos. 02 and 03 and the relevant information shall be entered in the applicant's own handwritings clearly.
- iii. "Assistant Controller (Departmental) of Grade III of Executive Service Category" shall be indicated on the top left hand corner of the envelope in which application is enclosed.
- iv. Applications shall be submitted through the Head of the Department where he / she works.
- ii. Applications which do not comply with the Specimen application form appended herewith will be rejected. No complaints will be entertained regarding loss or delay of applications.

9. Provision of false information:

Your candidature will be cancelled if any of the information furnished in the application you have forwarded is found to be false or inaccurate before recruitment. If such false or incorrect information is found after recruitment, action will be taken to dismiss at any time subject to the relevant procedures.

10. The Public Service Commission reserves the right to fill or not to fill the vacancy.

11. In case of any inconsistency or difference among the Sinhala, Tamil and English texts of this notification the Sinhala text shall prevail.

12. The decisions made by the Public Service Commission will be the final decision on any matter not mentioned in this notification or in case of any issue in this recruitment process.

By order of the Public Service Commission,

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Secretary

Ministry of Public Security and Parliamentary Affairs.

..... day of October, 2025.