



## **MINISTRY OF INTERNAL AFFAIRS, WAYAMBA DEVELOPMENT AND CULTURAL AFFAIRS**

### **Applications are invited for the following Vacancies in the Department of National Museums**

APPLICATIONS are hereby called by the Commissioner General of Examination on behalf of the Department of National Museums for, from citizens of Sri Lanka for the purpose of filling the following vacancies existing the Department of National Museums. Examination will be held in Colombo in a certain date in January 2018 by the Commissioner General of Examination.

#### **1. Supervisory Management Assistant (Technological) Service :**

Museum Curator	-	Number of vacancies	06
Entomology Assistant	-	Number of vacancies	02
Botanical Science Assistant	-	Number of vacancies	01
Anthropology Assistant	-	Number of vacancies	01
Zoology Assistant	-	Number of vacancies	01
Conservation Assistant	-	Number of vacancies	01

### 1.1 Educational Qualifications :-

Should have passed six (06) subjects in one sitting at the General Certificate of Education (Ordinary Level) with credit pass in Sinhala/Tamil/English, Mathematics and in two more subjects.

Shall have passed three (03) subjects in one sitting at the General Certificate of Education (Advance Level) including two (02) subjects in the relevant field. (qualifications as follows)

#### *Qualifications.- General Certificate of Education (Advance Level) Examination*

<i>Designation</i>	<i>Qualification General Certificate of Education (Advance Level) Examination</i>
Entomology Assistant	Shall have passed two subjects in biological Stream in one sitting at the General Certificate of Education (Advance Level) Examination. (According to the old syllabus shall have passed three (03) subjects including zoology)
Anthropology Assistant	Shall have passed two subjects in Art stream in one sitting at the General Certificate of Education (Advanced Level) Examination. (According to the old syllabus shall have passed three (03) subjects)
Zoology Assistant	Shall have passed two subjects in Biological Stream in one sitting at the General Certificate of Education (Advance Level) Examination including Biology. (According to the old syllabus shall have passed three (03) subjects including Zoology)
Botanical Science Assistant	Shall have passed two subjects in Biological Stream in one sitting at the General Certificate of Education (Advance Level) Examination including Biology. (According to the old syllabus shall have passed three (03) subjects including Botanical Science)
Conservation Assistant	Shall have passed two subjects in Biological Stream in one sitting at the General Certificate of Education (Advance Level) Examination including Chemistry. (According to the old syllabus shall have passed three (03) subjects including Chemistry)
Museum Curator	Shall have passed two subjects in Biological Stream in one sitting at the General Certificate of Education (Advance Level) Examination including Biology. Or Shall have passed two (02) Subjects in one sitting in Art Stream including History at the General Certificate of Education (Advance Level) Examination (In old syllabus shall have passed three (03) subjects including the above mentioned subjects)

### 1.2 Professional Qualifications :-

<i>Designation</i>	<i>Qualification</i>
Entomology Assistant	Follow a diploma in national technological (Agriculture) in the institute of Hardy at Ampara.
Zoology Assistant	Follow a diploma in national technological (Agriculture) in the institute of Hardy at Ampara.
Botanical Science Assistant	Follow a diploma in national technological (Agriculture) in the institute of Hardy at Ampara.

**Note -** The following vacancies will be filled only for the Trainee Grade such as; Anthropology Assistant, Conservation Assistant and Museum Curator.

Vacancies will be filled when complete the initial education qualifications mention in 1.1 with the professional qualifications according to the 1.2 in the Technical Segment III for the post of Entomology Assistant, Zoology Assistant and Botanical Science Assistant.

If not complete the professional qualifications vacancies will be filled for the training category only.

---

1.3 *Other Qualifications :*

- (a) Candidates should be a citizen of Sri Lanka.
- (b) The applicants shall bear an excellent moral character.
- (c) Should not be less than 18 years and not more than 45 years of age on 30th October 2017. (Person who were born before 30th October 1999 and who were born after October 30th 1972 can only apply)
- (d) Must complete all the qualification on the closing date.

