

Posts -Vacant

MINISTRY OF PORTS & AVIATION

Post of Assistant Government Engineer & Ship Surveyor in the Merchant Shipping Division

APPLICATIONS are invited from Sri Lankans possessing requisite qualifications confirming to this notice for the post of Assistant Government Engineer & Ship Surveyor of the Merchant Shipping Division in the Ministry of Ports & Aviation.

02. Educational Qualification :

Certificate of competency as an officer in charge of an Engineering Watch (unlimited) Class issued by the Merchant Shipping Division of Ministry of Ports & Aviation or an equivalent certificate issued by similar Institution and not less than four years experience as an Engineer Officer on an Ocean going Merchant Vessel of an engine capacity not less than 5000 kilo watts.

03. Other Qualifications :

Service experience in a Dock Yard will be an added qualifications.

04. Age :

Applicants should not be less than 25 years and not more than 45 years of age as at closing date of applications.

(The upper age limit will not apply to those officers who are already in the Public/Local Govt. Service)

05. Salary Scale- Rs. 105,120-16x2,460-Rs. 144,480

06. Recruitment Procedure

Publish the post calling for applications and on a Trade (written) test and as structural interview by a special panel appointed by the Public Service Commission for this purpose for the applicants possessing basic qualifications.

07. Proposed award of Marks for the Post

Award of Marks on Trade Test (Written) (85%)

Knowledge of International Convention	15 Marks
Knowledge of safety of life at sea	10 Marks
Knowledge of ship surveying	35 Marks
Knowledge in Marine Engineering Management	10 Marks
Knowledge in Marine Engineering	15 Marks

(This examination will be conducted by the examination unit of the Shipping Division)

The scheme of awarding of Marks at the Structured Interview (15%)

Educational Qualifications :

For additional qualifications in addition to the Educational Qualifications shown in the procedure of recruitment.

(Should be qualifications in a related trade)

Post Graduate Diploma	(02 Marks)
M. A. /M. B. A./M. Sc	(03 Marks)
Ph. D.	(05 Marks)

Certificate of Competency and Maritime Training

Experience as a Second Marine Engineer or higher capacity (Maximum 03 marks -01 Mark for each year exceeding basic qualifications)	} Maximum 07 Marks
Maritime Training Certificates (01 Mark for special Training Certificates and Courses exceeding the duration of one month - Maximum 04 Marks)	

Additional Experience in Shipping

General Cargo Ships Oil Tankers Chemical Tankers Container Vessel Passenger Ships	} 01 Mark for each year exceeding one year service on these Ships	} Maximum 03 Marks

Structured Interview

Total 15 Marks

08. Conditions of Employment

This post of permanent and pension able. If an applicant is selected as a new entrant on or after 01.01.2003, will have to make contributions to the contributed pension fund at the rates directed by the Government from time to time.

Exception - If an applicant who held a pensionable post before 01.01.2003 is recruited to this post, he will be further entitled to a pension under pension minutes and he should contribute the widows and orphans pension/widowers and orphans pension fund.

Before reaching the third step of the salary scale should pass the Efficiency Bar.

09. Conditions of the Service

Section 10-12 of the Chapter II of the Establishment Code is applicable.

10. Duly perfected applications prepared in conformity with specimen form appended to this notification should be sent on or before 19.11.2004 by registered post addressed to :

Secretary,
Ministry of Ports & Aviation,
No. 45, Leyden Bastian Road,
Colombo 01.

11. The words "Post of Assistant Government Engineer and Ship Surveyor" should be written on the top lefthand corner of the envelope enclosing the applications. Applications should be completed in all aspects. Late applications will be rejected without notice and any complaints on the loss of applications or any of its relevant documents on the post will not be entertained.

(Photocopies of the certificate should be attached)

12. Officers in the Public Service/Provincial Public Service must forward their applications through their Heads of Department/Institutions.

13. Any statement in the application, which is found to incorrect, will render the applicant liable to be disqualified if the inaccuracy is discovered before selection, and to be dismissed if discovered after selection.

