

**MINISTRY OF SOCIAL EMPOWERMENT,
WELFARE AND KANDYAN HERITAGE**

Department of Social Services

VOCATIONAL INSTRUCTOR – GRADE III,
SIGN LANGUAGE INTERPRETER – GRADE
III, APPRENTICE TRANSLATOR – GRADE
III (CONTRACT BASIS), REHABILITATION
ASSISTANT (CONTRACT BASIS), MATRON

APPLICATIONS are invited from the citizens of Sri Lanka with the qualifications stipulated here under for the recruitment to the following posts in the Department of Social Services. Prepared applications according to the format given at the end of this notification, should be sent by registered post to "The Director, Department of Social Services, Second Floor, Sethsiripaya Stage II, Battaramulla" to reach before the 02.05.2018. The top left hand corner of the envelope should clearly carry the words "Recruitment to the Posts of". Specimen application form and details could also be obtained through the web site; www.socialemwelfare.gov.lk

1. Vocational Instructor (Number of Vacancies - 15)

1.1 The Institutions, which have vacancies

- Seeduwa Vocational Training Institute
- Ketawala Vocational Training Institute
- Wattagama Vocational Training Institute
- Thelambuyaya Vocational Training Institute
- Amunukumbura Vocational Training Institute
- Kalawana Vocational Training Institute
- Madampe Vocational Training Institute
- Jayaviru Samadhi Home Puwakpitiya

1.2 The course, which have vacancies for the Vocational Instructors :

Serial Number	Course	No. of Vacancies
01	Mechanics Technology	01
02	Domestic Electrician	01
03	Photography & Videography	01
04	Electronics	01
05	Handicraft Course	01

Serial Number	Course	No. of Vacancies
06	Cement Industry	01
07	Textile Industry	01
08	Motor Mechanic	01
09	Electrical Technology	01
10	Carpentry Industry	01
11	Industrial wiring	01
12	Aluminum Welding Process	01
13	Mobile Phone Repairing	01
14	Landscaping & Garden Design	01
15	Agriculture	01

1.3 Age Limit.– The age should not be less than 18 years and not more than 35 years to the closing date of the applications.

1.4 Educational Qualifications :

- (i) Should have passed General Certificate of Education (Ordinary Level) Examination with 06 subjects including four (4) credit passes for Sinhala/Tamil/English, Mathematics and other two (2) subjects in one sitting ; and
- (ii) Should have passed General Certificate of Education (Advanced Level) Examination with all subjects under any subject stream (excluding Common General Test) and obtained the required achievement level for following a tertiary educational programme.

1.5 Professional Qualifications :-

- (i) Should be obtained a certificate of two year duration or more on the relevant vocational course from the Ceylon Technical College or The Ceylon-German Technical Training Institute ; or
- (ii) Should be obtained a certificate of two year duration or more on the relevant vocational course from the Department of Small Industries or the Department of Textile Industries ; or

(iii) Should be obtained a certificate of two year duration or more on the relevant vocational course conducted by the Department of Social Services or the National Youth Service Council or the affiliated institutions ; or

(iv) Should be obtained a certificate of two year duration or more on the relevant vocational course conducted by the Vocational Training Authority or the affiliated institutions ; or

(v) Should be obtained a certificate, having successfully followed a relevant technical course recognized by a the Tertiary and Vocational Education Commission to be included into the National Vocational Qualifications (NVQ) level 05 or a similar course recognized by the Tertiary and Vocational Education Commission.

1.6 *Recruitment Procedure.*— Candidates will be recruited on the basis of the merit at the written and Professional Test. The Selected candidates should be obtained a certificate following the successful completion of three (3) months training course on the teaching methods. Only the candidates who obtain the certificates in the manner described above will be recruited.

1.6.1 *Written Examination :-*

I. Intelligence Test - Time 01 hour - Total marks – 100

II. Comprehension - Time 02 hour - Total marks – 100

1.6.2 *Professional Test :-*

A practical test will be conducted by the National Apprentice and Industrial Training Authority (NAITA). A 40 % of the minimum marks should be obtained for each paper and Professional Test for evaluating the qualifications.

1.6.3. *Salary Scale.*— In accordance with the Public Administration Circular No. 03/2006, MT -01 -2016 will be applied.

