

NATIONAL INTELLECTUAL PROPERTY OFFICE OF SRI LANKA

**Open Competitive Examination of Recruitment for the Post of Intellectual Property Officer in
Grade III of Associated Services -2024**

APPLICATIONS are called for the Competitive Examination held by the Commissioner General of Examinations from Sri Lankan citizens who possess following qualifications for recruitment to fill 08 positions currently vacant in the post of Intellectual Property Officer in Grade III of Associated Services at National Intellectual Property Office of Sri Lanka.

1. Qualifications :

1. Graduates who possess below qualifications and not below 21 years and above 35 years of age as at the date of application can apply for this.
 - i. Should have acquired a Bachelor's Degree in Science / law or commerce from a recognized university by the University Grant Commission.
 - ii. Proficiency in English Language and Computer Literacy is considered as an additional qualification.

2. Conditions of Examination:

The examination will be held only in Colombo in August, 2024 by the Commissioner General of Examinations in terms of the Recruitment and Promotion Procedure for the Officers in associated service in the National Intellectual Property Office of Sri Lanka. Director General of Intellectual Property reserves the right to extend or to cancel the examination.

The application is published in "Online Applications – Recruitment Exams / E.B. Exams" under "Our Services" in www.doenets.lk, the web site of the Department of Examination and applications shall only be submitted online. Acceptance of Online Applications opens at **9:00 a.m. on the 01st of July 2024 and closes at 9:00 p.m. on the 31st of July 2024.**

Officers who are already in the Public/Provincial Public Service shall submit a copy of the application to the Head of the Institution for insertion in their personal file and at the interview, the certified copy of the application by the Head of the Institution, along with a letter of confirmation of service, shall be presented.

3. Conditions of Service:-

Selected Candidates are appointed to the post of Intellectual Property Officer in Grade III of associated services in Intellectual Property Office subjected to the General Conditions regulating Public Service appointments, conditions

mentioned below, procedural rules of Public Service Commission published in the *Extra Ordinary Gazette* Notice of the Democratic Socialist Republic of Sri Lanka No. 2310/29 dated 14.12.2022, regulations of Recruitment and Promotion Procedure for the associated officers in National Intellectual Property Office of Sri Lanka which have been approved by Public Service Commission.

- I. Selected Candidates are subjected to the condition of serving in any part of Sri Lanka.
- II. This post is permanent and pensionable. They are subject to the policy decisions taken by the government in the future regarding your pension's scheme. As well they should contribute to the Widow's/Widower's and Orphans Pensions Scheme. They shall pay contributions to this fund as declared by the Government from time to time.
- III. The qualified candidates for the recruitment are subjected to a probation period of 03 years with effective from the date of appointment. For the confirmation in service, the work, attendance and conduct of the appointed officers shall be satisfactory at the end of the probation period and during the probation period, the first Efficiency Bar Examination shall be completed.
- IV. Within 03 years from assumption of duties, every officer shall acquire proficiency in the other official language in accordance with the Public Administration Circular No. 18/2020 and other consequent Public Administration Circulars of recruiting to the post.
- V. The appointed officer is subjected to the regulations of Public Service Commission, Establishments Code, Financial Regulations, Procedural Rules, orders and procedures issued by the Government time to time and regulations of Ministry and Department.
- VI. Attention of the Candidates is drawn to the general conditions related to the appointments to the posts of public service mentioned at the beginning of the chapter (II a) of the 1st part of this *Gazette* Notification.

4. Salary Scale:-

The salary scale applicable to this appointment is as follows: as per the Public Administration Circular No. 03/2016 dated 25.02.2016 MN – 4 -2016 Rs. 31,490 – 10x445 – 11x 660 - 10x730 - 5x750 - Rs. 54,250 (Monthly).

5. Age Limit:

1. Sri Lankan citizens who are not below 21 years and above 35 years of age as at the date of application can apply for the post.

6. Physical Competencies:

1. Every applicant shall physically and mentally be eligible to serve in any part of the country and to discharge the duties of the post in any other aspect.

Competency:

- I. Should be a citizen of Sri Lanka.
- II. Should be of excellent character.
- III. Should not hold any of the disqualifications mentioned in Chapter V of the Public Service Commission Procedural Rules published in the Special *Gazette* Notification of the Democratic Socialist Republic of Sri Lanka No. 2310/29 dated 14.12.2022.
- IV. Eligibility for appearing in the competitive examination for recruitment to the post will be accepted only if the applicant has fulfilled all the requisite qualifications and the prescribed age limit in all respects by the closing date of application.

