

Posts - Vacant

MINISTRY OF PUBLIC ADMINISTRATION & HOME AFFAIRS

REGISTRAR GENERAL'S DEPARTMENT

RECRUITMENT TO THE POSTS OF REGISTRARS GRADE III OF THE REGISTRAR'S SERVICE

APPLICATIONS are hereby invited for Recruitment to the Posts of Registrar Grade III of the Registrars' Service in the Registrar General's Department.

02. This interview will be held in Colombo by the Registrar General.

03. *Conditions of Service :*

Recruitments to the Grade III posts of the Registrars' Service will be made subject to the general conditions governing the appointments in the public service and on the following conditions.

- i. This post is permanent and entitled to a pension under the contributory pensions Fund.
- ii. If an officer who was holding a pensionable post before 01.01.2003 is recruited to this post, such person will further be entitled to a pension under the pensions code and should make contributions to the widow/widower & Orphans Pension Scheme under the Pensions Code.
- iii. Sections 10 to 12 of chapter 11 of the Establishment Code will also apply on this regard.
- iv. The Officers recruited to the post on the results of the structured interview are required to sit for a written examination for eligibility and only the officers who pass the examination obtaining a minimum of 40% marks for each subject will be conformed in their posts. Internal candidates who fail to pass eligibility examination will be reverted to their former posts. The service of the external candidates who fail to pass the eligibility examination will be terminated.
- v. An officer appointed to service should undergo a training as determined by the secretary of the relevant Ministry.
- vi. New entrant officers to the public service will be subject to a probation period of three (03) years.
- vii. Candidates who are already in public service will be appointed on acting basis for one year.
- viii. The candidates should pass the Efficiency Bar Examination before lapse of 3 years from appointment. No exemption from this Efficiency Bar will be granted on the basis of age.
- ix. On confirmation in the post the officers selected from the Public Service will cease to be a member of the former service and will have no right of reversion to that service.

04. *Salary Scale* .— TB-2-5, Rs. 1,23,480-8x1,560-4x2,220-3x2,520 - Rs. 1,52,400 (Circular - 9/2004).

05. *Age Limit* .— Candidates should not be less than 22 years and not more than 45 years. The upper age limit will not apply to the officers already in Public Service.

06. *Educational Qualifications*.— The following qualifications should have been completed as at 01.03.2005.

6:1 *External Candidates :*

Graduates from the recognized Universities.

6:2 *Internal Candidates :*

Be an officer of the General Clerical Service.

- (a) Who has served as an Acting Additional District Registrar in the Divisional Secretariats for a period of not less than 05 years ;

or

- (b) Who had served or already serving as an Acting Land and Additional District Registrar in a Land and District Registry for a period of not less than 02 years ;

and

Completion of a satisfactory period of service as at the closing date of applications.

Note.— Satisfactory service in this paragraph means the period of 05 years proceeding from the date of calling for applications during, which the candidate had earned all increments and he/she had not been subject to any disciplinary punishment excluding warning.

07. *Method of Recruitment :*

- (i) External Candidates,
- (ii) Internal Candidates.

85% of the existing vacancies on the date of calling of applications will be filled from the external candidates and the remaining 15% of vacancies will be filled from the internal candidates on seniority and merit. Selections will be made through a structured interview which will be conducted by the Secretary of the Ministry-in-charge of the subject of the Registrar's General's Department.

08. *Method of Application :*

- (a) The application should be in conformity with the specimen appended to this notice and should be prepared by the candidate in his own hand writing on a paper size a 8 1/2" x 12" using both sides.
- (b) The applications for the post should be sent under registered cover to the Registrar General, Registrar General's Office, No. 280, Main Street, Colombo 11 on or before 25.04.2005. "Grade III Posts of the Registrar's Service" should be clearly stated on the top left corner containing the application. Applications received after this date will not be accepted and they should not be sent to the name of any officer of this Ministry or Department.

Note.— Candidates who are in the Public Service/ Provincial Public Service should forward their applications through the respective Heads of the their Department/ Institute.

- (c) Applications which are not complete in every respect may be rejected. No. complaint regarding applications lost or delayed in the post will be entertained.

09. *Furnishing False Information.*— If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage prior to or during or after selection. If any of the particulars furnished by a Candidate, who is in the Public Service, is found to be false within his knowledge or if he has willfully suppressed any important fact, he will be liable to dismissal from the Public Service.

L. K. RATNASIRI,
Registrar General.

Registrar General's Department,
Colombo 11.

SPECIMEN APPLICATION FORM

MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

REGISTRAR GENERAL'S DEPARTMENT

*Recruitment to the Posts of Registrars Grade III of the
Registrar Service*

Office use only :

- (1) (i) Last Name with initials : _____.
(ii) Names denoted by initials : _____.

(2) Full Address :

(i) Private : _____.

(ii) Official : _____.

(Officers who are in Public Service/Provincial Public Service must write their official addresses. Any change in address should be informed immediately.)

