

Recruitment to post of Web Writer of Segment - 1 of Management Assistant (Non-Technical) Category (MN 02 - 2006 - A) at the Department of Government Information

Applications are called from qualified candidates who obtained the qualifications stipulated in No. 02 for recruitment to 03 posts in each medium (Sinhala/Tamil/English) at the Department of Government Information.

01. Method of Recruitment:

Qualified candidates selected upon the rank obtained in a written examination, which will be held by an institution approved by the Director General of Government Information, would be appointed to the posts.

1.1 Written Examination:-

| Post | Subject | Maximum Marks | Pass Mark |
|-------------|--------------------------------|----------------------|------------------|
| Web Writer | Social Media and Newspaper | 100 | 40 |
| | Language ability and Newspaper | 100 | 40 |

02. Qualifications:-

2.1. Open recruitment

2.2. Grade appointed to: Grade III

2.3. Educational Qualifications: Shall pass G.C.E. (O/L) in six subjects in one sittings including credit passes for Sinhala/Tamil/English Language, Mathematics and other two subjects

Shall pass G.C.E. (A/L) in with all subjects (except General Test) in one sitting (passing 03 subjects in one sitting is sufficient under the old syllabus)

2.4. Professional Qualifications: Shall successfully complete a Diploma course in Information Technology accredited by the Tertiary and Vocational Education Commission or higher qualifications. **Or**

Should have successfully completed a Diploma course in Mass Communication from an institution approved by the University Grant Commission or higher qualifications.

2.5. Experience: Not applicable

2.6. **Physical Qualifications:** - Each candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.

2.7. Other:

Should be a citizen of Sri Lanka

Should possess an excellent character

Should have obtained all qualifications mentioned in 2.3 and 2.4 above that require to be appointed to the post at 01.10.2016.

04. Age: - Minimum age: 18 years
Maximum age: 30 years

05. Nature of the Post

The post is permanent and pensionable. Should contribute to the Widows and Orphans/ Widowers and Orphans Pension Scheme.

06. Salary:

6.1. Salary code number: MN 2 - 03/2016

6.2. Salary scale - Rs. 28,940 – 10x300 – 11x350 – 10x560 - 10x660 – 47,990/-

07. The post is subject to one year acting period. The first Efficiency Bar examination should be passed within 03 years from the recruitment to Grade II of the Post of Web Writer at the Department of Government Information as mentioned in the recruitment procedure.

08. The relevant language proficiency should be obtained according to P.A. Circular No. 07/2007 and its supplementary circulars.

09. This appointment is subject to Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, and other departmental regulations.

10. Submission of Applications

- i. Applications should be sent by registered post to reach “Director General of Government Information, Department of Government Information, No 163, Kirulapona Avenue, Colombo 05” on or before 09-01-2017. Applications received after that date will be rejected.
- ii. A specimen form of Application is given at the end of this notice. Applications should be prepared using an A4 sheet and should be filled in with candidate's own handwriting.
- iii. Cite, “Recruitment to the post of Web Writer at the Department of Government Information” on the top left hand corner of the envelope, in which the application form is enclosed.

- iv. Applications that do not comply with the specimen form of application will be rejected. Complaints on misplacement or delays of applications will not be accepted.

11. Providing false information

Your candidature will be revoked if any detail in your application was found false or incorrect before the recruitment. If any false or incorrect information was revealed after the recruitment he/she will be dismissed subject to related actions.

12. The final decision on any matter not covered by these regulations will be made by the Public Service Commission. Furthermore, final decision on filling the vacancies, leave them vacant or filling a portion of vacancies will be made by the Public Service Commission.
13. In case of any inconsistency among the Sinhala, Tamil and English texts, the Sinhala text shall prevail.

As per the directions of the Public Service Commission,

Director General of Government Information
Powers Delegated by the Public Service Commission
Department of Government Information

On 18 day of November 2016
Department of Government Information
No 163, Kirulapona Avenue,
Colombo 05.

Specimen Form of Application

(For official use only)

Recruitment to post of Web Writer of Segment - 1 of Management Assistant (Non-Technical) Category (MN 02 - 2006 - A) at the Department of Government Information

01. Medium:

Sinhala - 1
Tamil - 2
English - 3

(Write the relevant number in the cage)

2.0 Personal Information:

2.1. Name with Initials in English block letters, stating initials at the end: **Mr./Mrs./Miss.**

E.g. - **SILVA A. B.**

2.2. Name in Full in English block letters:

2.3. Name in Full (In Sinhala/Tamil):

2.4. Personal Address (In Sinhala/Tamil):

2.5. Gender: Male - 0
Female - 1 (Write the relevant number in the cage)

2.6. Civil status : Unmarried - 1
Married - 2 (Write the relevant number in the cage)

2.7. Ethnicity : (Sinhala - 1, Tamil - 2, Ind. Tamil - 3, Muslim - 4, Other - 5)
(Write the relevant number in the cage)

2.8. National Identity Card No:

2.9. Date of Birth: Year: Month: Date:

2.10. Age at the closing date of applications : Years Months Days

2.11. Telephone Number (if available) :

3.0 Educational Qualifications: G.C.E. O/L Examination -Year :

| Subject | Grade |
|---------|-------|
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G.C.E. A/L Examination -Year :

| Subject | Grade |
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4.0 Professional Qualifications:

05. Certification of the applicant.

I certify that the above information is true and correct.

Date :

.....
Signature of the Applicant

6.0 Attestation of the signature:

I certify that Mr. / Mrs. / Miss.who is submitting this application is known to me personally and he/ she placed his / her signature in my presence on.....

.....
Signature of the officer attesting

Name :-

Designation:-

Address:-

Date:-

(The signature of the applicant should be attested by a Principal of a government school / Justice of the Peace / Commissioner for Oaths / Attorney at Law / Notary Public / a Commissioned officer of the army, navy or air force or a Government Officer receiving a monthly consolidated salary greater than Rs. 22,935/-.)