

RECRUITMENT FOR THE POST OF RECEPTIONIST OF OFFICE OF THE CHIEF SECRETARY

Western Province

APPLICATIONS are called from Sri Lankan citizens residing in Western Province, who have fulfilled the required qualifications to fill the vacancies exist in the post of Receptionist - Management Assistant, Non Technical Service Category - 2 of Chief Secretary's Office of Western Province.

01. Salary Code : MN-1 2016 (As per P. A. C. 03/2016)

Salary Scale : Rs. 27,140 - 10 x 300 - 11 x 350 - 10 x495 - 10 x660 - Rs. 45,540

(Salaries will be paid in terms of the Schedule II of P. A.C. 03/2016)

02. Grade Recruitment: Grade III

03. Conditions of Service: This post is permanent and pensionable. (shall be subject to the policy

decisions taken by the Government in future regarding the pension Scheme)

- 04. Qualifications for the Recruitment:
 - 4.1 Educational Qualifications:

Having passed the General Certificates of Education (Ordinary Level) Examination from Six (06) subjects with Credit Passes for Sinhala/Tamil/English, Mathematics and two more subjects in one sitting;

and

Having passed the General Certificates of Education (Advanced Level) Examination from at least one (01) subject (Except the General Test)

- 4.2 Physical Eligibilities: Should be of ample physical and mental eligibility to perform the duties of the post.
- 4.3 Others:
 - 4.3.1 Should be a citizen of Sri Lanka.
 - 4.3.2 Should have an excellent character.
 - 4.3.3 Should ensure the continuous and permanent residence in Western Province at least for 03 years by the last date mentioned in the notification of calling applications.
 - 4.3.4 Should not be less than 18 years and not more than 30 years by the last date of calling applications.
 - 4.3.5 All the qualifications required to recruit for the post should be completed by the last date of calling applications.

05. Recruitment Procedure:

Qualified applicants are recruited by a structured interview.

Main Headings of giving marks at the structured interview	Maximum Mark	Minimum Mark consid- ered for recruitment		
General knowledge on political, cultural, social and economic affairs	30			
General understanding of the duties relevant to the post	30	50		
Public Relationship	25			
Language Competency - Ability of speaking other Languages in addition to the first language/Ability of expressing ideas	10			
Personality	5			
Total	100	50		

06. Procedure for sending applications:

- 6.1 Duly completed applications prepared as per the specimen appended herewith, should be sent to reach the "Personnel and Training Unit, Chief Secretary's Office (W.P.). No. 204, Denzil Kobbekaduwa Mawatha, Battaramulla" by registered post or be handed over on or before 14th of July, 2019. The wording "For the Post of Receptionist of Chief Secretary's Office (W.P.). should be mentioned in the top left corner of the envelope in which the application is enclosed. Incomplete applications and applications received after the closing date are rejected without any notice.
- 6.2 Applicants should get the application certified by one of the following officers. Principal of a Government School, a Justice of the Peace, a Commissioner of Oaths, an Attorney-at-Law, A Notary Public, Grama Niladhari of the Division an authorized Officer-in-Charge of Three Armed Forces, an officer who bears a Gazetted Post in the Police Service or an officer in Public/Provincial Public Service, whose annual income is Rs. 498,960 or above.
- 07. Decision will be determined by the Chief Secretary of Western Province in case of arising any issues regarding a matter for which provisions are provided or not provided by this notification.

Pradeep Yasaratne, Chief Secretary, Office of the Chief Secretary, Western Province.

SPECIMEN APPLICATION FORM

RECRUITMENT FOR THE POST OF RECEPTIONIST	- Management Assista	ant, Non -Technical	SERVICE CATEGORY	y -2 of Chief
Secre	TARY'S OFFICE OF WEST	TERN PROVINCE		

	For Office use
01. (i) Last Name with initials (In English block letters):	
(II) Full Name (In English Block letters):	
(iii) Full Name (In Sinhala):	
02. National ID Card No. :	

03.	District of Permanent Residence Colom	nbo Gampaha	Kaluthara
04.	Permanent Address :		
05.	Telephone No.:		
06.	Birthday :		
07.	Age as at 14.07.2019:		
08.	Gender: Female Male		
09.	Educational Qualifications:		
	* G. C. E. (O/L) Year :	G. C. E. (A/L) Year: Inc	dex No.:
	Subject Grade	G. C. E. (A/L) Subject	Grade
	2	1	Grade
	3	2	
	5	3	
	6	4	
	7]	
	8	_	
	9	-	
	10	J	
10.	I,certify that details furn edge and belief. I am well aware of the fact that I will be disregarded and disciplinary actions will be false.	my entitlement for apporinting for the ab	pove post applied by me ovided by me is found to
Date	÷:	Signature of the	
11.	Attestation of the Applicant's Signature (Cut-off t	unnecessary words.)	
me a	I certify that Mr./Ms./Mrsnnd he/she placed his/her signature before me on		i is personally known to
	ne of the Attestor :————————————————————————————————————		
Des	ignation and official frank -		

(This attestation should be done by one of the following officers. Principal of a Government School, a Justice of the Peace, a Commissioner of Oaths, an Attorney-at-Law, a Notary Public, Grama Niladhari of the Division, an Authorized Officer-in-Charge of Three Armed Forces, an officer who bears a Gazetted post in the Police Service or an Officer in Public/Provincial Public Service, whose annual income is Rs. 498,960 or above.)