

04. *Salary Scale and Segment.*—
Rs. 126,000 x 6 x 1,560 - 8 x 2,220 - 3 x 3,480 -
Rs. 171,120
T. B. 2-5-2 in PA Circular No. 9/2004

Should have possessed a degree from recognized university.

Not having been subjected to a punishment for any kind of misconduct during the past three years.

(a) *Information Technology Assistant:*

Should have possessed a general Degree with a class including Information Technology/computer Science as a subject from a recognized university, or

Should have possessed a Special Degree in Information Technology/Computer Science. or

Should have possessed a degree from a recognized university and should also be a certificate holder who has successfully completed a Diploma in Computer Science/Information Technology not less than one year in an Institution recognized by the Territory Education Commission.

Should have possessed a degree from a recognized university.

Training in investigation activities and disciplinary inquiries.

Knowledge in other languages in addition to the mother language,

Computer Literacy.

Should have possessed a degree from a recognized university including statistics as a subject.

Ability to engage in research activities,

Ability to prepare the report on research activities,

Computer Literacy.

Should have possessed a degree in Law from recognized University.

Should have taken oaths as an Attorney-at-Law in the Supreme Court.

Should have possessed a special degree in Human Resources
a Management from a recognized University.

Computer Literacy.

One-year experience in the field of Human Resources Management.

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05. *Method of Recruitmet.*—Candidates will be recruited to the permanent posts after verifying their qualification by an interview board.

06. *Method of application.*— Application should be prepared in accordance with the specimen form of application attached herewith by both sides of a paper of size A 4 and duly perfected applications should be sent to the following address by registered post before 18.04.2005. Candidate should indicate the words "Recruitment to the post of " (The post applied for)" at the top left hand corner of the envelope.

Application received after the closing date of application will not be accepted and no responsibility will be taken for any delay occurring in the post.

Indicate the designation at the correct place in the application for which the candidate has possessed qualifications.

Secretary,
Ministry of Public Administration
and Home Affairs.

Independence Square,
Colombo 07.

SPECIMEN FORM OF APPLICATION

(Indicate the Name of the Post)

Ministry of Public Administration and Home Affairs)

01. 1.1 Name with initials: (In English Block Capitals)

(Miss./Mrs./Mr.)

[illegible]

01.2 Name with initials: _____, (Miss./Mrs./Mr.)

01.3. Names denoted by initials: (In English Block Capitals)

[illegible]

01.4 Names denoted by initials: _____.

02. 02.1 Address of Permanent residence: (In English Block Capitals)

[illegible]

02.2 Address of Permanent Residence: _____,

03. Date of Birth : _____,

03.01 Age as at 15.03.2005

Year : _____, Month : _____, Date : _____,

04. Sex : _____,

except warning, during the period of past 3 years and also it is not intended to take such action against the officer. Further I inform that the officer can be released from the present post if he/she is selected for the above post.

Date: _____.

05. If you are already in Public or Provincial Public Service,

_____,
Signature of the Head of the Department
and Official Stamp.

05.1 Designation : _____,

05.2 Grade and Class : _____,

04-143

05.3 Whether you have been confirmed in the post:

_____,
(If so, the date of confirmation)

05.4 Ministry : _____,

05.5 Department : _____,

MINISTRY OF WOMEN EMPOWERMENT AND SOCIAL WELFARE

06. Educational Qualifications

Vacancies for Women Development Officers

06.1 Name of the Degree : _____,
Class : _____,
Name of the Institution from which the said Degree
was obtained : _____,
Year : _____,

06.2 If you have followed a Diploma Course in
Information Technology:
Name of the Diploma: _____,
Institution : _____,
Duration of the course (including the year) : _____

07. Other Vocational Training Qualifications

1. _____,
2. _____,

If hereby certify that the particulars furnished by me in the application are true and accurate. I am also aware that if any particulars contained herein are found to be false or incorrect. I am liable to disqualification before the selection and dismissal without any compensation to me if the inaccuracy is detected after the appointment.

_____,
Signature of Applicant.

Date: _____.

Certificate of the Head of the Department if the applicant is serving in Public Service or Provincial Public Service

I hereby certify that the above particulars furnished by the officer are correct and he/she is serving in the post of in this Ministry/Department/Institution from I inform that he/she has not been subjected to any disciplinary punishment,

APPLICATIONS are called from Sri Lankan Women for the Post of Women Development Officers in the Ministry of Women Empowerment and Social Welfare.

Applications prepared according to the specimen application form given below should be sent under registered cover to reach the Secretary, Ministry of Women Empowerment and Social Welfare, No. 177, Nawala Road, Narahenpita, Colombo 5 on or before 15.04.2005. "appointment to the post of Women Development Officer District". Should be written on the left hand corner of the envelope enclosing the application. Applications of government servants should be sent the respective heads of their Departments. Applications received after the closing date will be rejected.

Age Limit.—Applicants should not be less than 22 years and not exceed 45 years at the closing date of applications. (This maximum age limit will not apply to applicants who are already in the government service)

Educational qualifications.—A degree from a recognized University (preference will be given to graduates with Sociology, Psychology, Economics and Law)

Other Qualifications.—Experience in women development activities and community development projects will be an advantage.

Salary Scale.—Rs. 126600 – 6X 1560 – 8 X 2220 – 5 X 3480 – Rs. 171120 as per Government circular of Public Administration 09/2004 - T. B. 2-5-2

Terms of Recruitment.—Suitable candidates will be selected on District basis, through a structural interview board and by giving marks.

Conditions of Service :

- (i) The post is permanent. The selected candidates shall have the right to a contributory pension under the contributory Pension fund. They will have to work under the recruitment procedures of the government officers.
- (ii) The applicants should prove that they are permanent residents in the relevant districts.
- (iii) The selected officers should serve at least 05 years in the district applied by them.

(These appointments of Women Development Officers will be done as per the approved method indicated by the Director - Establishments.)

Secretary,
Ministry of Women Empowerment
and Social Welfare.

Ministry of Women Empowerment
and Social Welfare.
No. 177, Nawala Road,
Narahenpita,
Colombo 05.

APPLICATION FOR THE POST OF WOMEN DEVELOPMENT OFFICERS

01. Full Name : _____.
02. Address : _____.
03. Date and Place of Birth : _____.
04. N. I. C. No : _____.
05. Nationality : _____.
06. Civil Status : _____.
07. If presently employed : _____.
- I. Post held and Salary Scale : _____.
- II. Official Address : _____.
08. I. The District applied : _____.
- (Should be a permanent resident)
- II. The duration of residence in the district : _____.
09. Educational qualifications :

I. Details of First Degree :

Name of Degree	Subjects Offered	University

II. Details of Post Graduate qualifications :

Name of Degree	Subjects Offered	University

III. Details of Post Graduate Diplomas :

Name of Graduate Diploma and Year	Subjects Offered	University

10. Other Qualifications :

- I. Details of experience in Women and Community Development activities with dates : _____.
- II. Details of experience in conducting and organizing women and community development projects with dates if any : _____.

11. State whether you were employed in a Department or Corporation before and why you left the services. : _____.

12. Please state details if you were convicted for any offence by the court : _____.

I certify that the above mentioned information furnished by me are correct and true.

Signature of applicant.

Date : _____.

(In case of a Government Servant/ Local Government Servant)

I am forwarding the application of Miss/Mrs. Who is employed as the and certify that the details mentioned in the application are true and correct. In the event of her selection for appointment to this post she can/ cannot be released from this service.

Head of Department.

Date : _____.

Official Seal.