



Ministry of Skills Development and Vocational Training

Calling applications to recruit to the post of Office Employee's Service Grade III in combined service

- 1. Pursuant to the approval of the Director - General Combined Service, applications are called to recruit the officers for the vacancies in Office Employee's Service Grade III existing in the Ministry of Skills Development and Vocational Training.
2. Applicants who complete the qualifications based on skills in per to the results of a structured interview shall be appointed for the existing vacancies.
3. The number of vacancies existing in the Ministry of Skills Development and Vocational Training is indicated in the table 8. Appointing Authority has the power to determine the number of recruitment and the effective date of the appointment.
4. Salary: - As per the Public Administration Circular No 03/ 2016 and dated 25.02.2016, the Office Employee's Service Grade III, II and I are in the monthly salary scale of PL1-2016-A Rs.24,250/-10x250/-10x270/-10x300/-12x330/-Rs.36,410/-. To proceed beyond Rs. 27,020/=,Rs.29,750/-,Rs.32,780/- officer should promote to Grade II, I and special Grade respectively.
5. The officers should subject to a policy decision taken by the government in future, in respect of the Pension Scheme of the post.
6. Service should mandatory for minimum 03 years in the service station where received the first appointment.
7. Qualifications: - The following qualifications are required to recruit to the posts of Office Employee's Service in Grade III.
(a.) Applicant should be a citizen of Sri Lanka.
(b.) The age should not be less than 18 years and more than 45 years as at the closing date of the applications.
(c.) Should have excellent moral character and physical sound.
(d.) Educational Qualifications
Pass 06 subjects including at least two credits in not more than two sittings in G.C.E. (O/L) examination.
(e.) In terms of chapter V in Procedural Rules of the Public Service Commission, applicant should be an eligible person to appoint to the public service.
It is mandatory that each candidate should complete all the qualifications relevant to the post to the date or before which applications are called.

8. Calling applications
Applications are called to fill the vacancies in the posts of Office Employee's Service as indicated in the following table.

Table with 5 columns: Ministry, Department, Regional Office, Post, No. of vacancies. Row 1: 04, -, -, Office Employee's Service, 04.

9. Structured Interview
On the approval of the Director General - Combined Service, the date on which the interview hold to examine the qualifications of the applicant, the structured interview will be held and considering steadily the aptitude order of the marks obtained in the said interview, the qualified applicants will be appointed to the Office Employee's Service - Grade III. The language medium which the applicant prefers to face the interview should mention clearly in the application form and the structured interview will also be held in the same medium.
The marking scheme for the structured interview is as following table.

Table with 2 columns: Criteria, Marks. Rows include Experience obtained from the post (Maximum for 5 years will be considered) - 10, Communication skill - 5, Educational Qualifications (Passed G.C.E. (A/L) - 5, Obtained a pass in Mathematics, English, second language and other official languages(Maximum 05 subjects will be considered.) - 10, Personality - 5, Extra Activities ( sports / social services...etc.) - 5, Aptitudes appears in the interview - 10, Total - 50.

Note - The experience gained to the post, educational qualifications and extra activities should prove through the acceptable certificates. Those qualifications should be valid as at the closing date of the application.

- 10. The accurate details should submit in filling the application. If it reveals that one of the applicant is not eligible in examine the qualifications, the candidature of he /she will be cancelled in any time. If it appears the any information provided by the applicant is not true, he /she can be dismissed from the public service in any occasion.
11. 1 Application should complete in per to the scheduled specific application form and applications which are not accordingly or incomplete, shall be rejected without any

information. The applicant should bear the disadvantage occurs without submitting an accurate application.

- 11.2 Mention "Recruitment to the Office Employee's Service - Grade III" in the top left hand corner of the envelope which enclosed the application and send to reach the following address registered post on or before 27.03.2017.

Secretary
Ministry of Skills Development and Vocational Training
No: 354 /2
Elvitigala Mawatha
Narahenpita
Colombo 05.

- 12. On pre - determination that only the applicants who have fulfilled the qualifications prescribed in the Gazette Notification have applied for the post, the Secretary to the Ministry of Skills Development and Vocational Training will call all the applicants who sent the applications on or before the due date for a structured interview. However, such calling will not be considered as that the applicant is qualify to this post. In the event of calling for the interview and examine the qualifications, if it reveals that the applicant has not fulfilled the required qualifications, the candidature of the applicant will be cancelled.
13. Applicants shall be required to prove the identity by submitting one of the following documents to the interview board.
i. The National Identity Card issued by the Department of Registration of Persons.
ii. Valid passport

- 14. Any matter not provided in this notification will be decided by the "Director General - Combined Service". All candidates are bound to act in conformity with the General Rules stipulated in this Gazette.

Order of the Director General- Combined Service

[Signature]

(Secretary of the Ministry)

2017

Ministry of Skills Development and Vocational Training
No: 354 /2
Elvitigala Mawatha
Narahenpita
Colombo 05

Specimen Form of Application

Recruitment to the Office Employee's Service of Grade III

(For office use only)

Medium of applying

Sinhala - 2

Tamil - 3

English - 4

Ministry prefer to serve: .....

Department: .....

Regional Office: .....

- 1. Name with initials: .....
2. Full name: .....
3. National Identity Card Number : [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
4. Permanent address: .....
5. Gender : Female -1 Male - 2 [ ]
6. Date of Birth : year [ ] [ ] [ ] [ ] Month [ ] [ ] Date [ ] [ ]
7. Telephone [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] No: [ ] [ ]

8. Educational Qualifications:

- 1. First sitting: year ..... Month: .....

Table with 4 columns: Subject, Pass, Subject, Pass. Rows 1-5.

- 2. Second sitting: year: ..... Month: .....

Table with 4 columns: Subject, Pass, Subject, Pass. Rows 1-5.

8.1. Details of G.C.E. (A/L)

i. Year of the examination: .....

ii. Index No: .....

iii. Results:

Table with 2 columns: Subject, Pass. Rows 1-4.

9. Other Qualifications:

.....

10. Experience gained relevant to the post?

.....

11. Sports and extra activities:

.....

12. Have you ever been convicted for an offence in any Court of Law?

(Indicate ✓ mark in relevant cage) (If "yes" mention the details) Yes [ ] No [ ]

13. Declaration of the applicant:

- a. I do honorably certify that the particulars furnished by me in this application are true and accurate to the best of my knowledge. I agree to accept the disadvantage occurs due to any incompleteness of any part of here and/ or fill incompletely the application. Further state that the each part of here accurately completed.
b. I am liable to be disqualified before selection and to dismissal after appointment, if this statement declared by me is found to be false.
c. Any information stipulated here, will not be changed.

Date: .....

Signature of the Applicant