



**MINISTRY OF PUBLIC ADMINISTRATION, HOME
AFFAIRS AND JUSTICE**

**Field / Office based officers in the Department of
Community Based Corrections – Segment 2
Recruitment (Open) to the Post of Community
Correction Officers -2018**

APPLICATIONS are invited from suitable Sri Lankan citizens to fill 04 (four) vacancies (for the offices of Kebithigollewa, Hingurakgoda, Siyambalanduwa, Wellawaya) existing in the Post of Community Correction Officer Grade II in the Department of Community Based Corrections. Applications prepared according to the specimen form of application appended at the end of this notification should be sent to reach the Commissioner, Department of Community Based Corrections, No. 35/A, Dr.N.M.Perera Mawatha, Borella, Colombo 08 on or before the date mentioned below by registered post. The top left corner of the envelope containing

the application should clearly bear the words “Recruitment to the Post of Community Correction Officer”.

(a) Closing date of application is 2019/01/15.

Note.- Complaints made on the loss or delay of applications and other connected letters in the post will not be considered. The damages caused due to delay in the submission of applications until the closing date shall be borne by the applicant.

01. *Method of Recruitment.*– Recruitment to the vacancy shall be based on the marks of a structured interview conducted by an interview panel appointed by the Commissioner of the Department of Community Based Corrections. The effective date of the appointments will be determined as per the decision of the Commissioner of the Department of Community Based Corrections.

02. *Conditions for engagement in service :*

- (i) This post is permanent and pensionable. You will be subject to any policy decision taken by the Government regarding the pensions scheme in future. You should contribute to the Widows’/ Widowers’ and Orphans’ Pension Scheme.
- (ii) This appointment is subject to 3 years probation period and First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment.
- (iii) Shall acquire the relevant proficiency in other official language in addition to the language in which the officer joined the service, within five years from the date of recruitment to the post as per the Public Administration Circular No. 01/2014. Officers who joined the service in a language medium which is not an official language shall acquire the proficiency in the prescribed language within three (03) years from the date of recruitment and shall acquire the proficiency in the other official language within five (05) years from the date of recruitment. Shall acquire the Second Language Proficiency related to Category II.

(iv) This appointment shall be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government and other departmental orders.

03. *Salary scale.*– In terms of the Public Administration Circular No. 3/2016, MN5-2016 be the initial salary scale.

Rs. 34,605-10 x 660-11 x 755-15 x 930-Rs. 63,460/- (Salary shall be paid according to the Schedule II of the Public Administration Circular No.03/2016).

04. *Educational Qualifications and Professional Qualifications.*– Shall have obtained a special degree in Criminology / special degree in Sociology from a university recognized by the University Grants Commission

OR

A degree in law (LLB) or an Attorney-at-Law of the Supreme Court.

05. *Experience.*– Prior Experience obtained related to the relevant field will be considered as an additional qualification.

06. *Age Limit.*– Shall be not less than 21 years of age and not more than 35 years as at the closing date of application.

07. *Qualifications.*– Every candidate shall be physically and mentally fit to serve in any part of the Island and to perform the duties of the post.

Other Qualifications :

- Shall be a citizen of Sri Lanka
- Shall be of an excellent character
- Shall have satisfied the qualifications mentioned in the Notice of calling applications / *Gazette* in all aspects for the recruitment to the post.

08. *Structured interview.*– Marks will be given by an interview panel appointed by the Commissioner of the Department of Community Based Corrections.

