



MINISTRY OF DEFENCE

Recruitment to the Post of Research Officer (Grade II) in an Institution affiliated to the Ministry of Defence on Limited Competitive Basis - 2018

APPLICATIONS are invited from suitable Sri Lankan citizens to fill one vacancy existing in the post of Research Officer (Grade II) in an institution affiliated to the Ministry of Defence.

01.Mode of Recruitment.— Candidates who fulfill the following qualifications laid down in the notification will be recruited based on the results of a structured interview

conducted by an interview board appointed by the Secretary, Ministry of Defence, depending on the number of vacancies. Structured interviews will be held in accordance with the marking scheme (indicated under No. 05) approved by the Public Service Commission.

02. Required Qualifications :

- (i) *Educational/Professional Qualifications.*—
Having obtained a special degree from a university recognized by the University Grants Commission ;

or

General degree with a post graduate or a post graduate diploma from a University recognized by the University Grants Commission. (The relevant degree certificates should be attached)

Republic of Sri Lanka, Financial Regulations of the Government and other Departmental Regulations.

- (ii) *Experience.*— Being an officer who is knowledgeable in research and possesses active and satisfactory service period of not less than five years in the associated service category or Development Officers' Service)

04. *Salary Code.*— The monthly salary scale attached to the post is Rs. 36,585 -10x660 - 11x755 - 15x930 - Rs. 65,440 (Public Administration Circular No. 03/2016 dated 25.02.2016)

(The service record should clearly show the period, date of obtaining experience and official stamp and should be submitted at the interview)

(The salary is paid in line with the provisions in Public Administration Circular No. 3/2016 dated 25.02.2016 as mentioned in Schedule ii of the same).

- (iii) *Physical requirements.*— Every applicant should be physically and mentally fit to perform duties of the post and to serve in any part of the island.

05. The structured interview will be based on the following marking scheme.

- (iv) *Other Qualifications :*

Must be a Sri Lankan citizen,
Must have an excellent character,
Must have fulfilled the qualifications for the recruitment to the post at the closing date of application.

<i>Subject</i>	<i>Maximum Marks</i>	<i>Passed Marks</i>
Service Experience	35	Not relevant
Additional Educational Qualifications	20	
Professional Experience	20	
Computer Literacy	10	
Language Proficiency	10	
Skills demonstrated at the interview	05	
Total	100	

03. *Terms and Conditions of Employment :*

- (i) The post is permanent and pensionable and the officer should contribute to the Widows'/ Widowers' and Orphans' Pension Scheme.
- (ii) The appointment is subject to a probationary period of one year and the appointees should pass the first Efficiency Bar Examination within 03 years from the date of appointment as specified in the scheme of recruitment.
- (iii) In terms of Public Administration Circular No. 01/2014 dated 21.01.2014 the successful candidates should obtain the relevant proficiency in the official language other than the official language through which they joined the public service within a period of 5 years from recruitment to the post and those who join the Public Service in a language medium which is not an official language, should obtain the required official language proficiency within the probationary period.
- (iv) This appointment is subject to the procedural rules of the Public Service Commission, the Establishment Code of the Democratic Socialist

06. *Identity of Candidates.*— Only the candidates who have forwarded fully completed applications will be called for the structured interview :

The original and certified copies of all certificates should be submitted at the interview.

The following is accepted to confirm the identity of candidates at the interview :

- (i) National Identity Card issued by the Commissioner General of Registration of Persons.
- (ii) Valid Passport.

07. *Submission of Applications :*

- (i) Duly filled applications should be sent under registered post to reach Secretary, Ministry of Defence. No. 15/5, Baladaksha Mawatha, Colombo 03 on or before 09.12.2018. All applications received after the closing date will be rejected.

(ii) A specimen application is attached at the end of this notice. Application should be prepared on an A4 sheets and should contain details from No. 01-4.3 on the first page and the rest on the next page and it should be completed in the applicant's own hand writing.

(iii) The top left hand corner of the envelope should mention the post applied for "Research Officer Grade II - Limited recruitment".

(iv) The officers in Public Service and Provincial Public Service should submit applications through their heads of Departments.

(v) Applications which have not been submitted according to the above stated specimen form will be rejected and complaints regarding lost or delayed applications will not be entertained.

08. *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 false or erroneous particulars are detected after recruitment, action will be taken to discontinue your service and you will be subjected to relevant disciplinary actions.

09. The Secretary of Ministry of Defence reserves the right to either fill or not fill the vacancies for the post.

Secretary,
Ministry of Defence.

No. 15/5, Baladaksha Mawatha,
Colombo 03,
25th October, 2018.

For office use only

MINISTRY OF DEFENCE

RECRUITMENT TO THE POST OF RESEARCH OFFICER (GRADE II)
IN AN INSTITUTION AFFILIATED TO THE MINISTRY OF DEFENCE ON
LIMITED COMPETITIVE BASIS

1.0 Name :

1.1 Name with initials : Mr./Mrs./Miss : _____.
(In English block capitals)

1.2 Name in full : _____.
(In English block capitals)

1.3 Name in full : _____.
(Sinhala/Tamil)

2.0 2.1 Personal address : _____.

2.2 Office address : _____.

2.3 Telephone Number : _____.

3.0 3.1 Ethnicity :
(Sinhala - 1, Tamil - 2, Muslim - 3, Other - 4)

3.2 Gender :

Male	<input type="text"/>	Female	<input type="text"/>
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3.3 Civil Status :

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

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

4.0 4.1 Educational Qualifications (The relevant Degree Certificates should be attached) :

	General/ Special Degree	Post Graduate/ Diploma
Degree	<input type="text"/>	<input type="text"/>
University/ Institution	<input type="text"/>	<input type="text"/>
Effective date of Degree	<input type="text"/>	<input type="text"/>

4.2 Other Educational Qualifications :

4.3 Professional Experience :

Service of current Position	Place of work	Service in field of research		
		Year	Month	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4.4 Language proficiency (Highest examination passed) :

(i) Sinhala : _____.

(ii) Tamil : _____.

(iii) English : _____.

4.5 Service Experience :

(i) Active and satisfactory service as at
31.12.2017 :

Years : _____. Months : _____. Dates : _____.

(ii) Details of no pay leave in the past five years
as at 31.12.2017 : _____.

5.0 Certificate of the Applicant :

I hereby certify that the particulars furnished in this application by me are true and correct. I am also aware that if any particulars contained herein are found to be false or incorrect before appointment. I am liable to be disqualified and if found after appointment, I am liable to be dismissed from service without any compensation.

_____,
Signature of Applicant.

Date : _____.

6.0 Certificate of the Head of Department :

I certify that Mr./Mrs./Ms. (Full Name) who submits this application, has been employed in the office from that he/she has completed an active and satisfactory service period of five years before 31.12.2017, that I have personally checked the particulars given in the application against office records, that his/her work attendance and conduct have been, that he/she has not been subject to any disciplinary action for an offence (except cautioning) during that period and that he/she placed his/her signature on in my presence.

He/She can/cannot be released from the current position.

_____,
Signature of Head of Department.

Date : _____.

Name : _____.

Designation : _____.

(Place the official stamp)