

## Posts - Vacant

### MINISTRY OF SPORTS AND YOUTH AFFAIRS

#### Posts of Information Technology Assistants and Youth Development Assistants

THE Ministry of Sports and Youth Affairs invites applications for the following posts.

(a) Post of Information Technology Assistants :

01. *Description of General Duties.*— Maintenance of the Web sites of the Ministry , updating same, maintenance of computer network of the Ministry, installing and development of software required for the internal activities of the Ministry.

Work connected with e-Sri Lanka project.

02. *Age Limit* .— Should not be less than 18 years and not more than 45 years (The upper age limit shall not apply to persons already employed in the Public and Provincial Government Service).

03. *Educational Qualifications.*— A General Degree with a class, with Information Technology/Computer Science as subjects obtained from a recognized University ; or

A Degree in Information Technology/Computer Science.

04. *Salary Scale* .—

Rs. 126,600 - 6x1,560 - 8x2,220 - 5x3,480 — Rs. 1,711,120  
TB 2-5-2 in terms of Public Administration Circular  
No. 9/2004.

05. *Method of Recruitment* .— Through a structured interview.

06. *Terms of Engagement.*— This post is permanent, and is entitled to a pension under the Contributory Pension Scheme.

*Exception* : If a person holding a pensionable post prior to 01.01.2003 is recruited to this post, such person will be entitled to a pension under the Pension Minutes and shall contribute to the Widow's and Orphan's/Widower's/ Orphan's Pension Fund.

07. *Terms of Service.*— Provisions of Section 10 to 12 of Chapter 11 of the Establishment Code shall also apply.

08. *Method of application* .—

(a) Applications on 8 1/2"x12" paper should be prepared according to the specimen application form in this advertisement.

(b) The duly completed application should be sent to the following address on or before 13th June, 2005.

The post applied for should be clearly indicated on the top left hand corner of the envelope.

Secretary,

Ministry of Sports and Youth Affairs.

No. 420, Baudhaloka Mawatha,  
Colombo 07.

(b) Post of Youth Development Assistant :

01. *Description of General Duties* .—

(a) Improvement of the National youth policy, modification to meet current needs and implementation.

(b) Implementation of programmes needed to identify youth requirements and preparation of plans to meet such needs.

(c) Identifying governmental and non-Governmental organizations involved in youth development activities and coordination of all activities implemented by them.

(d) Collection of all data related to youth Development, analyzing them and preparation of programmes and implementation through identified organizations.

(e) talking action to develop funds by forwarding project reports to local; and foreign organizations involved in development activities.

02. *Age Limit.*— Should not be less than 18 years and not more than 45 years. (The upper age limit shall not apply to persons already employed in the Public and Provincial Government Service).

03. *Educational Qualifications* .— Special Degree from a recognized University in Economics, Commerce, Business Administration Social Science Statistics, Management, Mathematics, Science, Engineering, Information Technology ;

or

A Second Class Upper or Lower Degree with one or more of the abovementioned subjects.

04. *Professional and other Qualifications* .— Preference will be given to those possessing a post graduate or diploma in youth activities and having experience in the field of youth development activities.

05. *Salary Scale.*—

Rs. 126,600—6x1,560-8x2,220-5x3,480—Rs. 1,711,120  
TB 2-5-2 in terms of Public Administration Circular  
No. 9/2004.

06. *Method of Recruitment* .— Through a structured interview.

07. *Terms of Engagement.*— This post is permanent, and is entitled to a pension under the Contributory Pension Scheme.

*Exception* : If a person holding a pensionable post prior to 01.01.2003 is recruited to this post, such person will be entitled to a pension under the Pension Minutes and shall contribute to the Widow's and Orphan's/Widower's/ Orphan's Pension Fund.

08. *Terms of Service.*— Provisions of Section 10 to 12 of Chapter 11 of the Establishment Code shall apply.

09. *Method of application* .—

(a) Applications on 8 1/2"x12" paper should be prepared according to the specimen application form in this advertisement.

(b) The duly completed application should be sent to the following address on or before 13th June, 2005.

The post applied for should be clearly indicated on the top left hand corner of the envelope.

Secretary,  
Ministry of Sports and Youth Affairs.  
No. 420, Bauddhaloka Mawatha,  
Colombo 07.

### SPECIMEN APPLICATION FORM

MINISTRY OF SPORTS AND YOUTH AFFAIRS

POST OF INFORMATION TECHNOLOGY ASSISTANTS/  
POST OF YOUTH DEVELOPMENT ASSISTANT

The post Applied for.....

01. (a) Name with Initials .—

(b) Names denoted by Initials .—

02. Address .—

03. Date of Birth :

(a) Year.— Month.— Date.—

(b) Age as at .....2005 :  
Years .—, Months .—, Days .—

04. Sex .—

05. Nationality .—

06. (a) Highest Educational Qualifications obtained .

