

Recruitment for post of 'Pensions Officer' in the Department of Pensions

07. *Method of application.*— Applications duly perfected prepared by using both sides and including 1 - 5 in one side and the remaining portion from 6 in the overleaf of an “A-4” size paper as per the specimen application form given here should be sent on or before 03.05.2005 under registered cover to the Director of Pensions, Department of Pensions, Secretariat, Maligawatta, Colombo 10. “Recruitment to the post of Pensions Officer” should be indicated on top left hand corner of the envelope.

Department of Pensions,
Secretariat,
Maligawatta,
Colombo 10.

K. A. THILAKARATNE,
Director of Pensions.

SPECIMEN APPLICATION

DEPARTMENT OF PENSIONS

POST OF PENSIONS OFFICER

01. Name :

01.1 Name with initials (in English) : Rev./Mr./Mrs./Miss.

[illegible]

01.2 Full name (in English) :

[illegible]

01.3 Name with initials (in Sinhala/Tamil) :

01.4 Full name (in Sinhala/Tamil) :

02. Address :

- 02.1 Permanent address :_____.
02.2 Temporary address :_____.
02.3 Permanent residence District :_____.
02.4 Telephone No. :_____.

03. 03.1 Date of birth :

Year :_____, Month :_____, Day :_____.

03.2 Age as at 03.05.2005 :

Years :_____, Months :_____, Days :_____.

03.3 National Identity Card Number :_____.

03.4 Ethnic group :_____.

03.5 Sex :_____.

03.6 Civil status :_____.

04. Educational qualifications :

04.1 Degree possessed :_____.

04.2 Grade obtained :_____.

04.3 University :_____.

04.4 Year of the Degree received :_____.

05. Other qualifications :_____.

06. If already employed in Public Service :

06.1 Department/Institute :_____.

06.2 Post held at present :_____.

06.3 Service period :_____.

07. If you are under going training as a trainee graduate :

07.1 Treasury Management Services Department registration No. :_____.

07.2 Ministry and Department attached at present :_____.

07.3 Public institute training is having at present :_____.

08. Applicant's certificate :

I, do hereby certify that the particulars mentioned here is true and accurate and am aware that I am liable to be disqualified in case if any data contained herein are found to be false and incorrect before my selection and that I am subject to expel from service without any compensation being paid if revealed after my selection.

_____,
Signature of applicant.

Date :_____.

If applicant is in the public service, certificate of Head of Department/Institute :

I certify that the particulars furnished by Ven./Mr./Mrs./Miss are true and that he/she has been serving in this department/institute since and that he/she has not been subject of any disciplinary action and has not contemplated to do so. He/she could be released from the post held in the event of his/her selection.

_____,
Signature of Head of Department/Institute
(affix official Frank).

Date :_____.

If applicant is a trainee graduate presently under going training, certificate of Head of Department/Institute :

I certify that the particulars furnished by Ven./Mr./Mrs./Miss is accurate and that he/she has been undergoing training in this institute.

_____,
Signature of Head of Department/Institute.
(affix official Frank)

Date :_____.

MINISTRY OF HEALTH CARE NUTRITION AND UVA WELLASSA DEVELOPMENT

Calling for applications to fill vacancies in Graduate Posts

APPLICATIONS are invited from Graduates to fill vacancies in the following posts under the Ministry of Health Care, Nutrition and Uva Wellassa Development.

<i>Code Number</i>	<i>Post</i>
01	Development Assistant
02	Public Co-ordination Assistant
03	Bio Medical Engineering Assistant

Application prepared as per specimen appended to this notice should be sent under Registered cover to reach the "Director General of Health Services, Office of the Director General of Health Services, No. 385, Ven. Beddegama Wimalawansa Thero Mawatha, Suwasiripaya, Colombo 10", on or before 29.04.2005. The words "Recruitment of Graduates to the Public Service" should be written on the top left hand corner of the envelope enclosing applications. Applications received after the said date will be rejected.

01. *Method of Application.*— Every application should be prepared on sheet A4 (21 x 29cm) in size and the applications which are incomplete will be rejected. Applicants should bear themselves the consequences of any lapses in their applications. Applications will not be acknowledged.

02. *Selection of Posts.*— Applicants who have fulfilled qualifications in para 05 below can apply for one or more than one post depending on their qualifications. They are required to enter in the relevant cage of their applications the posts and the code numbers assigned to them in order of their preference. The order of preference once entered will not be allowed to be changed later.

03. *Annual Salary Scale.*— Rs. 126,600 - 6 x 1,560 - 8 x 2,220 - 5 x 3,480 - Rs. 171,120 (PA Circular No. 09/2004).

04. *Age Limit.*— Should not be less than 18 and not more than 45 years of age (The upper age limit does not apply for those who are already in the Public Service).

05. *Educational and other Qualifications :*

<i>Post</i>	<i>Educational Qualifications</i>	<i>Other Qualifications</i>
05. 01 Development Assistant	A Degree form a recognized university	Posses a training in one of the following subjects will be an additional qualification. Mental Health, Nutrition Investigation and flying squad, law, record room, blood transfusion, finance, Bio Medical Engineering, Planning, Public Health, Research and Human Resource Management.
05.02 Public Co-ordination Assistant	do.	Possess a training in Human Resource Management will be an additional qualification.
05.03 BioMedical Engineering Assistant	do.	Possess a training in Bio Medical Engineering will be on additional qualification.

06. *Mode of recruitment.*— All applicants with basic qualifications will be subjected to an interview by a Board of interview appointed for the purpose and only those who are selected will be recruited. Applicants should have fulfilled entire qualifications by the closing date of applications or prior to that date. The decision of the interview board will be the final decision in this regard.

07. *Terms of engagement.*— The post is permanent. All applicants recruited are entitled to a contributory pension under the scheme of contributory pension fund. The employee shall pay 8% of his/her monthly salary as a contribution towards the pension while the Government add 12% for the same. The conditions of the above contributory pension scheme do not apply for pensions who are presently holding. Permanent posts in the State/Provincial Public Service.

R. MALIGASPE,
Secretary,
Ministry of Health Care, Nutrition
and Uva Wellassa Development.

Ministry of Health Care Nutrition and
Uva Wellassa Development,
Suwasiripaya,
No. 385, Ven. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.
28th day of March, 2005.

SPECIMEN APPLICATION FORM

APPLICATION FOR RECRUITMENT OF GRADUATES TO THE POSTS
IN THE MINISTRY OF HEALTH CARE, NUTRITION AND UVA WELLASSA DEVELOPMENT

01. Name with initials : _____.

02. Name in full :

(i) In English : _____.

(ii) In Sinhala/Tamil : _____.

03. Permanent Address :

(i) In English : _____.

(ii) In Sinhala/Tamil : _____.

04. Sex :

(Female - F/Male - M)

05. District : _____.

06. Posts and the code numbers assigned to them
should be entered in this cage in order of your
preference :

Post	Code Number
(i)	
(ii)	
(iii)	

07. (i) Date of birth : Year : _____, Month : _____, Day : _____.

(ii) Age as at 21.04.2005 :

Years : _____, Months : _____, Days : _____.

08. National identity card number :

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09. Details of the Degree obtained :

Name of the Degree and the date of validity	The class of the Degree if any	Name of the University	Main Subjects