2.0 *Salary scale.* -MN3-2016 - Rs: 310,400-10x445-11x660-10x730-10x750- Rs. 57,550.

According to the Public Administration circular No. 03/2016, dated 25th February 2016, and placed on the relevant salary step for Grade III. Candidates who recruited under the Trainee Grade will be paid allowances for the training period according to the circular.

3.0 *Method of recruitment* .-Vacancies will be filled on the results of the written examination and a general interview. Number of candidates equal to the number to be filled, of the candidates who obtain the highest marks of a written examination, will be recruited in the order of merits. Only to ascertain.

3.1 *Written Examination :*

<i>Subject</i>	<i>Time</i>	<i>Maximum marks obtainable</i>	<i>Marks required for a pass</i>
1. Intelligent test	01hr	100	40
2. Technical paper based on the subjects	01hr	100	40

3.2 *Syllabus for the written examination :-*

<i>Test paper</i>	<i>Syllabus</i>	<i>Time</i>
1. Intelligent Test	Consists of question to judge the rationality, ability of thought and ability to take decision of the candidate.	01 hr
2. Technical paper based on the subject	A question paper made in multiple choice method consist of 15 question in general knowledge and other 25 questions based on the relevant field. The subjects of the field as follows :-	01 hr
	Syllabus relevant to each post	
	1. Entomology Assistant 1. Knowledge about the Class - Insect, Phylum - Arthropod in a Kingdome of animals. 2. Knowledge about the handling of laboratory tools 3. Check the basic knowledge about the environmentalism.	
	2. Anthropology Assistant 1. Check the basic knowledge about the traditional social events and artistic creations. 2. knowledge about the handling of laboratory tools. 3. Check the basic knowledge about environmentalism.	
	3. Zoology Assistant 1. Check the knowledge about the kingdome of animals. 2. Check the knowledge about the handling of laboratory tools. 3. Test the basic knowledge of environmentalism.	

<i>Test paper</i>	<i>Syllabus</i>
	4. Botanical science Assistant 1. Check the knowledge about the Kingdom of floristic. 2. Knowledge about the handling of laboratory tools. 3. Check the basic knowledge about the environmentalism.
	5. Conservation Assistant 1. Basic knowledge about chemistry. 2. Check the knowledge about the handling of laboratory tools and relevant technical methods.
	6. Museum Curator Science section-basic knowledge about zoology and Botany. Cultural section-knowledge about the cultural events in Sri Lanka and history of Sri Lanka.

#### 4.0 Examination procedure :-

- (i) This examination will be held in Sinhala, Tamil and English mediums. The medium applied for will not be allowed to change subsequently. Candidates may sit this examination in only one language medium of their preference. Should answer all papers in a one medium. Every candidates should answer all papers.
- (ii) Examination fees is Rs. 600. It should be paid at any post office/sub post office to be credited to revenue head 2003-02-13 of the Commissioner General of Examinations. The receipt obtained in the name of the applicant should be affixed in the relevant cage of the application form so as not to be detached. Money orders and stamps are not accepted as exam fees. It is advisable to keep a photocopy of the receipt.
- (iii) The fees shall not be paid back or shall not be allowed to transfer in respect of any other examination under any circumstances.
- (iv) This examination will be held in Colombo in January 2018. The Commissioner general of Examinations will issue admission cards to the candidates who have forwarded duly filled applications along with the receipt if payment of examinations along with the receipt of payment of examination fee on or before the closing date of examination mentioned in the notification and on the presumption that only those who possess the qualifications mentioned in the *Gazette* Notification have applied. As soon as the admission cards are issue to candidates, Department of Examinations will publish a paper notice announcing the same. If the admission card is not received within 2 or 3 days after the paper announcement it should be inquired from the Organizations and Foreign Examination Division of the Department of the Examination. In the manner as mention in notification. The applicant should correctly mention the name of the examination applied for, full name of the applicant, national identity card number and address when making such inquiry. In case of applicant outside Colombo, it would be advisable to make the request sending a letter of request stating the same to the fax number mentioned in the notification along with the fax number to which a copy of the admission card can be sent promptly. It would be useful to have the following documents in hand at the time of calling the Department of examinations. *i.e.* a photocopy of the application form, receipt of payment of examination fees (if applicable) and receipt of registration. Further issuance of an admission card to a candidate does not necessarily mean that the candidate is eligible to set for the examination or eligible for the post.
- (v) This examination shall be conducted by the Commissioner General of Examination and regulations prescribed by him in respect of conducting the examination and issuance of result. The candidates shall be subjected to the punishment imposed by the Commissioner General of Examination, if such rules are violated by them. Rules prescribed for candidates are printed separately at the beginning of this *Gazette* notification.