Degree/ Diploma	Year	Subjects	Passed/Class Passed	University/ Institution

(b) the highest examination passed in the following medium .—

(i) Sinhala

(ii) Tamil

(iii) English

07. professional and other Qualifications .—

8. Have you been convicted by a Court of law, if so details .—

I declare that the information provided above by me are true and correct to the best of my knowledge and belief. I am aware that if the information provided above are found to be incorrect I will be denied to sit for the examination and I will be dismissed if they are found to be incorrect after recruitment.

.....  
Signature of the Applicant.

Date .—

05-585

### DEPARTMENT OF CULTURAL AFFAIRS

#### Post of Manager and Asst. Manager - Jayanthi Bookshop

APPLICATIONS are invited for posts of Manager and Asst. Manager at Jayanthi Bookshop which is under the purview of the Department of Cultural Affairs.

Applications prepared on papers 8 1/2"x11 1/2" in size according to the Specimen Form appearing at the end of this notice should be sent by registered post to Director, Department of Cultural Affairs, 8th Floor, Sethsiripaya, Battaramulla on or before 17.06.2005. Applications which do not conform to the specimen form or receive after the closing date will be rejected.

*Note:* Educational and other qualifications should be furnished accurately. The words "Manager/Asst. Manager-Jayanthi Bookshop" should be indicated on the top left hand corner of the envelop enclosing the application as the case may be. Separate applications are required to be forwarded for each post.

01. Manager :

(a) *Salary Scale* —

Rs. 108,480—9x1,320—8x1,560—Rs. 132,840

(Efficiency Bar will operate before Rs. 112,440)

(b) *Educational Qualifications* :

\* Should have passed the G.C.E. (O/L) Examination at least in five subjects in one sitting and in six subjects in not more than two sittings with credit passes in Sinhala/Tamil, Mathematics and English ;

or

\*Should have passed the N.C.G.E. (O/L) Examination at least in five subjects in one sitting and in six subjects in not more than two sitting with "B" passes in Sinhala/Tamil, English and Mathematics ;

and

\*Should have passed G.C.E. (A/L) Examination (Old Syllabus) in four subjects or G.C.E. (A/L) Examination (New Syllabus) in three subjects

(c) *Other Qualifications* :

\*Proficiency in English language will be an added qualification

\*The ability to read Tamil will be an additional qualification.

(c) *Method of Recruitment* :

Applications will be recruited in order of merit of the competitive examination held by the Director of Cultural Affairs.

The competitive examination will consist of two question papers.

1. *Intelligence Test - Duration 1 1/2 hours - 100 marks*

To assess the candidate's capacity for logical and analytical perception and judgemental abilities. Question papers will be prepared with multiple-choice questions.

2. *General Knowledge - Duration 1 1/2 hours - 100 marks*

To test the candidate's awareness and understanding of the social, cultural, political, scientific, economic and industrial development and any other relevant factors operating at the National, Regional and Global environment or organizations as well as of our society including Information Technology.

2. Assistant Manager

(a) *Salary Scale* —

Rs. 101,880 — 14x1,320-6x1,560—Rs. 129,720  
(Efficiency Bar will operate before Rs. 105,840)

(b) *Educational Qualifications* :

\* Should have passed the G.C.E. (O/L) Examination at least in five subjects in one sitting and six in subjects in not more than two sittings with credit passes in Sinhala/Tamil, Mathematics and English ;

or

\*Should have passed the N.C.G.E. (O/L) Examination at least in five subjects in one sitting and in six subjects in not more than two sitting with "B" passes in Sinhala/Tamil, English and mathematics ;

(c) *Method of Recruitment* :

Applicants will be recruited in order of merit of the competitive examination held by the Director of Cultural Affairs.

1. General Knowledge and Intelligence Test - Duration one hour - 100 marks

3. Sinhala Language - Duration one hour - 100 marks.

02. *Age Limit*.— Should not be less than 18 years and more than 45 years of age. Maximum age limit will not be applicable for those who are engaged in the Public/Provincial Public Service.

03. *Terms of Engagement*.— The post is permanent and pensionable. You are liable to contribute to the salary contributory Pension Scheme.

04. *Conditions of Service*.—

(1) Sections 10 to 12 of Chapter XI of the Establishments Code are applicable.

(2) A cash deposit of Rs. 10,000 and a surety bond to the value of Rs. 15,000 should be furnished.

05. Applicants should attach to their applications copies of—

(i) Certificate of Registration of Birth ;

(ii) Educational certificates ; and

(iii) Two recent Character certificates.

06. Applications from officers in the Public Service or Statutory Boards must be forwarded through Heads of Departments.

07. Applications and any other communications relating thereto must be addressed to the designation, Director of Cultural Affairs and NOT personally to any officer in this Department.

Director of Cultural Affairs.