09. Marking scheme of the Structured interview:

	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
01.	Additional Educational Qualifications I. Post Graduate Degree in Sociology / Criminology / Law II. Other Post Graduate Degrees III. Post Graduate Diploma Courses IV. Diploma courses (duration of which more than 01 year) V. Diploma courses (duration of which more than 09 months)	25 20 15 10 05	25
02.	Additional Professional Qualifications I. Diploma obtained from government recognized institution related to Drug Prevention / Social Works / Counseling or Criminology (05 marks per each) II. Certificate courses on Social Works/ Drug Prevention and Counseling (03 marks per each)	10	10
03.	Language Proficiency I. Degree followed in other language other than mother language by a University or an institution recognized by the University Grants Commission II. Diploma course on English / Tamil / Sinhala (10 marks per one language other than mother language – for two languages 15 marks) III. Certificate courses on English / Tamil / Sinhala (05 marks per one language other than mother language – for two languages 10 marks)	15 15 10	15
04.	Experience obtained related to the relevant field (Experience related to rehabilitation /Probationary / Social welfare / Law / Community Correction) Shall be confirmed by acceptable documents. I. 05 years or more than that II. 04 years or more than that III. 03 years or more than that IV. 02 years or more than that V. 01 year or more than that VI. 06 months or more than that	30 25 20 15 10 05	30
05.	Knowledge on Computer I. Diploma obtained from government recognized institution duration of which is not less than 12 months. II. Certificate Course duration of which not more than 09 months or not less than 06 months. III. Certificate Course duration of which more than 03 months. IV. Other certificates related to computer Literacy	15 10 05 03	15
06.	Performance at the interview	05	05

10. Applications should be in the form of the specimen appended at the end of this notification and prepared on A4 size paper. The applicants shall fill the applications in their own handwriting. Applications not complying with the specimen form of application appended at the end of this notification shall be rejected without any acknowledgement. It would be advisable to keep a photocopy of the completed application from. Receipt of application shall not be acknowledged.

Note:

- I. If any candidate unable to furnish the original copies of the certificates mentioned in the application on request, the application will be rejected.
- II. The officers in Public Service / Provincial Public Service and Government Corporations should submit applications through their heads of Departments / Institutions.
- III. Procedural Rules of the Public Service Commission, circulars issued from time to time concerning the Public Service and the conditions in the amendments made there to shall be applicable for this post.
(In the event of any inconsistency between Sinhala, Tamil and English texts of the *Gazette*, the text in the Sinhala Language shall prevail.)

R.P.S. SAMANKUMARI,
Commissioner.

Department of Community Based Corrections,
04th December, 2018.

For office use

RECRUITMENT TO THE POST OF COMMUNITY CORRECTION OFFICER (GRADE II) OF DEPARTMENT
OF COMMUNITY BASED CORRECTIONS (OPEN) – 2018

01. Personnel Information :

1. Full Name (Sinhala/ Tamil) : _____.
Full Name (English) : _____.
2. Name With Initials (Sinhala / Tamil) : _____.
Name with Initials (English) : _____.
3. Permanent Address (Sinhala / Tamil) : _____.
Permanent Address (English) : _____.
4. Gender (Male / Female) : _____.
5. Marital Status (Single / Married) : _____.
6. National Identity Card No. : _____.
Date of Birth : Year : Month : Date :
7. Age as at the closing date of application :-
Years : _____ Months : _____ Days : _____.
8. Telephone No. : _____.

02. Educational Qualifications :

- Degree : _____.
Name of the University : _____.
Effective date of the degree : _____.

No.	Qualification	Name of the Institute	Effective date of the qualification

03. *Other Educational Qualifications :*

No.	Qualification	Name of the Institute	Effective date of the qualification

04. *Professional Qualifications :*

No	Qualification	Name of the Institute	Effective date of the qualification

05. Other Qualifications :

06. Experience :

07. Certification of the Applicant :

I hereby declare that the particulars furnished by me in this application are true and correct. I am also aware that if any of the particulars in this application is found to be false or incorrect before selection my application will be rejected and I am liable to be dismissed from service without any compensation if any such information is found to be false or incorrect after selection.

_____,
Signature of the Applicant.

Date : _____.

08. *Attestation of the Signature of the Applicant :*

I certify that the applicant Mr/Mrs/Miss is known to me personally and he/she placed his/her signature on in my presence .

_____,
Signature of the Attester.

Date : _____.

Full Name of the Attester : _____.

Designation : _____.

Address : _____.

(Place rubber stamp)

09. *Certification of the Head of the Department /Institution :*

Mr./Mrs./Miss submitting the application is employed in this institution and holds a permanent and pensionable/ temporary post and I hereby state that he/she can / cannot be released from service if selected.

_____,
Signature of the Head of the Department /Institute.

Date : _____.

Designation : _____.

Department/ Institute : _____.

(Place rubber stamp)