
2.2 Appointing authority has the power of filling all vacancies or filling certain number of vacancies or not filling all vacancies.

03. *Duties of the Post.*– Assistance in administration of prisons, provision of protection to inmates and assistance in escorting of inmates.

04. *Salary Scale.*– Rs. 29,540 - 300x 7 - 370 x 27 - Rs. 41,630 (RS. 1 2016). Salary will be paid in terms of the provisions of the Public Administration Circular No. 03/2016. In addition to above mentioned salary scale, special allowances will be paid as per duties performed monthly.

05. *Required Qualifications :*

(a) *Age Limit :*

In terms of the *Gazette* notification, age shall not be below Eighteen (18) years and not over Thirty (30) years to the closing date of applications.

(b) *Educational Qualifications.*– Shall have passed the General Certificate of Education (Ordinary Level) Examination in not more than two setting in six (06) subjects including Sinhala/Tamil/English and Mathematics with two (02) credit passes.

(c) *Physical Qualifications :*

Male Applicants –

(i) Height : Minimum height of 05 feet and 04 inches,

(ii) Chest : Chest measurement of 32 inches deflated.

Female Applicants –

(i) Height : Minimum height of 05 feet and 02 inches.

(d) *Other Qualifications :*

(i) Shall be a Sri Lankan Citizen,

(ii) Shall be physically fit and have an excellent moral character,

(iii) Conviction by any court of law for any offence relating to immoral character is a disqualification for appointment to the above post.

(iv) Qualification mentioned from (a) to (c) must be completed in every respect by the closing date of calling applications.

THE DEPARTMENT OF PRISONS - SRI LANKA

Recruitment to the Post of Prison Guard - 2017 (On Open Basis)

APPLICATIONS are, hereby called up from both male and female citizens of Sri Lanka with the qualification stipulated hereunder, for the Post of Prison, Guard. (Male/Female) now vacant at the Department of Prisons.

02. *No. of Vacancies and filling Vacancies :*

2.1 There are One Thousand and Sixty eight (1,068) Vacancies (male) and one Hundred sixteen (116) Vacancies (female) in the Post of Prison Guard. 95% of these vacancies will be filled openly and remaining 5% will be filled from a structured interview for prison officers who are already in service at the Department of Prisons.

06. *Scheme of Recruitment.*– For those who will qualify as per applications, the Department of Prisons will hold an interview for examining preliminary qualifications. Only applicants, who will pass the interview, shall pass the physical fitness test going to be held on same day :

- (i) Finishing 1,000M running in 03 minutes and 44 seconds (for male applicants).
- (ii) A test for female applicants will be held as well.

Only applicants, who will pass the physical fitness test, will be called up for the structured interview. According to the merit order of aggregate marks received by applicants and number of existing vacancies, it will be recruited to the post of prison guard.

07. *Structured Interview :*

No.	Field to be examined for marks	Maximum Marks
01	Additional Educational and other qualifications	25
02	Professional qualifications	15
03	Sport Skills	30
04	Leadership and community services	25
05	Skills shown at the interview	05
	Total	100

08. *Furnishing false Information.*– Accurate information must be furnished carefully in filling the application. If a candidate is found by the appointing authority to be ineligible, his candidature is liable to be cancelled at any stage prior to, during or after the examination. If it is found that a candidate has furnished information with knowledge that they are false or if he has willfully suppressed any material fact, he shall be liable for dismissal from the Public Service.

09. *Conditions of Appointments.*– This appointment is permanent and pensionable. You shall be subjected to a policy decision taken by the government in future on the pension scheme to which you are entitled. Further, you shall make contributions to the Widows and Orphans'/ Widowers and Orphans' Pension Scheme. You shall make your contributions in such manner determined from time to time by the government.

10. *Conditions of Service :*

- (a) This appointment is subject to three (03) years probationary period.

(b) Efficiency Bar Examination shall be passed within three (03) years from the date of recruitment.

(c) A selected candidate shall be appointed to the Post of Prison Guard on general conditions of governing appointments in the public service, provisions approved in relation to the Post of Prison Guards and any amendments and due amendments to these provisions by the Public Service Commission through its letter No. PSC/EST-02-01-18/02/2014 and dated 20th November, 2014.

(d) Prison Guards appointed are liable to serve in any prison in the island. Ten (10) years compulsory service at the Department of Prisons after training. Those who are going to desert the post during the training or those who are going to desert the post before due time while in service in terms of agreement, are liable to pay all expenses in relation to training to the Department of prisons.

(e) Officers appointed as Prison Guards shall agree to stay in bachelor quarters in prisons away from home during the first five years of appointment.