Salary Scale.— MT - 01 -2016 Rs. 29,840/-
10 x 300 - 11 x 350 – 10 x 560 -10x660

- Rs. 48,890/- (This salary scale will be effective from 01.01.2020).

Due salary for the year 2018 :-

Basic Salary	Rs. 23,674/-
Adjustment allowance	Rs. 3,665/-

1.7 *Regulations on Employment.*— This post is permanent and pensionable and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. Selected candidates will be subjected to the policy decision taken by the Government in the future with regard to the method of pension which is entitled to them. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

2. Sign Language Interpreter (Number of Posts -Sinhala Medium - 03, Tamil Medium - 01)

2.1 The Institutions, which have Vacancies

- Head Office, Department of Social Services
- Seeduwa Vocational Training Institute
- Madampe Vocational Training Institute
- Kalawana Vocational Training Institute

2.2 *Age Limit .*— The age should not be less than 18 years and not more than 35 years to the closing date of the applications.

2.3 *Educational Qualifications :*

- (i) Should have passed General Certificate of Education (Ordinary Level) Examination with Six (06) subjects including four (4) credit passes for Sinhala/Tamil/English, Mathematics and other two (2) subjects in one sitting ; and
- (ii) Should have passed General Certificate of Education (Advanced Level) Examination at least with one (excluding Common General Test).

2.4 *Professional Qualifications.*— Should be obtained one year Diploma certificate on Sign Language Interpretation conducted by the National Institute of Education (NIE).

2.5 *Recruitment Procedure.*– Candidates will be recruited on the basis of the merit at the written Examination.

Written Examination :-

- I. Intelligence Test - Time 01 hour -
Total marks – 100
- II. Language skills - Time 01 hour -
Total marks - 100

A 40 % of minimum marks should be obtained for each paper for evaluating the qualifications.

2.6. *Salary Scale.*– In accordance with the Public Administration Circular No. 03/2006, MN - 01 -2016 will be applied. Salary Scale: - MN - 01 -2016 Rs. 27,140/- 10 x 300 - 11 x 350 - 10 x 495 -10x660 - Rs. 45,540/- (This salary scale will be effective from 01.01.2020).

Due salary for the year 2018 :-

Basic Salary	Rs. 21,532/-
Adjustment allowance	Rs. 4,302/-

2.7 *Regulations on Employment.*– This post is permanent and pensionable and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

Note: Selected candidates should be served in the institution, which has the vacancy for the said post.

03. Apprentice Translator on contract basis (Sinhala/ English/ Tamil) (Number of Posts -01)

3.1 *Age Limit.*– The age should not be less than 21 years and not more than 45 years to the closing date of the applications.

3.2 *Educational Qualifications.*– Should be obtained a degree from a University recognized by the University Grants Commission (UGC).

3.3 *Professional Qualifications.*– The professional qualification in the field related the post will be considered as a special qualification.

3.4 *Experience.*– Experience in the field related the post will be considered as a special qualification.

3.5 *Recruitment Procedure.*– The vacancy will be filled on the basis of the aggregate marks scored at the Interview.

3.6 *Salary.*– Monthly Salary is Rs.15,215/- in addition to the above, the exiting cost of living allowances would be paid. (This salary will be adjusted to the new salary system later.)

3.7 *Regulations on Employment.*– The recruitment is made for this post on the basis of the one year contract, subject to the annual extension of the contract. This post does not claim for any rights to obtain a permanent post or it does not claim for any privileges or benefits which are entitled to the permanent public officers.

Note.– The applicant should possess a sound physical health. All the applicants should be of excellent physical and mental character to perform the duty at any part of Sri Lanka. The applicants, those who have completed the above qualifications should only be applied for the above post.

04. Rehabilitation Assistant (on contract basis) (Number of Vacancies – 02)

4. 1 The Institutions, which have vacancies :

- Jayaviru Samadhi Home, Puwakpitiya

4.2 *Age Limit .*– The age should not be less than 18 years and not more than 35 years to the closing date of the applications.

4.3 *Educational Qualifications.*– Should have passed General Certificate of Education (Ordinary Level) Examination with not less than six (06) subjects including two (2) credit passes in one sitting ;

4.4 *Professional Qualifications.*– Professional qualifications and experiences in the field related the post will be considered as a special qualification.