- 
- (vi) Result of the examination-candidates who obtained not less than 40 marks or the number of the names equal to the existing number of vacancies listed will be provided to the Director of the National Museums. Steps will be taken to inform the result to the each applicant personally or *via the website* [www.results.exams.gov.lk](http://www.results.exams.gov.lk)

**Note.-** Candidates who are sitting for the examination must get his signature on the admission Card attested in advance and produce to the supervisor for the examination.

- 4.2 *Conditions of Employment and Conditions of Service.*— This post is permanent. Appointment will be on probation for a period of 03 years. You shall be subject to the decision of the policy of pension scheme by the government in the future. The candidates who will be appointed shall contribute for the Widows/ Widowers and Orphan's pension system.

5.0 *Mode of forwarding application :*

- 5.1 Applications prepared according to the under mention specimen form, in A4 size paper using both sides, duly filled in his hand writing. The name of the examination should fill in the application Sinhala medium applications also in both Sinhala and English; and Tamil medium candidates also in both Tamil and English too. Applications not completed in each ways will be rejected without informing. Double check before post the application whether dully filled and affix the receipt accordingly. Include section 01 to 08 in the first page, from section 09 to 14 in 2nd page and from 15th section to 18th in 3rd page. Having a copy of the application and the receipt would be useful.
- 5.2 Duly filled applications should be sent under the registered cover on or before 30th October 2017 to reach Commissioner General of Examinations, Organization and Foreign Examination Branch, Department of Examinations, Palawaththa, Baththaramulla. A candidate can apply for one post only.
- 5.3 Applications not completed in each ways and received delay will be rejected without informing. Receipt of applications will not be acknowledge.
- 5.4 Top of the left hand corner of the envelop which enclosed the application should be mentioned clearly as "Recruitment to the post of Supervisory Management Assistant (Technological) Service"

6. *Attesting the Signature :-*

- Signature of candidate should be attested by a principal of Government school, A Justice of peace, a Chief priest of a Buddhist temple or in charge of a holy place of any other religion, or a permanent staff officer in public service with annual consolidated salary of Rs. 240,360.00 or above. Officers who are already in public Service should submit applications through their Heads of the Department.
- Candidates will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose any of the following documents will only be accepted:
  - (i) The National Identity Card issued by the Department of Registration of Persons,
  - (ii) A valid passport.

7.0 *Other.-* In case of an inconsistency between Sinhala, Tamil and English text of this *Gazette* notification, the Sinhala text shall prevail. Director of the Department of National Museum reserves the right fill vacancies.

Director (*Acting*),  
Department of National Museum.

No. 854,  
Sir Marcus Fernando Mawatha,  
Colombo 07.

---

SPECIMEN APPLICATION

AN APPLICATION FOR THE POST OF.....

For office use only

--

01. Medium of the Examination :

Sinhala-2      Tamil-3

English-4

--

(insert the relevant Number in the cage.)