11. *Selection Procedure :*

- (a) Those applicants who pass the fitness test, will be called up for final interview. It will be recruited to the Post of Guard according to the order of marks obtained from Structured Interview and existing number of vacancies.

12. *Implementation of State Language Policy.*– In accordance with the Public Administration Circular No. 01/2014 and date 21st January, 2014 issued by the Ministry of Public Administration and Home Affairs and its related circulars, all officers appointed shall achieved other state language efficiency within five (05) years of appointed to the state service in addition to state language of recruited to the public service.

13. *Application Procedure :*

13.1 *Preparation of Application :*

- 13.1.1 Application shall be prepared in accordance with the application format attached to this notice. If not, application will be rejected.

13.1.2 Application shall be on paper size (21cm x 29cm/8.5" x 12"/A4) using both sides.

13.2 *Completion of Application :*

13.2.1 *Attestation of Applicant's Signature :*

The signature of the candidate shall be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner of Oaths, a Notary Public, a Commissioned Officer in the Armed Forces, an Officer with an annual salary of Rs. 240,360.00 or in case of an officer in Public/Provincial Service by the Head of the relevant institution. Officers who are already in Public Service, shall forward his/her application through his/her Head of Department to reach the Commissioner of Examinations before closing date.

13.2.2 Any application not in due format and incomplete state will be rejected without prior notice. Applicants shall bear the lost incurred due to not completing applications properly.

13.3 *Forwarding the Application :*

13.3.1 "Recruitment to the Post of Prison Guard - 2017" shall be mentioned on top left hand corner of the envelope containing the application.

13.3.2 Completed application shall be sent under registered post on or before 18.12.2017 to

the official address of the Superintendent of Prisons of a prison institute where you can simply face the physical fitness test. Please see the Schedule - 01 for the list of addresses of prison institutes. Applicant shall bear the responsibility to the application sent to the prison headquarters or other institutes **not** mentioned in the Schedule -1.

13.3.3 No complaint regarding applications will be accepted for the lost in posting applications or applicants receiving after 18.12.2017.

14. Any matter not mentioned here will be decided by the Commissioner General of Prisons. An candidates are obliged to follow rules and regulations mentioned in the *Gazette* notification and conditions of this notice.

15. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette* notification, the Sinhala text shall prevail.

(*Note*.- Travelling expenses or any other expenses will not be paid for the applicants who are going to participate in examinations or interviews)

H. M. N. C. DHANASINGHE,
Commissioner General of Prisons.

Prison Headquarters,
No. 150, Baseline Road,
Colombo 09,
12th November, 2017.

SCHEDULE 01

No.	District	Prison Institute	Addresses of Prison Institutes
1.	Colombo	Center for Research and Training in Corrections (CRTC), Baseline Road, Colombo 09.	Assistant Superintendent of Prisons, Center for Research and Training in Corrections (CRTC), Baseline Road, Colombo 09
2.	Gampaha	Mahara Prison	Superintendent of Prisons, Mahara Prison, Ragama
3.	Kalutara	Kalutara Prison	Assistant Superintendent of Prisons, Kalutara Prison, Kalutara
4.	Matale	Pallekele Open Prison Camp	Assistant Superintendent of Prisons, Pallekele Open Prison Camp, Pallekele, Kundasale

<i>No.</i>	<i>District</i>	<i>Prison Institute</i>	<i>Addresses of Prison Institutes</i>
5.	Kandy	Bogambara Prison	Superintendent of Prisons, Bogambara Prison, Dumbara, Pallekele, Kundasale
6.	Nuwaraeliya	Correctional Center for Young Offenders - Thaldena	Assistant Superintendent of Prisons, Correctional Center for Young Offenders - Thaldena
7.	Galle	Galle Prison	Assistant Superintendent of Prisons, Galle Prison, Galle
8.	Matara	Matara Prison	Assistant Superintendent of Prisons, Matara Prison, Matara
9.	Hambantota	Tangalle Prison	Assistant Superintendent of Prisons, Tangalle Prison, Tangalle
10.	Jaffna	Jaffna Remand Prison	Assistant Superintendent of Prisons, Jaffna Prison, Jaffna
11.	Mullathive	Vavuniya Remand Prison	Assistant Superintendent of Prisons, Vavuniya Remand Prison, Vavuniya
12.	Killinochchi	Vavuniya Remand Prison	Assistant Superintendent of Prisons, Vavuniya Remand Prison, Vavuniya
13.	Vavuniya	Vavuniya Remand Prison	Assistant Superintendent of Prisons, Vavuniya Remand Prison, Vavuniya
14.	Trincomalee	Trincomalee Prison	Assistant Superintendent of Prisons, Trincomalee Remand Prison, Trincomalee
15.	Batticaloa	Batticaloa Prison	Assistant Superintendent of Prisons, Trincomalee Remand Prison, Trincomalee
16.	Ampara	Monaragala Prison	Assistant Superintendent of Prisons, Monaragala Prison, Monaragala
17.	Puttlam	Negombo Prison	Assistant Superintendent of Prisons, Negombo Prison, Negombo
18.	Kurunegala	Wariyapola Prison	Assistant Superintendent of Prisons, Wariyapola Prison, Wariyapola
19.	Anuradhapura	Anuradhapura Prison	Assistant Superintendent of Prisons, Anuradhapura Prison, Anuradhapura

