

Posts-Vacant

MINISTRY OF WOMEN EMPOWERMENT AND SOCIAL WELFARE

Women's Bureau of Sri Lanka

POST OF COUNSELING OFFICER

DULY filled applications for the above post in accordance with the specimen application form shown at the bottom of this notice, addressed to "The Additional Secretary, Women Empowerment Division, Ministry of Women Empowerment and Social Welfare, No. 177, Nawala Road, Narahenpita, Colombo 05", should be sent under registered cover to reach this office on or before 14th November, 2005. The post "Counseling Officer" should be written clearly on the top left hand corner of the envelope of the application enclosed. Applications of the government servants should be submitted through their respective heads of the departments. Applications not fulfilled the basic qualifications before the closing date of this application and applications received after the closing date will be rejected.

2. Number of vacancies to be filled are 13.

3. Conditions of employment :

- 3.1 This is a permanent post. A contributory pension salary is liable under contributory pension fund. Recruits should be on probation for a period of 3 years from the date of appointment.
- 3.2 Recruits should discharge their duties in compliance with the provisions of the establishment code and the financial regulations of the Democratic Socialist Republic of Sri Lanka and regulations and orders of the department and the other provisions and regulations enacted by the government time to time.
- 3.3 Those recruited in a medium other than official language should pass the official language examination within a period of 3 years from the date of appointment.
- 3.4 Paragraphs 10 and 12 of the chapter of the establishment code are applicable.

4. General qualifications :

- 4.1 Must be a citizen of Sri Lanka.
- 4.2 Age should not be less than 25 years and not more than 45 years on 14th November, 2005. Upper age limit will not

apply for those who are already in government and Provincial Government services.

5. Educational and other qualifications :

- (a) A degree from a recognized university with a post graduate Diploma in Counseling or one year Diploma in Psychology and Counseling from a government recognized institution ; or
- (b) Should have passed at least 03 subjects in G. C. E. (A/L) examination with a Diploma in Social works and a 01 year Diploma in Counseling and Psychology from a government recognized institution ; with

At least a period of 3 years service as a Counseling Officer.

Salary Scale.— Rs. 133,380 - 1 x 2,460 - 15 x 3,480 x Rs. 138,040 per annum.

This TB3-8 salary scale will be in compliance with the circular No. 9/2004 dated 27.12.2004.

6. *Efficiency Bar Examination.*— Should pass the efficiency bar examination conducted by this Ministry within a period of 3 years of the date of appointment. Failure to pass this examination in the stipulated period of time will result in delaying the next salary increment.

7. *Method of Recruitment.*— Suitable applicants will be selected through an interview board and a marking system based on the structure approved by the Public Service Commission.

8. Filling all or filling a few or filling none of the post in existence is the sole right of the Public Service Commission.

By order of the Public Service Commission,

Secretary,
Ministry of Women Empowerment
and Social Welfare.

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

03rd October, 2005.

SPECIMEN APPLICATION FORM

WOMEN'S BUREAU OF SRI LANKA

Ministry of Women Empowerment and Social Welfare
Post of Counseling Officer

(Application should be prepared on a 8 1/2 x 13 1/2 size sheet using both sides of the paper)

01. Post applied for : _____.
02. Name with initials (Mr./Miss./Mrs.) : _____.
03. Name in Full : _____.
04. Private Address : _____.
05. If employed :
 - (i) Present Post : _____.
 - (ii) Official Address : _____.
06. State whether a citizen of Sri Lanka ? If yes, state whether the citizenship by descendant or registration : _____.
07. Date of Birth :
 - (i) Year : _____, Month : _____, Date : _____.
 - (ii) Age on 2005 :
Years : _____, Months : _____, Days : _____.
08. Nationality (state in the box) :

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Cage 09 and 10 should be completed by those who are employed in government sector at present.

09. Date of the first appointment and the post held : _____.
10. Details of the present post :
 - (a) Post : _____.
 - (b) Department : _____.
 - (c) Date of Appointment : _____.
 - (d) State whether permanent/casual/temporary : _____.
11. Educational and Professional qualifications :

(i) Degree :

<i>Name of the Degree and University</i>	<i>Year</i>	<i>Class</i>	<i>Subjects</i>

(ii) Post Graduate Diploma :

<i>Name of the Post Graduate Diploma</i>	<i>Year</i>	<i>Class</i>	<i>Subjects</i>

(iii) Details of the other Diplomas obtained :

<i>Name of the Certificates and Institutions</i>	<i>Year</i>	<i>Grade of the Pass Honours/Commandable/Ordinary</i>

(iv) Details of the experiences :

<i>Institutions and the Posts</i>	<i>Whether permanent/casual/temporary</i>	<i>From</i>	<i>To</i>

12. Have you been convicted of a criminal offence in a court of law ? (If so, give details) : _____.
13. Is there a disciplinary inquiry is being held against you in the department ? (If so, give details) : _____.
14. I do hereby declare the particulars furnished by me in this 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 be disqualified before selection or to be dismissed without any compensation if such detection is made after appointment.

_____,
Signature of the Applicant.

Date : _____.

Certification of the Head of the Department

I forward the application of I certify that he/she works in this department as a on a permanent/temporary/casual basis and I am aware that he/she can be released if he/she was selected to this post.

_____,
Signature of the Head of the Department
or Authorized Officer.

Department : _____.

Date : _____.