7. Method of Recruitment

All recruitments will be made in accordance with the Recruitment and Promotion Procedures for Associate Officers of the National Intellectual Property Office and circular instructions issued by the Government.

Candidates who have secured 40% or more in each paper scheduled for the competitive examination will be called for the interview based on the results of the written examination and those who have obtained the highest passing marks in the said examination will be called for the interview according to merit twice the number of vacancies.

8. Examination

This Examination consists of 02 written question papers.

<i>Subjects</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Passing Mark</i>
1. General Intelligence	01 hour	100	40
2. English	02 hours	100	40

I. This examination will be conducted in Sinhala, Tamil and English medium. Candidates can appear in any language of their choice. Every candidate should appear for both the papers.

II. Candidates are not allowed to change the medium requested to appear for the examination later.

III. Syllabus

Subject No. 01 – General Intelligence

It aims to measure the applicant's comprehension and intelligence by testing the applicant's conclusion and responses to problems presented in verbal, numerical and figurative contexts. This paper consists of 50 multiple choice questions.

Subject No. 02 - English

I. Comprehension

Ability to read, understand and answer a selected written passage of not more than 200 words is examined.

II. Grammar

General understanding in the areas of tenses, verbs, direct and indirect speech, active and passive sentences, gender and prepositions is examined.

9. Structured Interview

Twice from the vacancies is called for the structured interview as per the result of the written examination according to the merits of the achievers of highest passing marks from the examination. Candidates who do not secure at least 40% of the prescribed marks in each written paper will not be called for interview. Each candidate will undergo a structured interview by a three-member interview board appointed by the Director General of Intellectual Property.

Structured Interview

<i>Heads to be tested and marked</i>	<i>Maximum Marks</i>	<i>Passing Marks</i>
Additional Education Qualifications	45	} 40% out of the total marks
Training on Computer Usage at National Vocational Qualifications Level 05 or above (NVQ level 05 or above)	30	
Comprehension and Expression ability of English language	20	
For the attitudes and personality characteristics reflected at the interview	05	

Selection method for Appointment:

Candidates are selected under the particulars mentioned under 03 above, in merits' order according to the number of vacancies from the Candidates who secured highest total marks from the Examination and the structured interview.

Admission cards for the examination are forwarded to the Candidates by the Commissioner General of Examination. Issuance of an admission card to an applicant should not be considered as he or she has completed the required qualifications to sit for the Examination or for the post. Candidates are subjected to the rules and regulations imposed by the Commissioner General of Examination regarding the conduct of the Examination and the release of results. Violation of those rules shall make him or her liable to a penalty imposed by the Commissioner General of Examinations.

10. Procedure of Applying for the Examination:-

- I. Online application shall only be filled in English language. Download the Instructions for applying for the examination, before completing the online application. Follow the instructions carefully while completing the application. Incomplete applications will be rejected without any notice.
- II. Examination fee is **Rs. 1200/-**. Payment of the examination fee shall only be made via the below mentioned methods available in online system.
 - (i) Any Bank Credit Card
 - (ii) Any Bank Debit Card with the Facility of Internet Transactions
 - (iii) Online Banking Method of Bank of Ceylon
 - (iv) Any Branch of the bank of Ceylon

Note:-

- (A) Instructions regarding the above payment procedures are published under the Technical Instructions related to the Examination on the Website.
- (B) Receipt of payment will be acknowledged *via* SMS or E-mail. Examination fee should be fully paid and the less or excess paid applications shall be rejected. The Department of Examination will not be responsible for any errors in the payment of examination fees via the aforementioned payment method.
- (C) Examination fees will not be refunded or transferred for any other examination for any reason.

11. Admission card:

- I. Admission cards for the Examination will be forwarded by the Commissioner General of Examinations to all the candidates who have submitted their applications on or before the closing date of receipt of applications, and duly completed the applications on the premise that only the eligible candidates mentioned in this notice have applied for the examination. Immediately after the issuance of the admission cards to the candidates, an announcement stating the same will be published on the website of Sri Lanka Examinations Department. If the admission cards were not received two or three days after the publication of notification, it should be informed to the Examinations Department as per the manner mentioned in the said notification. Candidates shall inform their name, address, National Identity Card Number and the examination applied to the Department of Examination. If the applicant is a resident outside of Colombo, it would be more effective to send a request letter to the fax number mentioned in the advertisement with a fax number so that a copy of the exam admission card could be obtained quickly by fax along with the details. It will be useful to keep ready with the printed copy of the application and the copy of the payment receipt with you for the confirmation of any information inquired by the Department of Examination.
- II. The signature of the candidate should have been attested both in the application and in the admission card for the examination and the admission card attested the signature shall be provided to the Head of the examination hall on the first day itself of the examination.
- III. Issuance of an admission card to an applicant should not be considered as he or she has completed the required qualifications to sit for the Examination or for the post.