- (3) (i) Date of Birth : _____.
(ii) Age at 01.03.2005 :
Years : _____, Months : _____, Days : _____.

(Applicants who are not in the Public Service must attach a certified copy of their birth certificate.)

(4) Sex :

(Write the relevant number in the cage.)

Female - 1
Male - 2

(5) Civil Status :

(Write the relevant number in the cage.)

Married - 1
Unmarried - 2

(6) Applicants who are not public officers must provide the following information :—

- (i) Qualifications obtained under 6 : (ii)
(Please attach a true copy of the relevant certificate.)

(7) The following information must be provided by those applicants who are public officers :—

- (a) (i) Qualifications acquired under see 6;11-2
(Attach a copy of the relevant letters.)
(ii) Date of appointment to that post : _____.
(b) (i) Date of appointment to II B of the G. C. S. : _____.
(ii) Date of appointment to I-II a of the G. C. S. : _____.
(iii) Date of appointment to the Post of acting Land Registrar & Additional District Registrar/Acting Additional District Registrar : _____.
(8) *Certificate of the Candidate :*

I certify that to the best of my knowledge and belief all the information given in this form is true, and I'm aware that if any of the particulars are found to be false or incorrect after the appointment I'm liable for dismissal without any compensation.

_____,
Signature of the Candidate.

Date : _____.

Attestation

I, do hereby certify that Mr./Mrs./Miss..... who is an officer of my office/and is personally known to me signed before me on 2005.

_____,
Signature of Attesting Officer.

Name : _____.
Designation : _____.
Address : _____.

(In case of Government servants, the signature can be attested by the Head of Department or the relevant Staff Officer. In case of external candidates signature can be attested by any one of the following :—

A principal of an approved school, a retired Principal of such school, Justice of the Peace, Commissioner of Oaths, Attorney-at-law, an officer of the public or Local Government Service drawing an annual consolidated salary of Rs. 89,160 or over, Notary Public, a Chief priest, a Priest-in-charge of a religious institution.

Certificate of the Head of Department

I, certify that Mr./Mrs./Miss is employed in this Department and that his/her work and conduct are satisfactory. He/She fulfils the requirement stated in the relevant notification calling for applications for this interview. No penalty

whatsoever has been imposed on him/her other than a warning. He/She can/cannot be released from service, if selected.

Signature of Head of the Department.

Date : _____.
Name and Designation : _____.
Address : _____.
Telephone No. : _____.

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**MINISTRY OF AGRICULTURE, LIVESTOCK,
LANDS AND IRRIGATION APPOINTMENT
TO POSTS OF DIRECTOR (NON-S.L.A.S.)**

IT is hereby notified that Section 4 I(A), (B), (C) and 8 of the English version of the above notification published in all three languages under Part I Section (II "A") of the *Gazette of the Democratic Socialist Republic of Sri Lanka* dated 18.03.2005 should be amended as follows :-

4. Basic requirement :

1. (a) A degree (1st Class or 2nd Class) in Science, Economics, Agriculture, Geography or Statistics from a recognized university.
And
- (b) Post Graduate Degree/Post Graduate Diploma in Agriculture, Agriculture Extension, Agricultural Economics or related field, from a recognized University.
And
- (c) Officers holding the qualifications referred to in (a) and (b) above with post graduate qualifications and 18 years of experience at staff level in government institution relevant to the field of Agricultural Development and Research and those who possess the Post Graduate Diploma and 20 years experience at staff level in the relevant field in a government institution.

8. *Method of recruitment.*—Calling for applicants from the officers serving in the Ministry of Agriculture, Livestock, Lands and Irrigation and other government officers by a Structured Board of Interview nominated by the Public Services Commission on the results of an interview based on a marking scheme approved by the public service commission.

Closing date of applications has been extended to 21.04.2005.

TISSA WARNASOORIYA,
Secretary,
Ministry of Agriculture, Livestock,
Lands and Irrigation.

Ministry of Agriculture, Livestock, Lands and Irrigation,
"Govijana Mandiraya", 80/5,
Rajamalwatta Avenue, Battramulla.
28th March, 2005.

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**DEPARTMENT OF THE COMMISSIONER GENERAL
OF SAMURDHI**

Recruitment for Post of Logistics Officer

APPLICATIONS are invited from Citizens of Sri Lanka who are qualified to be appointed on a permanent basis for vacant posts of Logistics Officer of the Department of the Commissioner General of Samurdhi.

Number of Vacancies - 31.

Age limit.— Should not be under 18 and over 45 years of age. (The upper age limit will not apply to those who are already in the Public Service/Provincial Public Service.)

Educational Qualifications.— Should have obtained a Degree from a recognized University.

Professional and other Qualifications.— Preference will be given to those who possess the following aptitudes :—

- (i) Ability to perform duties in Sinhala/Tamil/English in addition to Mother Language.
- (ii) Knowledge of Computer usage and Information Technology.
- (iii) Competence in the preparation of Project Reports.

