

## **Calling Applications to Recruit for Grade III Office Employee Service of the Combined Service**

- 1.0 Applications are called to fill the vacancies in Grade III Office Employee Service in the State Ministry of Provincial Councils, Local Government and Sports on the approval of the Director General, Combined Services.
- 2.0 Vacancies shall be filled from the qualified candidates through a structured interview on merit basis.
- 3.0 Vacancies in the Ministry and the institutes which come under the purview of it are specified in table No. 8. Appointing Authority may decide the number of appointees and the effective date of these appointments. Appointing Authority has the power not to fill a certain number or all the vacancies.
- 4.0 Salary:- Monthly salary for Grade I, II and III of the Office Employee Service is Rs. 24,250/- – 10 X 250 – 10 X 270 – 10 X 300 – 12 X 330 – Rs. 36,410/- under the salary category PL 1-2006 which is entitled for the post of Office Employee in terms of the Public Administrative Circular No. 03/2016 of 25.02.2016. To exceed the salary of Rs. 27,020/- , Rs. 29,750/= and Rs. 32,780/- , the appointees shall get promotions to Grade II, I and Special Grade respectively. Payments shall be made in terms of the Schedule II of the said circular.
- 5.0 This appointment is pensionable. They shall subject to any policy decision on the pension scheme that will be taken by the government in future. Further, they shall make contribution for the Widows' and Orphans' Pension Fund / Widowers' and Orphans' Pension Fund. Officers shall make contribution for that as time to time ordered by the government.
- 6.0 **Shall work at least three (03) years at the working station of the first appointment.** However, the Appointing Authority has power to transfer an officer before the completion of this period if necessary, on special grounds decided by the Appointing Authority.
- 7.0 Qualifications: - Following qualifications are applicable to recruit for the posts in Grade III Office Employee Service.
  - (a) Shall be a citizen of Sri Lanka.
  - (b) Shall be not less than 18 years and not more than 45 years of age as at the closing date. Maximum age limit shall not be applicable for those who already hold permanent and pensionable posts in Public Service.
  - (c) Shall have an excellent moral character shall be physically and mentally fit for work.
  - (d) Educational Qualifications  
Shall have passed G.C.E. (O/L) examination in six subjects at least with two credit passes at not more than two sittings.

- ( e ) The candidate shall not be a disqualified person to be appointed for the public service in accordance with the Chapter V of the procedural rules of the Public Service Commission.

It is compulsory for every candidate to fulfill all the qualifications required for this post **on or before the date of calling applications.**

## 8.0 Calling Applications

Applications are called to fill the vacancies in the Office Employee Service specified in the following table.

Ministry	Department	Regional Office	Post	Number of vacancies
1. State Ministry of Provincial Councils, Local Government and Sports	-	-	Office Employee Service III	03

## 9.0 Structured Interview

Qualified candidates will be appointed to the Grade III of Office Employee Service strictly following the merit basis of the marks secured by them at the structured interview held on the same date that the interview will be held on the approval of the Director General of Combined Services to examine the basic qualifications of the candidates.

Marks will be given at the structured interview as specified below.

Criteria		Marks
Experience in the post (Considered up to maximum 5 years)		10
Communication Skills		5
Educational Qualifications	Passing G.C.E. A/L Examination	5
	Passing O/L with Mathematics, Mother Tongue, Second Official Language, English Language and other languages (2 marks will be given to each language and maximum 5 subjects will be considered).	10
Personality		5
Extra-Curricular Activities (Sports/ Social Services .....etc.)		5
Skills at the Interview		10
Total Marks		50

Note – Candidates shall prove their experience in the relevant post, educational qualifications and extra-curricular activities through the certificates that are acceptable. The qualifications shall be valid as at the due date of calling applications.

- 10.0 Applicants should furnish true information with much consideration when filling applications. If a candidate is found to be ineligible, his/her candidature is liable to be cancelled at any stage. If any of the particulars furnished by the candidate is found to be false, he /she will be liable to dismissal from the Public Service.
- 11.1 The applications prepared in accordance with the specimen attached hereto shall be sent to the **Secretary, State Ministry of Provincial Councils, Local Government and Sports, No.330, Union Place, Colombo 02** on or before 19.10.2018 under registered post. Applications which are not prepared in accordance with the specimen form and not duly completed will be rejected without any notice. The loss of not completing applications properly shall be borne by the candidates themselves.
- 11.2 The top left corner of the envelope containing the application should bear clearly the words **“Recruitment for Grade III of the Office Employee Service”**.
- 12.0 Secretary, State Ministry of Provincial Councils, Local Government and Sports will call every candidate whose application has been received on or before the due date assuming that only the persons who fulfill the requisites specified in the gazette have applied. However, calling for the interview to a candidate does not necessarily mean that the candidate has the requisite qualifications for this post. When candidates are called for the interview and examined their qualifications in accordance with the gazette, if it will be revealed that they are disqualified, their candidature shall be cancelled.
- 13.0 A candidate will be required to prove his identity at the interview by presenting one of the following documents to the interview board.
- i. The National Identity Card issued by the Department of Registration of Persons
  - ii. The valid passport
- 14.0 The decision of the Director General of Combined Services will be final regarding the matters not herein mentioned. All the applicants shall abide by the general rules and regulations in this gazette notification.

By order of the Director General of Combined Services  
**S.D.A.B. Boralessa**  
(Secretary of the State Ministry)

On 04 October 2018  
State Ministry of Provincial Councils, Local Government and Sports  
No. 330, Union Place  
Colombo 02.