SPECIMEN APPLICATION FORM

DEPARTMENT OF CULTURAL AFFAIRS

THE POSTS OF MANAGER AND ASSISTANT MANAGER  
JAYANTHI BOOKSHOP

01. Name in full (Underline the surname clearly) .—

02. Postal Address .—

03. (a) Date of Birth :

Year.—, Month.—, Date.—

(b) Age as at :

Years .—, Months .—, Days .—

04. National Identity Card No .—

05. Citizenship .—

06. Sex .—

07. Educational Qualification .

Examination	Year	Subjects	Pass

08. Knowledge on various Languages .—

09. have you been convicted in a Court of Law for any offence ?

Yes

☐

No

☐

10. Particulars of the applicant .—

I hereby certify that the particulars furnished here in are true and accurate. I am also aware that if any particulars contained here in are found to be false or incorrect, I am liable to be disqualified before selection and to be dismissed from the post without any compensation if the inaccuracy is detected after appointment.

.....  
Signature of the Applicant.

Date .—

### Recommendation of the Head of Department/Corporation

I certify that Mr./Mrs./Miss .....is employed in this Department/Corporation and his/her work and conduct are satisfactory and he/she has fulfilled all requisite qualifications as per the notification relevant to the post and if he/she is selected he/she can/cannot be released.

.....  
Signature of the Head of Dept./Corporation.

Date .——

(Delete unnecessary words)

05-627

### DEPARTMENT OF GOVERNMENT PRINTING

#### Posts of Litho Pressman and Machine Operator (Kord) Class III -Grade III of Sri Lanka Printing Service

APPLICATIONS are invited by Department of Government Printing for the Post of Litho Pressman and Machine Operator (Kord) in Class III-Grade III of Sri Lanka Printing Service. Applications should be sent by Registered post on or before 17th June, 2005, to reach "Government Printer, Department of Government Printing, (P. O. Box : 507), No. 118, Dr. Danister De Silva Mawatha, Colombo 08." The top left hand corner of the envelope bearing application should be marked "Post of Litho Pressman and Machine Operator (Kord). Those Applicants who are currently engaged in Government Service, should send the applications through their respective Heads of Departments/Institutions.

#### 02. The Annual Salary Scale :

Rs. 108,480 — 9x1,320 — 8x1,560 — 132,840.

(In Terms of P.A. Circular-No. 9/2004.)

03. *Age Limit.* — Applicants should be above 45 years of age on 17th June, 2005. (This upper age limit will not apply to those who are now in Government Service.)

#### 04. Required Educational and Professional Qualifications :

- (i) should have passed G.C.E. (Ord.Level) Examination with 5 credits including Sinhala/Tamil Language, Maths and Science/Chemistry and Physics or have passed any Higher Examination ; and
- (ii) possessing 5 years experience in the Post of Litho Operator or in any equal post attached to a Recognized Institution ; having followed and passed the Litho Operator Course conducted by Sri Lanka Printing Institute are considered to the special Qualifications.

*Note.*— In the case of Applicants who have the under-mentioned qualification, the discretion of Head of Department to relax the above educational qualifications will be followed for the purpose of recruitment :-

"Applicants who have experience of more than 10 years in the Post of Litho Operator (Kord).

This post is permanent. All the Applicants recruited to the post will be entitled to pension, under the contributory Pension Fund Scheme. Employee has to contribute 8% of earned monthly salary while 12% will be contributed by the Government. The above conditions pertaining to pension will not be applicable to those who are currently holding permanent post in the Government Services. All the newly recruited employees subjected to 3 years probationary period.

Suitable applicants will be selected after an Interview and a Practical Test conducted by a structured Select Committee, appointed for the recruitment.

LAKSHMAN GOONAWARDENA,  
*Acting Government Printer.*

Department of Government Printing,  
Colombo 08.  
16th May, 2005.

### SPECIMEN APPLICATION FORM

DEPARTMENT OF GOVERNMENT PRINTING

#### The Posts of Litho Pressman and Machine Operator(Kord) Class III -Grade III of Sri Lanka Printing Service

01. Name with Initials .———. Names denoted by Initials.———.
02. Postal Address .———.
03. (a) Date of Birth : Year.——, Month.——, Date.——.  
(b) Age as at 17.06.2005: Years .——, Months .——, Days .——.
04. (i) Educational Qualifications .———. (ii) Other Qualifications .———.
05. Details on Experience .———.

I hereby declare that the particulars given by me are true and correct to the best of my knowledge. Further, I state that I have never been dismissed from or have gone vacated of post from Government Service here before. I understand, if the particulars are found to be false or incorrect before the selection, I will be disqualified and if detected after the selection I will be liable to be dismissed from service without compensation.

.....  
Signature of the Applicant.

Date .———.

If the applicant is in Government Service now,

.....further state, if the Applicant will be selected to the  
post he/she can be/ can not be released from the present post.

THE CERTIFICATE OF HEAD OF DEPARTMENT

.....  
Signature of Head of Dept./Institution.

I hereby forward the application of.....I  
certify that the Applicant is serving in this Department as a  
permanent/temporary/casual.....service

Department/Institution : \_\_\_\_\_.

Post : \_\_\_\_\_.

Date : \_\_\_\_\_.

05-635