By the order of the Public Service Commission.

ARIYARATNE HEWAGE,
Secretary,

Ministry of Ports & Aviation,
No. 45, Leyden Bastian Road,
Colombo 01.

SPECIMEN APPLICATION

APPLICATION FOR THE POST OF ASSISTANT GOVERNMENT ENGINEER & SURVEYOR IN THE MERCHANT SHIPPING DIVISION OF THE MINISTRY OF PORTS & AVIATION

01. (i) Name with initials : _____.
- (ii) Name denoted by initials : _____.
02. (i) Private Address : _____.
- (ii) Official Address : _____.
03. National Identity Card Number : _____.
04. Date of Birth
Year : _____.Month : _____.Date : _____.
05. Age on:.....2004 : _____.
06. Educational Qualifications : _____.
07. Employment and other Qualifications : _____.
08. Present Employment : _____.

09. Have you been convicted of any offence by a Court of Law ?
Yes/No : _____.

(if so give particulars)

10. Certification by the Applicant :

1. I hereby certify that the particulars furnished by me in this application are true and correct according to my knowledge.
2. I am also aware that if any particulars contained herein are found to be false or incorrect, before selection I am liable to be disqualified and dismissal if the inaccuracy is discovered after the appointment

Signature of the Applicant.

Date : _____.

11. Certification of the Head of the Department :

The Applicant namely Mr. is serving in this Department/Provincial Council/Institute. He bears a permanent/pensionable/casual post. He has earned all his increments during the last five years. He has not been penalized for any disciplinary matter (other than warning) and is not subject to any disciplinary action. I certify that he can be/cannot be released from the present post if he is selected for the above post.

Signature of the Head of the Department/
Institution/Authorized Officer.

Designation : _____.

Department/Institution : _____.

(Officer Rubber Stamp)

Date : _____.

10-610

MINISTRY OF PUBLIC ADMINISTRATION AND HOME AFFAIRS

Recruitment to the post of "Documentation Assistant" on the Pension Department and Registrar General's Department

APPLICATIONS are invited from citizens of Sri Lanka who have satisfied the following qualifications and whose period of training has been terminated by Circular No. 02/94 (II) of 28.02.1995 for recruitment to the above posts.

01. Age Limit

Candidates should not be more than 45 years of age at the closing date of applications. The upper age limit shall not be applicable to

those who are already employed in the Public Service or Provincial Public Service.

02. Educational and other Qualifications

Should have passed the G. C. E. (O/L) Examination in 06 subjects including language (Sinhala/Tamil) or Literature and either Arithmetic or Elementary Mathematics or Pure Mathematics, in not more than two sittings. Out of these subjects at least 05 subjects should have been passed in one sitting with credit passes for 03 subjects including Language/Literature.

or

should have passed the N. C. G. E. Examination in 06 subjects including the first Language and Mathematics in not more than two sittings. Out of these subjects at least 05 subjects should have been passed in one sitting with A or B passes for 03 subjects including the first language.

or

should have passed the G. C. E. (O/L) Examination in 06 subjects including Language (Sinhala/Tamil) and Mathematics in not more than two sittings. Out of these subjects at least 05 subjects should have been passed in one sitting with credit passes for 03 subjects including the language.

and

should have obtained the certificate from a Government Technical College by successfully completing a course in Stenography or Typing or Clerical or Computer or Account Assistant and thereafter undergoing 06 months period of training at a government institution.

03. Salary segment and scale

Rs. 61,560 = 14 x 1320 x 6 x 1,560 — Rs. 89,400 (per annum)

04. Conditions of Service

- (i) This post is permanent. Officers are entitled to a contributory pension under the Contributory Pension Fund.
- (ii) These appointments will be governed by the conditions stipulated in Section 10-12 of the Establishments Code.
- (iii) Selected candidates will be attached to the Pensions Department and Registrar General's Department at the discretion of the Secretary of the Ministry of Public Administration and Home Affairs.
- (iv) The selected candidates should be prepared to serve in any part of the Island.

05. Method of Recruitment

Qualified candidates will be subjected to a structured interview and will be selected on merit.

