

**MINISTRY OF PROVINCIAL COUNCILS AND
LOCAL GOVERNMENT**

**Recruitment for the post of Supervisory
Management Assistant (Technical Service
Category) Technical Officer on Open Basis**

APPLICATIONS are called from qualified citizens of Sri Lanka for the recruitment of one post of Supervisory Management Assistant (Technical Service Category) Technical Officer of the Ministry of Provincial Councils and Local Government.

01. *Method of Recruitment to the Service.*– Candidates will be selected for a general interview on the basis of order of marks obtains at the written examination conducted by an institute on the approval of the Secretary to the Ministry of provincial Councils and Local Government.

Marks are given at the written examination as per the a following schedule.

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass mark</i>
Aptitude Test	100	40%
Subject related Technical Test	100	40%

02. *Role.*– Duties are not assigned for this post on graded basis and among the duties assigned for this service category, any duty should be performed on the basis of exigency of service seniority and merit. It is expected to deliver technical service in affairs of maintenance division and project coordination of this Ministry.

- (i) Preparation of Bill of Quantities for construction and maintenance of buildings and examination of bills/ making payments.
- (ii) Preparation of Bill of Quantities for Provincial/ Rural road construction and maintenance and examination of bills/ making payments.
- (iii) Solid Waste Management, construction and maintenance of compost yards.
- (iv) Maintenance of causeway bridges, culverts and side walls and preparation of estimates.
- (v) Preparation of Estimates for the maintenance of the construction of water supply and drainage.

- (vi) Preparation of technical evaluation reports on procurement

03. *Qualifications :*

3.1. *Educational Qualifications :*

Should have passed G.C.E. A/L examination at one sitting with three subjects including two (02) subjects in the related field and a subject among the subjects of Physics, Combined Maths, Chemistry, Technology and Science, Information and Communication Technology, Engineering Technology in the subject streams of Science/ Mathematics and Technology. (Except General English and Common General Test)

and

Should have passed G.C.E. (O/L) Examination at one sitting with 06 subjects including credit passes for Sinhala/Tamil/English, Science, Mathematics and one of the other subjects.

3.2. *Professional Qualifications :*

- (i) National Diploma in Technology offered by the University of Moratuwa or Hardy College of Technology, Ampara ;

or

- (ii) National Diploma in Engineering offered by National Apprentice and Industrial Training Authority (NAITA) ;

or

- (iii) National Higher Diploma in Engineering offered by the Ministry of Higher Education ;

or

- (iv) Diploma in Technology offered by Open University of Sri Lanka ;

or

- (v) Successful completion of Part I of the Engineering Examination conducted by Institution of Engineers of Sri Lanka ;

or

- (vi) Completion of Level 06 in National Vocational Qualification (NVQ) ;

or

(vii) Obtaining technical qualification equivalent to the above mentioned technical qualifications in every aspect and recognized by Tertiary and Vocational Education Commission after obtaining views of from the Ministry of Higher Education and the other institutes that offer above mentioned certificates.

3.3. Experience : Nor relevant

3.4. Physical Requirement : Every applicant shall be physically and mentally fit to serve in any part of the Island

3.5. Other :

- (i) Shall be a citizen of Sri Lanka.
- (ii) Shall have a excellent moral character.
- (iii) Priests are not eligible to sit for this examination.
- (iv) Candidates are accepted as fulfilled qualifications required to sit for the competitive examination for recruitment to the service, if only they have relevant qualifications and age limit as at the closing date of the notification in every aspect.

04. *Age Limit.* – Not less than 18 years of age and not more than 30 years as at the closing date of calling applications.

05. *Salary Scale.* – This post is entitled for a monthly salary scale of Rs. 31,040 - 10 x 445 - 11 x 660 - 10 x 730 - 10 x 750 - Rs. 57,550. The payments relevant to this salary scale will be paid with effect from 01.01.2020 and payments until the date will be made in terms of the provisions in Schedule II of Public Administrative Circular 03/2016. (Monthly salary entitled for this post in the year 2018 is Rs. 24,626 and the adjustment allowance is Rs. 3,380.)

06. Conditions of Recruitment to the Service and Service Conditions.

6.1 This post is permanent and pensionable. You will be subject to any policy decision that will be taken by the government on your pension scheme. You shall contribute for the Widows'/ Widowers' and Orphans' Pension scheme. You should make contribution time to time as ordered by the government.

6.2 Efficiency Bar Examinations should be passed and Proficiency in Official Language should be obtained as per the Service Minute of Sri Lanka Technical Service.

6.3 This appointment is also subject to the procedural rules of Public Services Commission, Financial regulations, provisions of Establishments Code, provisions in the recruitment procedure of the post s post of Supervisory Management Assistant (Technical Service Category) Technical Officer and the amendments and provisions that may be made thereto in future.

07. *Identity of Candidate :*

7.1 Only the applicants who have submitted applications complete in every aspect will be called for the written examination.