Salary Group and Salary Scale .—

T.B-2-5-2 - Rs. 126,600 – 6 x 1,560 – 8 x 2,220 – 5 x 3,480 – Rs. 171,120 (P. A. Circular 09/2004.)

Note.— Should pass an Efficiency Bar Examination including a written test within 3 years from the date of Appointment.

Appointment will be made after the marks secured at the scheduled interview are approved by the Director of Establishments.

Conditions of Service.— The post is permanent. Appointees will be entitled to a Contributory Pension under the Contributory Pension Fund.

Proviso.— If a person who has held a pensionable post prior to 01.01.2003 is recruited for this post, such person is further entitled to a pension under the Pension Minute and should continue to contribute to the Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme.

Provisions of Sections 10 to 112 of Chapter II of the Establishment Code shall also apply.

Mode of Application.— The Application should be made as per specimen Application form appearing in this Advertisement using both sides of a paper of size 8 1/2 x 12 inches.

Attestation of the Applicant's Signature.— The signature of the Applicant should be attested by a Principal of a Government School/ Justice of the Peace/a Commissioner of Oaths/a Commissioned Officer of the three Armed Forces/an Officer of the Public Service or Provincial Public Service drawing a consolidated annual salary of not less than Rs. 128,160. If the Applicant is attached to an Establishment for training the Head of that Establishment should attest the Applicant's signature.

- (i) Complaints stating that an Application has been lost or delayed in the post will not be considered.

- (ii) Recommendations for interviews and selection for appointment shall be done upon the approval of the Secretary of the Ministry of Samurdhi and Poverty Alleviation ; and the appointing Authority shall be the Commissioner General of Samurdhi.

There should be no undue influence of any form regarding the relevant appointment ; and such undue influence may lead to the rejection or removal of the application or the disqualification of the Applicant.

- (iii) All Applicants should submit applications prepared according to the specimen application form. correctly and clearly completed applications should be sent in envelopes of size 22 x 10 cm with the words "Application for post of Logistics Officer" written on the top left hand corner of the envelope and addressed to "The Commissioner General of Samurdhi, Department of the Commissioner General of Samurdhi, No. 17, Barnes Place, Colombo 07" by Registered post to reach him on or before 15.04.2005.
- (iv) Applications reaching after 15.04.2005 and those which are incomplete/unclear/or not prepared according to the Specimen Form, will be rejected.
- (v) Including false information in Applications is an offence punishable with disciplinary action. If it is discovered after the appointment, that false information has been submitted, the appointment will be cancelled.

Commissioner General of Samurdhi.

Department of the Commissioner General of Samurdhi,
No. 17, Barnes Place,
Colombo 07.

APPLICATION

APPOINTMENT TO THE POST OF LOGISTICS OFFICER
DEPARTMENT OF THE COMMISSIONER GENERAL OF SAMURDHI

For Official use

01. Name : _____.
(i) With Initials : _____.
(ii) Names indicated by initials : _____.
02. Permanent Address : _____.
03. Telephone Number : _____.
04. National Identity Card No : _____.
05. Sex : _____.
06. (i) Date of Birth : _____.
(ii) Age as at 15.04.2005 : _____.
Year : _____. Month : _____. Date : _____.
07. Nationality : _____.
08. Marital Status : _____.
09. Particulars of University Degree : _____.
(i) University : _____.
(ii) Name of Degree : _____.
(iii) Date of award of the Degree : _____.

- (iv) Ordinary/Special : _____.
(v) Subject : _____.
(vi) Class : _____.
(vii) Medium : _____.

10. Other relevant Qualifications (Educational/Professional): _____.

11. Language Proficiency : _____.

Very Good Good Average Weak

Sinhala
Tamil
English

12. If applicant is in the Public Service at present : _____.

- (i) Post held at present and Grade : _____.
(ii) Date of appointment to that Post : _____.
(iii) Place of work : _____.
(iv) Period of Service as at 15.04.2005 : _____.

13. Declaration by Applicant :

I, hereby certify that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars contained herein are found to be false or incorrect before I am selected, my application is liable to be rejected and if discovered after being selected, my appointment will be cancelled forthwith.

Signature of Applicant.

Date : _____.

(Applicant's signature should be attested by a Head of a Department or School a Justice of the Peace or a Staff Officer in the Public Service).

Signature of the Attester, Date and Officials Seal.

Date : _____.
Name : _____.
Designator : _____.

If the Applicant is serving in a Government Department/Local Government Institution/Provincial Council his Application should be forwarded through the Head of the Department/Chief Secretary/Secretary of the Provincial Ministry.

Declaration by the Head of the Department/Chief Secretary/Secretary of the Provincial Ministry.

I, hereby declare that Mr./Mrs./Miss..... is serving in the Department/Provincial Ministry as.....and that he/she is qualified to apply for this post as per *Gazette Notification* pertaining to this Post; and that if he/she is selected for this Post, he/she could be released/cannot be released from service.

Head of Department/Institution.

Name : _____.
Designation : _____.
Address : _____.
Date : _____.

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