* Marking Scheme of the Structured Interview.

- (a) Practical Training - Maximum 50 marks
(02 marks for each month in excess of the 06 months period of training)
- (b) Educational Qualifications - Maximum 30 marks
(Educational Qualifications above the required basic qualifications)

G. C. E. (O/L) - For a Distinction pass - 3 marks each
For a Credit pass - 2 marks each

G. C. E. (A/L) - For a Distinction pass - 05 marks each
For a very good pass - 04 marks each
For a Credit pass - 03 marks each
For a Ordinary pass - 02 marks each

- (c) Outstanding Skills - Maximum 10 marks
Sports -
- participation at National level - 04 marks
- participation at School level - 03 marks

Extra Curricular Activities
-Leadership - 02 marks
-Participation - 01 mark
(to be supported by certificates)

- (d) Interview - Maximum 10 marks
General Knowledge - 05 marks
(01 marks for each question)

Personality - 05 marks

100 marks

06. Method of Application :

The application form should be prepared as per the specimen form appended to this notification in a paper of 'A4' size using the both sides of the paper. Items from 1-6 should appear on the first side of the paper and the remaining items should appear on the other side. The duly completed applications should be sent by registered post to reach the following address before 15.11.2004. The top left-hand corner of the envelope containing the application should bear the words "Recruitment to the post of Documentation Assistant". Applications received after the closing date of the applications will not be accepted and any complaints that an application has been lost or delayed in the post will not be considered.

S. C. MANNAPPERUMA,
Secretary.

Ministry of Public Administration and
Home Affairs Independence Square,
Colombo 01.

07th October, 2004.

SPECIMEN FORM OF APPLICATION

POST OF DOCUMENTATION ASSISTANT MINISTRY OF PUBLIC
ADMINISTRATION AND HOME AFFAIRS

01. 1:1 Name with initials : Mr./Mrs./Miss

(in English)

1:2 Name with initials :

(in Sinhala/Tamil)

1:3 Names denoted by initials :

(in English)

1:4 Names denoted by initials :

(in Sinhala/Tamil)

02. 2:1 Permanent address :

2:2 Official address if the candidate is at present in Public
Service :

03. 3:1 Date of Birth :

3:2 Age as at 15.11.2004

Years Months days

(Please attach a copy of the Birth Certificate)

04. Sex :

05. Educational Qualifications :

05. 1. G. C. E. (O/L) Examination

Year :

Index No. :

1st Sitting :

Year :

Index No. :

2nd Sitting :

Subject	Pass	Subject	Pass

06. Qualifications obtained from a Government Technical College.

Institution	Course followed	Period	Pass	Number and date of the certificate

07. Particular of training at a Government Institution.

(Particulars of practical training obtained from a government institution before termination of training by the Public Administration Circular No. 2/94 (II) dated 28.02.1995)

Government Institution	Date of Commencement of the practical training	Nature of training	Date of completion of the training

(Copies of the certificates of which particulars have been indicated in paragraph 5, 6 & 7 should be attached to the application together with a copy of the letter issued by the Head of the respective government institution to the effect that the training period has been successfully completed by the candidate.)

08. Indicate the following particulars if the candidate is at present employed in Public Service.

8:1 Department/Institution

8:2 Present Post

8:3 Period of Service

8:4 Whether permanent and pensionable or Temporary.

I hereby certify that the particulars indicated in this application are true and correct. I am aware that if any particulars contained herein are found to be false or incorrect, I am liable to be disqualified for the above post.

.....,
Signature of candidate.

Date :

**CERTIFICATE OF THE HEAD OF DEPARTMENT, IF THE
CANDIDATE IS EMPLOYED IN PUBLIC SERVICE**

It is hereby certified that the particulars mentioned by the above officer are true and correct and he/she has been serving in the post of in this Department/institution from Further, it is informed that no disciplinary action has been taken or intended to be taken against the officer and he/she can be released from the Present Post if the officer is selected for this post.

.....,
Signature of the
Head of Department/Institution.

Date :