IV. Receipt of the application will not be informed to the candidate.

12. Identity of the Candidate:-

Candidates must prove their identity to the satisfaction of the Head of the Examination Hall for each subject they appear in the examination hall. Any of the following documents will be accepted for the purpose:

- I. National Identity Card
- II. Valid passport
- III. Valid Driving License

Candidates shall enter the examination hall without covering their face and ears so that their identity can be confirmed.

Candidates who refuse to prove their identity shall remain in the examination hall without covering their face and ears so that the examination authorities can identify the applicant from the moment they enter the examination hall until the examination is over.

13. Furnishing false information

Candidature is liable to be cancelled if it is found before or during the examination or any time after the examination that any candidate is disqualified to sit for the examination. If it is found and confirmed that a candidate has knowingly furnished any false information or has knowingly concealed any relevant fact or found that the applicant was ineligible to appear for this examination any time during his/her service he/she shall be liable for immediate dismissal from the Public Service subject to the relevant procedure. Candidature is liable to be cancelled of the candidates whose requirements mentioned in the notification have not been completed.

14. On any matter regarding the recruitment procedure and not provided in this Notice, the decision will be taken by the Director General of Intellectual Property.
15. If any inconstancy or non- conformity between Sinhala, Tamil and English text of this *Gazette* Notification occurs, the Sinhala copy will prevail.

GEETHANJALI R. RANAWAKA,
Director General of Intellectual Property
National Intellectual Property Office of Sri Lanka.

Specimen Application

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OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF ASSOCIATE OFFICERS
GRADE III INTELLECTUAL PROPERTY OFFICER IN THE NATIONAL
INTELLECTUAL PROPERTY OFFICE OF SRI LANKA - 2024

The medium of Examination	
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(For office use only)

Sinhala - 2
Tamil - 3
English - 4
(indicate in the cage)

01. Name:

1.1 Name in Full (in English Block Capital):-.....
.....(E.g. SILVA B.A.)

1.2 Full name in Sinhala: -.....

02. Address :

Personal:-.....
Official:-.....
Address to be sent the Admission Card: (in English Block Capital)
.....
.....

03. 3.1 Gender (indicate the relevant number in the cage)

Female Male - 0
Male Female - 1

3.2 Date of Birth :

Year: Month Date

3.3 Age as at the closing date for applications:

Years : Months Days

3.4 Civil Status (indicate the relevant number in the cage)

Married Married - 1
Unmarried Unmarried - 2

04. National Identity Card No :-

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05. Contact Numbers :
 Mobile :

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 Fixed :

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06. Educational Qualifications :

6.1 Details of the Degree :

Degree	Institution	Pass	Subjects	Valid Date

6.2 G.C.E. (Advanced Level) Examination: Year: Month:
 Index Number :

Subject	Passes

6.2 G.C.E.(Ordinary Level) Examination : Year : Month:
 Index Number :

Subject	Passes

07. Current Employment and Post held earlier -

Post	Institution	From	To

08. Name of the Post Office paid the Examination Fee : -
 Amount paid:
 Date of Payment:
 Number of Receipt:

Paste the receipt here

09. I declare that the particulars furnished by me in this application are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect, I am liable to disqualification, if detected before selection and I will be dismissed from the service without any compensation if detected after appointment. I agree to be bound by all the rules and regulations imposed by the Commissioner General of Examination regarding the conduct of examination and the release of results.

.....
 Candidate's Signature

Date :

Attestation of Candidate's Signature

I certify that Mr./Mrs./Miss.who signed here is personally known to me and pasted the paid receipt and placed his/her signature at my presence.

.....
Signature and official stamp of the person attesting

Name :
Designation :
Address :
Date :

Attestation of the signature of the applicant should be according to the 10. VI chapter of the Notification of Calling for Application.

The application of an applicant who are in Public/Provincial Public Service should be forwarded through the Head of the relevant department or Institution along with the certification mentioned below.

Certification of the Head of the Department

I hereby certify that the particulars furnished by Mr./Mrs./Misswho is serving in this Institution were checked by me and are correct and he /she can be released from the current post, if selected for this post.

Signature of the head of the Department/ Institution
(Place the official frank)

Designation:
Address.....
Date: