

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 x 495 - 10 x 660 - 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.

- [illegible]

03. District of Permanent Residence Colombo 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 : _____ Index No. : _____

G. C. E. (O/L)		
	Subject	Grade
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

G. C. E. (A/L)

Year: _____ Index No.: _____

G. C. E. (A/L)		
	Subject	Grade
1		
2		
3		
4		

10. I,certify that details furnished by me herein are true and correct to the best of my knowledge and belief. I am well aware of the fact that my entitlement for appointing for the above post applied by me will be disregarded and disciplinary actions will be taken against me if the information provided by me is found to be false.

.....

Signature of the Applicant.

Date :

11. Attestation of the Applicant's Signature (Cut-off unnecessary words.)

I certify that Mr./Ms./Mrs.who submits this application form is personally known to me and he/she placed his/her signature before me on

Name of the Attestor : _____

Signature : _____

Designation 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.)