4.5 *Recruitment Procedure.*– The vacancy will be filled on the basis of the aggregate marks scored at the Structured Interview.

4.6 *Monthly Allowance.*— A monthly allowance of Rs. 24,240/- is paid as per the approval of the Director General of the Department of Management Services ;

4.7 *Regulations on Employment.*— This post has been created on contract basis and therefore the said post does not claim for any rights to obtain a permanent post or it does not claim for any privileges or benefits which are entitled to the permanent officers.

5. Matron (Number of Posts – 07)

5.1 *Age Limit.*— The age should not be less than 18 years and not more than 30 years to the closing date of the applications.

5.2 *Educational Qualifications :*

- (i) Should have passed General Certificate of Education (Ordinary Level) Examination with 06 subjects including four (4) credit passes for Sinhala/Tamil/English, Mathematics and other two (2) subjects in one sitting ; and
- (ii) Should have passed General Certificate of Education (Advanced Level) Examination with at least one subject (Excluding Common General Test).

5.3 *Professional Qualifications.*— Should be obtained a certificate of not less than three (03) months duration on the Child development or Social Work or Hostel Administration course from an Institution registered under the government.

5.4 *Recruitment Procedure.*— Among the candidates, those who have obtained the maximum marks for each two papers at the written examination, vacancies which are equal to the exiting numbers will be filled .

5.4.1 *Written Examination :-*

Intelligence Test - Time 01 hour - Total marks – 100

Language skills - Time 02 hour - Total marks - 100

5.5 *Salary Scale.*— In accordance with the Public Administration Circular No. 03/2006, MN -01 -2016 will be applied.

Salary Scale. - MN -01 -2016 Rs. 27,140/-
10 x 300 - 11 x 350 - 10 x 495 -10x660 -
Rs. 45,540 (This salary scale will be effective from 01.01.2020).

Due salary for the year 2018 :-

Basic Salary	Rs. 21,532/-
Adjustment allowance	Rs. 4,306/-

5.6 *Regulations on Employment.*— This post is permanent and pensionable and it is required to contribute to the widows'/ widowers' and orphans' Pension Fund. Selected candidates will be subjected to the policy decision taken by the Government in the future with regard to the method of pension which is entitled to them. In accordance with the Public Administration Circular No. 1/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquire proficiency in the prescribed official language within five (5) from the date of appointment.

The selected candidates will be attached to the Jayaviru Samadhi Home (drug addicts rehabilitation centre) Puwakpitiya and the applicants, those who have completed the above qualifications should only be applied for the post..

WAJIRA KAMBURUGAMUWA,
Director of Social Services.

Department of Social Services,
Second Floor,
Sethsiripaya Stage II,
Battaramulla,
30th March, 2018.

SPECIMEN FORM OF APPLICATION

APPLICATION FOR THE RECRUITMENT TO THE POST OF
.....IN THE DEPARTMENT OF SOCIAL SERVICES

01. Name with initials :_____.
02. Name denoted by the initials :_____.
03. Address :_____.
04. Telephone Number :_____.
05. National Identity Card Number :_____.

06. Date of Birth :_____.

07. Age on closing date of the applications :-

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

08. Marital Status :_____.

09. Sex :_____.

10. Educational Qualifications :-

G. C. E. (Ordinary Level) Examination :

Year :_____.

Index Number :_____.

I hereby certify that the particulars furnished by me in this application are true and correct to the best of my knowledge.

_____,
Signature of the applicant.

Date :_____.

<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>

G. C. E. (Advanced Level) Examination

Year :_____.

Index Number :_____.

<i>Subjects</i>	<i>Grade</i>

Professional and other qualifications :-

<i>Name of the Course</i>	<i>Institute</i>	<i>Duration of the course</i>

11. Experience :_____.

12. Details on the degree certificate (This is applicable to the post of Apprentice Translator only.)

(i) Degree :_____.

(ii) University / Other Institution (Name) :_____.

(iii) Effective date for the Degree :_____.

(iv) Normal/ Special degree :_____.

(v) Subjects :_____.

(vi) Class :_____.