

Posts - Vacant

MINISTRY OF HIGHWAYS 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 Highways.

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 the G. C. E. (O/L) Examination in 06 subjects in not more than two sitting with 04 credit passes including Sinhala/Tamil Language or Literature and Arithmetic/Mathematics (Applicants are required to pass in 5 subjects in one sitting)

or

Should have passed the NCE in 06 subjects in not more than two sittings with 04 “B” passes including First Language/Mathematics (Applicants are required to pass in 05 subjects in one sitting).

and

Should be fluent in speaking both 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. 97,680-10x960-8x1,320-Rs.117,840 In terms of Salary group TB1-3 of the P. A Circular No. 9/2004.

6. *Conditions of Service.*—

(i) The post is 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 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. Successful applicant who score highest will be selected for vacancy.

8. *Method of Application.*— Completed applications should be reached to Secretary, Ministry of Highways, 9th Floor, “Sethsiripaya”, Battaramulla before 03.04.2006 by the registered post. Late application 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.

SIRISENA AMARASEKARA,
 Secretary.

Ministry of Highways,
 9th Floor,
 Sethsiripaya,
 Battaramulla.

MODEL APPLICATION FORM

1. Name in Full : _____.

2. Address : _____.

3. Date of Birth : _____.

4. Age as at 01.01.2006

Year : _____. Month : _____. Date : _____.

5. National Identity Card Number : _____.

6. Educational Qualifications : _____.

7. Professional 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
 Head of the Ministry/Department (Sale)

Date : _____.

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