7.2 Original copies of all certificates and duly certified copies of them should be submitted at the interview.

7.3 Any of the following documents will be accepted to confirm the identity at the interview.

- (i) National Identity card issued by the Department of Registration of Persons;
- (ii) Valid passport

08. *Method of Application :*

8.1 (i) Applications should be sent by registered post to reach the following address on or before 23.04.2018. Applications received after the due date will be rejected.

Secretary,
Ministry of Provincial Councils and Local Government,
No. 330, Union Place,
Colombo 02.

8.2 A specimen application is given at the end of the of this notification. Applicants should prepare their applications using A4 size papers as No. 01 to No. 03 in first page, No. 4.1 - 4.3 in second page, No. 5 to No. 7 in third page and No. 08 in applicant's fourth page in own hand writing.

8.3 "Application for the post of Technical Officer" Should be mentioned at the top left corner of the envelope enclosing the application.

8.4 The signature of the applicant should be attested by a Principal of a Government School/ Justice of the Peace/ a Commissioner of Oaths/ Attorney at Law/ Notary Public/ a Commissioned Officer of three armed forces or an officer holding a permanent post in public service drawing a consolidated monthly salary of Rs. 37,743 or above.

8.5 Candidates who are already in the Public or Provincial Public Services, should forward their applications through the respective Heads of their Departments in which they are serving at present.

8.6 The applications which are not conformed to the prescribed specimen application will be rejected. No complaints will be admitted on loss or delay of applications.

09. *Furnishing false particulars.* – If any of the particulars furnished by you are found to be false or erroneous before the recruitment, your candidature will be cancelled. In case such falsehood or error is detected after the recruitment, action will be taken to discontinue your service, subject to relevant disciplinary actions being taken.

H. T. KAMAL PATHMASIRI,
Secretary,
Ministry of Provincial Councils and,
Local Government.

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Office use only

RECRUITMENT FOR THE POST OF TECHNICAL
OFFICER IN THE MINISTRY OF PROVINCIAL
COUNCILS AND LOCAL GOVERNMENT

Medium :

Sinhala - 1
Tamil - 2
English - 3

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01. 1.1 Name with Initial : _____, Mr./ Mrs./ Miss
(In block capitals)

1.2 Full name : _____.
(In block capitals)

1.3 Full name : _____.
(In Sinhala)

02. 2.1 Permanent Address : _____.

2.2 Telephone No. :
Permanent : _____, Mobile : _____.

03. 3.1 Ethnicity :
(Sinhala - 1, Tamil - 2 Muslim - 4, Other - 5)

3.2 Gender :

Female	<input type="checkbox"/>
Male	<input type="checkbox"/>

3.3 Civil Status :

Married	<input type="checkbox"/>	Unmarried	<input type="checkbox"/>
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3.4 National Identity Card No. :

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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3.5 Date of Birth :

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

3.6 Age as at 23.04.2018 :

Years : _____, Months : _____, Days : _____.

04. Qualifications :

4.1 Details of G. C. E. (O/L) Examination :

- (i) Year and the month of the examination : _____.
(ii) Index No. : _____.
(iii) Results :

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

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

- (iv) Year and the month of the examination : _____.
(v) Index No. : _____.
(vi) Results :

Subject	Grade
1.	
2.	
3.	
4.	

4.3. Professional Qualifications (Professional Qualifications Specified in the notification of calling applications) :_____.

I certify that his/ her duties, attendance and conduct are He/ she could/ could not be released from the present post.

5. Have you been convicted before a court of Law? If "yes" explain with date and the case number :_____.

_____,
 Signature of Department Head.

6. Applicant's Declaration :

I, do hereby declare that the particulars given by me in the application are true and correct. If my declaration is found to be false or incorrect, I am liable to be disqualified before selection and to dismissal if detected after the appointment without any compensation.

Date :_____.
 Name of Certifying Officer :_____.
 Position :_____.
 Address :_____.
 Tel No. :_____.
 (Should be supported by the official frank)

_____,
 Applicant's Signature.

Date :_____.

7. Attestation of Applicant's Signature :

Should be attested by a Principal of a Government School/ Justice of the Peace/ a Commissioner of Oaths/ Attorney at Law/ Notary Public/ a Commissioned Officer of three armed forces/ a *Gazetted* Police Office or an officer holding a permanent post in public service drawing a consolidated monthly salary of Rs. 37,743.00 or above.

I certify that Mr/ Mrs/ Ms.
 (Name in full) who is submitting this application is personally known to me and he/ she has placed his/ her signature in my presence on the
 day of

_____,
 Signature of the Attester.

Date :_____.

Name of the Attester :_____.

Position :_____.

Address :_____.

(Should be supported by the official frank)

8. If the applicant is in the Public Service, Certification of Head of the Institution :

I certify that the applicant, Mr./ Mrs./ Miss
 (Name in full) who is submitting this application is personally known to me and he/ she has placed his/ her signature in my presence on