

Posts -Vacant

MINISTRY OF WOMEN'S EMPOWERMENT AND SOCIAL WELFARE

Recruitment to the Post of Office Assistant Service Class III

APPLICATIONS are invited from the citizens of Sri Lanka with following qualifications for the post of Office Assistance Service in the Ministry of Women's Empowerment and Social Welfare.

1. *Age Limit.*— Should be not less than 18 and not more than 45 years of age. The maximum age limit will not apply for those who are already in the Public Service or Provincial Public Service.

2. *Educational Qualifications.*— Should have passed G.C.E. (Ordinary Level) examination in not less than 6 subjects including 2 credits at one sitting.

3. *Salary Scale.*— Rs. 94,800-20x960—Rs. 114,000.
(In terms of Salary Group TB-1-1 of the PA Circular No. 9/2004.)

4. *Conditions of Service.*—

(i) The post of permanent should contribute to the contributory Pension Scheme. Those who are in the pensionable post are not relevant to above conditions on Contributory Pension Scheme.

(ii) Subject to a probation for a period of three years from the date of appointment.

(iii) Applicants should pass the Efficiency Bar Examination for the permanent of the post.

5. *Method of Recruitment.*— Recruitments will be made after an interview.

6. *Method of Applications.*— Completed applications should be reached to Secretary, Ministry of Women's Empowerment and Social Welfare, 5th Floor, "Sethsiripaya", Battaramulla, before 16.09.2005 by the registered post. Late applications will be refused. The words "Recruitment for the Post of Office Assistant Service, Class III in the Public Service". Should be written on the top left hand corner of the envelope enclosing the application.

A. N. R. AMARATHUNGA,
Secretary,

Ministry of Women's Empowerment and Social Welfare.

5th Floor,
"Sethsiripaya",
Battaramulla.
18th August, 2005.

Model Application Form

1. Name in Full :_____.
2. Address :_____.
3. Date of Birth :_____.
4. Age as at 16.09.2005:
Years :_____ Months :_____ Days :_____.
5. National Identity Card Number :_____.
6. Educational Qualifications :_____.

I do hereby certify that the particulars furnished by me are true and accurate. I am also assure that anything contained therein are found to be false or incorrect after appointment to the post, I am liable to disqualification and to dismissal from the Service.

Signature of the Applicant.

Date :_____.

If the Applicant is in Public Service, the recommendation of the Head of Ministry/Department.

Mr./Mrs./Miss..... can/cannot be released from Service in this Ministry/Department.

Signature of the Head of the Ministry/Department.
(Seal).

Date :_____.

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MINISTRY OF WOMEN'S EMPOWERMENT AND SOCIAL WELFARE

Recruitment to the Post of Telephone Operator/Receptionist

APPLICATIONS are invited from the Citizens of Sri Lanka with following qualifications for the Post of Telephone Operator/Receptionist in the Ministry of Women's Empowerment and Social Welfare.

1. *Job Description.*— The Telephone Keyboard and also to provide necessary information to visitors coming to the Ministry.

2. *Age Limit.*— Should be not less than 18 and not more than 45 years of age. The maximum age limit will not apply for those who are already in the Public Service or Provincial Public Service.

3. *Educational Qualifications.*— Should have passed G. C. E. (Ordinary Level) examination in six Subjects including Sinhala/Tamil Language or Literature and Mathematics/Arithmetic at not more than two sittings;

or

Should have passed the NCE exam in not less than six subjects with B passes for four subjects, including First Language / Mathematics at not more than two sittings.

Should be fluent in Sinhala and English Languages.

Basic knowledge in Tamil Language is considered as a Special Qualification.

4. *Vocational Qualifications.*— At least one year experience in a Government reputed institution as an Operator of a Internal Telephone exchange (PABX).

5. *Salary Scale.*— Rs. 97,680-10 x 960-8 x 1,320—Rs. 117,840.
(In terms of Salary Group TB-1-3 of the PA Circular No. 9/2004.)

6. *Conditions of Service.*—

(i) The post of permanent should contribute to the contributory Pension Scheme. Those who are in the pensionable post are not relevant to above conditions on Contributory Pension Scheme.

(ii) Subject to a probation for a period of three years from the date of appointment.

(iii) Should pass the Efficiency Bar Examination for the permanent of the post.

7. *Method of Recruitment.*— Recruitments will be made after a structural, interview. Applicant with maximum marks will be selected for vacancy.

8. *Method of Applications.*— Completed applications should be reached to Secretary, Ministry of Women's Empowerment and Social Welfare, 5th Floor, "Sethsiripaya", Battaramulla, before 16.09.2005 by the registered post. Late applications will be refused. The words "Recruitment for the Post of Telephone Operator/Receptionist in the Public Service" should be written on the top left hand corner of the envelope enclosing the application.

A. N. R. AMARATHUNGA,
Secretary,

Ministry of Women's Empowerment and Social Welfare.

5th floor,
"Sethsiripaya",
Battaramulla.
18th August, 2005.

Model Application Form

1. Name in Full :_____.
2. Address :_____.
3. Date of Birth :_____.
4. Age as at 16.09.2005:
Years :_____ Months :_____ Days :_____.
5. National Identity Card Number :_____.
6. Educational Qualifications :_____.
7. Vocational Qualifications (Experience):_____.

I do hereby certify that the particulars furnished by me are true and accurate. I am also assure that anything contained therein are found to be false or incorrect after appointment to the post, I am liable to disqualification and to dismissal from the Service.

Signature of the Applicant.

Date :_____.

If the Applicant is in Public Service, the recommendation of the Head of Ministry/Department.

Mr./Mrs./Miss..... can/cannot be released from Service in this Ministry/Department.

Signature of the Head of the Ministry/Department.
(Seal).

Date :_____.