No.	District	Prison Institute	Addresses of Prison Institutes
20.	Polonnaruwa	Polonnaruwa Prison	Assistant Superintendent of Prisons, Polonnaruwa Prison, Polonnaruwa.
21.	Badulla	Badulla Prison	Assistant Superintendent of Prisons, Badulla Prison, Badulla.
22.	Monaragala	Monaragala Prison	Assistant Superintendent of Prisons, Monaragala Prison, Monaragala.
23.	Kegalle	Kegalle Prison	Assistant Superintendent of Prisons, Kegalle Prison, Kegalle.
24.	Rathnapura	Kuruwita Prison	Assistant Superintendent of Prisons, Kuruwita Prison, Kuruwita.
25.	Mannar	Vavuniya Remand Prison	Assistant Superintendent of Prisons, Vavuniya Remand Prison, Vavuniya.

(For office use only)

SPECIMEN FORM OF APPLICATION

RECRUITMENT TO THE POST OF PRISON GUARD AT THE DEPARTMENT OF PRISONS - SRI LANKA - 2017
(ON OPEN BASIS)

01. (a) Name with initials : _____.
(In English block letters) Ex. : GUNAWARDANA, M. G. B. S. K.
(b) Name in full : _____.
(In English block letters)
(c) Name in full : _____.
(In Sinhala/Tamil)
02. (a) Permanent Address (In Sinhala/Tamil) : _____.
(b) Permanent Address (In English block letters) : _____.
(c) Police Station with respect to permanent address : _____.
03. Sex :
Female - 1 Male - 0 (Indicate the relevant number in the cage)
04. National Identity Card No. :
05. Whether married or single :
Single - 1
Married - 2 (Indicate the relevant number in the cage)
06. Date of Birth :
Year Month Date
07. Age as at the closing date of application (18.12.2017) :
Years Months Days

08. Citizenship (by descent/registration) :_____.

09. Telephone No. :

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10. Physical Measurement :
Height : feet inches
Chest :inches
(Female applicants shall include height only)

11. Educational Qualifications :

G. C. E. (Ordinary Level) - 1st attempt

- (i) Year of the Examination :_____.
- (ii) Index No. :_____.
- (iii) Results of the Examination :

G. C. E. (Ordinary Level) 2nd attempt

- (i) Year of Examination :_____.
- (ii) Index No. :_____.
- (iii) Results of the Examination :

Subject	Grade

Subject	Grade

12. Other Qualifications :_____.

13. Have you ever been convicted by a court of any offence (If so, give particulars) :_____.

14. Certificate of the Applicant :

- (i) I declare that information given in this form is true to the best of my knowledge. Also, I declare that I bear the loss will cause due to incomplete filling of certain parts, and/or incorrectly filling the application. Further, I state that I have filled all parts completely and correctly.
- (ii) I am also aware if I have provided any false information my candidature will be cancelled before or after the examination and if so found after selection. I am liable to be dismissed from the service.
- (iii) I declare that before filling this application, I clearly read and realized all facts in the notification, and agreed to all terms and conditions.

_____,
Signature of the Applicant.

Date :_____.

15. Attestation of the Applicant's Signature :

I, hereby certify that Mr./Mrs./Miss is personally known to me and he/she has placed his/her signature in my presence on

_____,
Signature of the Attester.

Full Name of the Attester :_____.

Designation :_____.

Address :_____.

Date :_____.

(Official seal should be placed)

16. Certificate of the Head of the Department/Institution :

I declare that the applicant Mr./Mrs./Miss is an employee of this Department/Institution. His/Her work and conduct are satisfactory and that he/she is qualified to apply for this post as per the *Gazette* notification and that he/she can be released/cannot be released from service if selected for the post. (cut off unnecessary words).

_____,
Signature of the Head of Department/Institution.

Name :_____.

Address :_____.

Date :_____.

(Official seal should be placed)