02. Post applying for

--

(Insert the relevant Number in the cage.)

- 1 - Museum Curator
- 2 - Entomology Assistant
- 3 - Botanical Science Assistant
- 4 - Anthropology Assistant
- 5 - Zoology Assistant
- 6 - Conservation Assistant

03. Name of the Applicant :

3.1 Name with initials:

(i) Sinhala/Tamil :\_\_\_\_\_.

(ii) English (IN BLOCK LETTERS) :\_\_\_\_\_.

3.2 Names denoted by the initials:-

(i) Sinhala/Tamil :\_\_\_\_\_.

(ii) English (IN BLOCK LETTERS) :\_\_\_\_\_.

04. Address which send the admission card:-

(i) English (IN BLOCK LETTERS) :\_\_\_\_\_.

(ii) Sinhala/Tamil :\_\_\_\_\_.

05. National Identity Card Number :-

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

06. Sex:      Male      - 0

Female - 1

--

(insert the relevant Number in the cage.)

07. Address:-

(i) Personal Address :\_\_\_\_\_.

(ii) District :\_\_\_\_\_.

(iii) Official Address :\_\_\_\_\_.

08. Telephone No. :

Personal :\_\_\_\_\_.

Official :\_\_\_\_\_.

09. Date of Birth: Year

--	--	--	--

Month

--	--

Date

--	--

Age on 30th October 2017:

Years

--	--	--	--

Months

--	--

Days

--	--

10. Civil Status: Married/ Single :\_\_\_\_\_.

11. Nationality: Decent/ Registration :\_\_\_\_\_.

12. Education Qualifications:-

I. G. C. E. (O/L) Examination:

Index No. : \_\_\_\_\_ Year : \_\_\_\_\_.

Medium : \_\_\_\_\_.

II. G. C. E. (A/L) Examination:

Index No. : \_\_\_\_\_ Year : \_\_\_\_\_.

Medium : \_\_\_\_\_.

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

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

13. Professional Qualifications & skills:-

<i>Course</i>	<i>Institute</i>	<i>Subjects</i>	<i>Achievement</i>

14. Experience:-

<i>Position</i>	<i>Organization</i>	<i>Period of Employment</i>

15. The receipt which paid the exam fees bearing Number..... affix here

16. If employee somewhere, details about it:

1. Name of the position and grade : \_\_\_\_\_.
2. Date of appointment : \_\_\_\_\_.
3. Name of the organization : \_\_\_\_\_.
4. Either it is pensionable post or not : \_\_\_\_\_.

*Candidate's certificate :*

I have hereby certify that the particular furnished by me in this application are true and correct according to my knowledge. I am aware that if any particulars contained therein are found to false and incorrect before the selection I am liable to disqualify and dismissal if the inaccuracy is detected after the appointment.

\_\_\_\_\_,  
Signature of the Candidate.

Date : \_\_\_\_\_.

---

17. Attestation of the signature of the Candidate:

I, do hereby certify that Mr./ Mrs./ Miss ..... is personally known to me and placed his/ her signature in my presence on .....

\_\_\_\_\_,  
Signature of certifying Officer.

Date :\_\_\_\_\_.

Full name of the certifying officer :\_\_\_\_\_.

Designation : (Rubber Stamp) :\_\_\_\_\_.

Address :\_\_\_\_\_.

18. (This part is applicable only for candidates who engage in Government employment)

*Attestation of the Head of the Department/ Institution :*

I, hereby certify that Mr./ Mrs./ Miss ..... who is working in this Ministry/ Department/ Institution, is working in the post of ..... and his/ her work and conduct are satisfactory, no disciplinary action pending against him/ her and no decision has been taken to impose any such in the future. If he/ she will be selected for this post, he/she can/ cannot be released from the service.

\_\_\_\_\_,  
Signature of the Head of the Department or  
Authorized Officer.

Rubber Stamp.

Date :\_\_\_\_\_.