

**MINISTRY OF PRIMARY INDUSTRIES AND
SOCIAL EMPOWERMENT**

Department of Social Services

**WORK MANAGER (CONTRACT)/APPRENTICE
TRANSLATOR (CONTRACT)**

APPLICATIONS are invited from the Sri Lankan citizens for recruiting to the post of Work Manager (Contract basis) for the period of Six months and Apprentice Translator (Contract basis) of the Department of Social Services. Prepared applications as per the following specimen application form should be sent to the address of Director, Department of Social Services, 02 Floor, Sethsiripaya Stage II, Battaramulla on or before 31.07.2019 under the registered post. Top left hand corner of the envelope should carry the words "Recruitment to the posts of Work Manager (contract)/Apprentice Translator (contract)". Specimen application form and details could be obtained through the web site www.socialservices.gov.lk as well.

Qualifications for the recruitment to this post :-

1. Work Manager (Contract) - Post 01

1.1 Age limit :

- * The age shall not be less than 18 years and shall not be more than 35.

1.2 Educational Qualifications/Professional Qualifications :-

- * Shall have passed G. C. E. (O/L) examination in Six (06) subjects with credit passes for Sinhala/Tamil/English language, Mathematics and another two subjects at one sittings.
- * Shall have passed G. C. E. (A/L) examination in all subjects in the subject stream of Science (excluding Common General Test) and shall have obtained the performance level for following the Tertiary Education Course (it is sufficient to pass the same examination in 03 subjects at one sitting under the old syllabus).
- * Shall have successfully followed and obtained a certificate for a technical course of more than 24 months of duration to be obtained the NVQ qualification of not less than level (06) which is recognized by the Tertiary and Vocational Education Commission related to the subject fields of Motor Mechanism/Computer/Electronic.

- * Expected competencies shall be clearly indicated.

1.3 Recruitment Procedure :

- * Candidates will be recruited on the basis of the merit at the structured interview.

1.4 Salary Scale :-

- * Prescribed Salary :

Basic Salary	-	Rs. 27,654
Adjustment allowance	-	Rs. 243
Cost of living allowance	-	Rs. 7,800

- 1.5 Regulation on Employment.**— The recruitment is made for this post on the basis of the Six months contract period. 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.

2. Apprentice Translator (Contract) - Post 01

2.1 Age Limit :

- * The age shall not be less than 21 years and shall not be more than 45 to the closing date of applications.

2.2 Educational Qualifications :

- * Shall be obtained a degree by a University recognized by the University Grant Commission.

2.3 Professional Qualifications :

- * Professional qualifications obtained in the field related to the post could be considered as a special qualification.

2.4 Experience :

- * Experience obtained in the field related to the post could be considered as a special qualification.

2.5 Recruitment Procedure :

- * Candidates will be recruited on the basis of the merit at the structured interview.

2.6 Salary Scale :-

- * As per the PAC 03/2016
- Prescribed Salary :
- Basic Salary - Rs. 24,980
- Adjustment allowance - Rs.3,278
- Cost of Living Allowance - Rs. 7,800

2.7 Regulation 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.

Director,
Department of Social Services.

Second Floor,
Sethsiripaya Stage II,
Battaramulla.

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 : _____.

Subjects	Grade	Subjects	Grade

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

Year : _____, Index Number : _____.

Subjects	Grade

Professional and other qualifications :

Name of the Course	Institute	Duration of the course

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 : _____.

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 : _____.