

Posts – Vacant

ATTORNEY GENERAL'S DEPARTMENT

Calling Application for Recruitment of Grade III of Office Assistant Service in the Combined Services

1.0 APPLICATION are called for recruiting officers for the vacancies of Office Assistants in the Attorney General's Department with the consent of Director General of Combined Services.

2.0 Candidates will be recruited for the existing vacancies on the basis of merit of a structured interview.

3.0 Existing vacancies in the Attorney General's Department is indicated by the table No. 08. Number of appointments and the date of appointment will be decided by the Authority. The Authority has the power to fill certain number of vacancies or not to fill any vacancy.

4.0 *Salary*.– According to the Circular No. 03/2016 dated 25.02.2016 monthly salary scale entitled to grade III, II, I office assistant is PL-2016-A Rs. 24,250 -10x250 -10x270 -10x300 - 12x330 - Rs. 36,410. To transcend Rs. 27,020 promotions should be obtained to Grade II, to transcend Rs. 29,750 promotions should be obtained for Grade I, to transcend Rs. 32,780 promotions should be obtained to special grade. Payments shall be done as mentioned in the II Sub document in the said circular.

5.0 This post is permanent, officers should comply to policy decision taken by the government in the future about the pension scheme entitled.

6.0 It is compulsory to serve a minimum of three years in the place of first appointment. However the appointing authority shall have the power to transfer any officer before, the mentioned time on the basis of special circumstances.

7.0 Qualifications relevant for the recruitment of Grade III office assistants are mentioned below.

- (a) Should be a citizen of Sri Lanka.
- (b) Applicants should not be less than 18 years and not more than 45 years as at the closing date of the application. Upper age limit is not relevant for permanent pensionable appointees in the government service.
- (c) Should be of good character and good health.
- (d) Educational Qualifications.– Should pass 06 subjects with two credit passes in G. C. E. Ordinary Level examination in not more than two sittings.

- (e) Should not be an inappropriate person to be appointed in the government service according to the Vth Chapter of procedural rules in the Public Service Commission.

It is compulsory for every applicant to complete all the qualifications relevant for the post on or before the date of which applications are called.

8.0. *Calling of applications*.– Applications are called for the filling of vacancies existing for the posts of office employee service as indicated in the following table.

Department	Post	Number of vacancies
Attorney General's Department	Office Employee Service Grade III	16

9.0 *Structured interview*.– As per the approval of Director General Combined Service, applicants who have fulfilled the required qualifications will be appointed to the Grade III of Office Employee Service, thoroughly in accordance with the merit order of marks obtained by applicants at a structured interview which will be held on the same date on which the interview for examining basic qualifications of applicants will held. The medium of language in which applicants prefer to be interviewed should be mentioned clearly in the application and the structured interview will be held in the same medium.

Procedure of marking of the structured interview is in accordance with the table below :

Criteria		Marks
Experience gained from the post (considered up to maximum of 5 years)		10
Communication Skills		5
Educational Qualifications	Passed G. C. E. A/L Examination	5
	Passed Mathematics, English Language, second language and other official languages with a ordinary pass at G. C. E. (O/L) examination (maximum of 5 subjects are considered)	10
Personality		5
Extra Carricular activities (sports/social work etc.)		5
Skills produced at the interview		10
Full marks		50

Note.— Experience, educational qualifications and extracurricular activities relevant to the post should be confirmed by certificates. Said qualifications must be valid for the final date of which applicants are being called.

10.0 Accurate information should be furnished when completing the application. If it is revealed during the clarification of qualifications that a candidate is ineligible, his/her candidature will be cancelled at any occasion. If any information submitted by a candidate is found to be false he/she will be dismissed from public service at any occasion.

11.1 The application should be furnished in accordance with the specimen form. Applications not conforming to the specimen and which are inaccurately completed or in incomplete condition will be rejected without prior notice. The candidate should bear the loss that will occur by not completing the application duly.

11.2 Completed applications prepared according to the specimen attached herewith should be sent to the address - **Attorney General, Attorney General's Department, P. O. 502, Colombo 12**, by registered post before **08th of February 2017**.

11.3 Please mention "**Recruitment to Grade III of Office Assistant Service**" in the left corner of the envelope included of application.

12.0 All the applicants who have submitted applications on or before the due date will be invited by the Attorney General for a structured interview on the basis of preliminary conclusion that only the persons with qualifications mentioned in the notification have applied. However such an invitation is not considered as the applicant has completed the qualifications relevant for the said post. If it is revealed that applicants do not possess the required qualifications at the occasion of verifying the qualifications after inviting applicants for an interview according to the notification, their candidature will be cancelled.

13.0. One of the below mentioned documents must be submitted to the interview board to prove the identity of candidates :

(i) A valid National Identity Card.

(ii) A valid passport.

14.0 Director General of combined Services will decide on any matter which is not mentioned herein. All the applicants are bound to act in accordance of general rules and regulations in this notification.

JAYANTHA JAYASURIYA,
Attorney General.

Attorney General's Department,
26th of December, 2016.

SPECIMEN APPLICATION FORM

RECRUITMENT TO GRADE III OF OFFICE EMPLOYEE SERVICE

For office use only

Medium of Language :

Sinhala - 2
Tamil - 3 ☐
English - 4

Ministry you prefer to serve :_____.

Department :_____.

Regional Office :_____.

01. Name with initials :_____.

02. Name in full :_____.

03. N. I. C. No. :

04. Permanent address :_____.

05. Gender : Female - 01 ☐ Male - 0 ☐

06. Date of Birth :

Year Month Date

07. Contact No. :

08. Academic Qualifications :

(i) Results of the first attempt :

Year :_____ Month :_____.

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

(ii) Results of the second attempt :

Year :_____. Month :_____.

(c) I shall not alter any of the information mentioned herein later.

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

_____,
Signature of the Applicant.

Date :_____.

8.1 Details of G. C. E. (A/L) Examination :

(i) Year and month of examination :_____.

(ii) Index No. :_____.

(iii) Results :_____.

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

09. Other Qualifications :_____.

10. Experience related to post :_____.

11. Sports and extracurricular activities :_____.

12. Have you ever been convicted by a Court of Law for any charge ? :_____.

(Mark ✓ in the relevant box) (Give details if 'yes')

Yes ☐ No ☐

13. Affirmation of the applicant :

(a) I respectfully state that the particulars furnished by me in this application are true and correct to the best of my knowledge. I hereby agree to bear the loss that may occur by some parts filled incompletely and/or completing incorrectly. Further, I state that I have completed accurately all the parts contained herein.

(b) I am aware that, if the statement made by me is proven false, I shall be subjected to be disqualified prior to the appointment and to be dismissed from service after the appointment.