

Posts - Vacant

MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

Vacant posts in the Department of Official Languages

APPLICATIONS are invited from the citizens of Sri Lanka who have fulfilled the qualifications mentioned in this notification, for the posts of Project Development Assistant in the Department official Languages.

01. *Post* : Project Development Assistant.
02. *Educational qualifications/Additional qualifications* :
Should be a graduate of a recognized University. Preference will be given to the graduates who have offered the following subjects.
 - (i) Sinhala
 - (ii) Tamil
 - (iii) English
 - (iv) Project Management
 - (v) Computer Science/Information Technology
 - (vi) Journalism/Mass Communication
 - (vii) Sociology
 - (viii) Education
 - (ix) Accountancy
03. *Age Limit*.—Should not be less than 22 years and not more than 45 years of age. (The upper age limit will not be applicable to those who are already in the Public service)
04. *Salary Scale*.—Rs. 12,6,600-6 x 1,560-8x2,220-5x2,480-Rs. 171,120 per annum
Those selected should pass the Efficiency Bar Examination within a three year's period (As per P. A. Circular No. 9/2004)
05. *Method of Recruitment*.—Recruitment will be made by calling applications through a *Gazette* Notification or advertisements published in reputed News Papers and conducting a structured Interview.
06. (A) 100 marks will be allocated for the structured interview.
07. *Terms of Engagement* :
 - (i) This post is permanent, and the appointees will be entitled to a contributory Pension, under the Contributory Pension Fund.
 - (ii) Appointments will be made subject to a 3 year's probationary period in respect of new appointees and to one year's acting period if the selected candidate have served in a permanent post in the Public/Provincial Public service.
 - (iii) Should be willing to serve in any part of the island.

08. Conditions of service:
Sections from 10 to 12 in chapter 11 of the Establishment code shall apply.
09. Applications completed according to the specimen application appended below should be sent under registered cover to reach the Commissioner of Official Languages, Department of Official Languages, Bhasha Mandiraya, 341/7, Kotte Road, Rajagiriya, on or before 03.06.2005.
10. The envelop containing the application should be marked with, "Application for the Post of Project Development Assistant" on its top left corner.
11. The Application should be complete in every detail. Belated applications or applications which do not contain requisite qualifications will be rejected without any notice and the complaints regarding that the application or its connected papers have been lost in post will not be considered.
12. Officers in the Public service/Provincial Public Service should forward their applications through the Heads of their Departments/Institutes.
13. If any information found to be incorrect in the application of a candidate he/she is liable to disqualification if the inaccuracy is detected before selection, and to dismissal if it is the detected after the appointment.

S. GUNASENA,
Commissioner of Official Languages,
Department of Official Languages.

Specimen Application Form

POSTS OF PROJECT DEVELOPMENT ASSISTANT IN THE DEPARTMENT OF
OFFICIAL LANGUAGES UNDER THE MINISTRY OF PUBLIC ADMINISTRATION
& HOME AFFAIRS.

No.
(For office use only)

01. Name in full:
In Sinhala: _____.
In English: _____.
02. Name with initials:
In Sinhala: _____.
In English: _____.
03. Personal Address :
In Sinhala: _____.
In English: _____.
04. Telephone No. : _____.
05. Official Address : _____.
06. National Identity Card No. : _____.

07. Date of Birth : Year :———, Month :———, Date :———.

08. Age as at the closing date of applications : Years :———, Months :———, Days :———.

09. Sex :———.

10. Citizenship :———.

(a) Are you a citizen of Sri Lanka :———.

(b) If so whether it is by descent or by registration :———.

11. Medium of Education :———.

12. Educational Qualifications :———.

I. Degree:

University	Name of the Degree	Subjects

II. G. C. E. (Advanced Level)

Subjects	Grade

III G. C. E. (Ordinary Level)

Subjects	Grade

13. Training received in a post of graduate trainee.

(a) Institute in which the training received.

(b) Duration of the training.

14. Particulars regarding the present post,

(i) Whether the post is permanent or temporary:———,

(ii) Whether the post is pensionable:———,

(iii) Whether you are confirmed in the post:———,

(iv) Ministry/Department/Institute:———,

(v) Place of work:———,

(vi) Annual Salary scale:———,

(vii) Annual Consolidated salary drawing at present:———,

15.I hereby certify that the particulars furnished by me in this application are true and correct. I am aware that if any particular contained in this application is found to be false or incorrect, I am liable to disqualification if it is detected before the selection and to dismissal without any compensation if the detection is made after the appointment.

.....
Name and Signature of Applicant.

Date :.....

Recommendation of the Head of Department if the applicant is employed in the public service.

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Signature of the Head of Department.

Date :.....