



**MINISTRY OF YOUTH AFFAIRS, WOMEN'S AFFAIRS, RURAL DEVELOPMENT,  
CO-OPERATIVE DEVELOPMENT & INDUSTRIES**

**Recruiting for the Post of Grade III Instructor (Limited/Open) of Central Provincial  
Department of Industrial Development and Enterprise Promotion -2019**

THE applications are calling from the candidates (male/female) along with the following qualifications for filling the vacancies of the following posts for the posts of the Instructor in Central Provincial Department of Industrial Development and Enterprise Promotion.

**01. Vacant Posts :**

1. Instructor Grade iii (Woodworking)
2. Instructor Grade Class iii (Lathe Engineering)
3. Instructor Grade iii (Electrical)
4. Instructor Grade iii (Computer)
5. Instructor Grade iii (Motor Mechanic)
6. Instructor Grade iii (Multitask Construction Technology)

**02. Closing Date : 2019-11-22**

### 03. General Conditions-

- 3.1 The Candidate should be a Citizen of Sri Lanka.
- 3.2 Should have residence as a permanent residence at least for (03) years in Central Province, within the last (05) years as at 2019-11-22.
- 3.3 Should be not less than 18 years and not more than 30 years of age on the closing date of applications. Age limit not applicable for the candidates those who are already in permanent and pensionable public /provincial public service. They should present their applications through their department head.

### 04. Education and Professional Qualifications -

#### 4.1 For the open recruitment

<i>Posts</i>	<i>Education Qualifications For all posts</i>	<i>Professional Qualifications</i>
	G.C.E (O/L) Qualification	
01. Instructor Grade iii (Woodworking) 02. Instructor Grade Class iii (Lathe Engineering) 03. Instructor Grade iii (Electrical) 04. Instructor Grade iii (Computer) 05. Instructor Grade iii (Motor Mechanic) 06. Instructor Grade iii (Multitask Construction Technology)	Shall have passed Six (06) subjects with credit passes for two (02) subjects including Sinhala/Tamil/English language and mathematics at the General Certificate of Education (Ordinary Level) Examination at One sitting ;  and  Shall have passed minimum of one (01) subject in General Certificate of Education (Advanced Level) (except the General paper ).	Shall have passed the examinations with practical and theoretical subjects of National Vocational Qualification level 03 (NVQ Level 03) and level 04 (NVQ Level 04) relevant to the recruiting field and relevant to the applying post offered by a registered institute under Tertiary Education Commission.  Or  Shall have followed and passed the practical and theoretical subjects with credit passes for all subjects or highest passes for one year Course conducted by a Technical Training Centre of Central Provincial Department of Industrial Development and Enterprise Promotion relevant to the applying post.  Or  Shall have followed and passed the final examination of One Year Diploma Course or any other above Qualification than that, offered by any approved government institute relevant to the applying post.

- 4.1.1 Experience- shall have an experience of not less than a year related to the post of apply in any registered government institute or approved private institute or acting as an External Instructor in Central Provincial Department of Industrial Development and Enterprise Promotion.

4.2 For the limited recruitment -

<i>Post</i>	<i>Education Qualifications For all posts G. C.E. (O/L) Qualifications</i>	<i>Professional Qualifications</i>
01. Instructor Grade iii (Woodworking) 02. Instructor Grade Class iii (Lathe Engineering) 03. Instructor Grade iii (Electrical) 04. Instructor Grade iii (Computer) 05. Instructor Grade iii (Motor Mechanic) 06. Instructor Grade iii (Multitask Construction Technology)	Shall have passed Six (06) subjects with credit passes for TWO (02) subjects including Sinhala/Tamil/English language and Mathematics at the General Certificate of Education (Ordinary Level) Examination at Two sitting	Shall have passed the examinations of National Vocational Qualification level 03 (NVQ Level 03) and level 04 (NVQ Level 04) relevant to the recruiting field conducted Tertiary and Vocational Education Commission.

All the educational qualifications should have completed on 2019.11.22

4.2.1 *Experience-*

Should have completed three (03) years of active and satisfactory service in a fixed and pensionable post in the primary service category of the Central Provincial Public Service.

05. *Service Conditions-* Service Conditions are determined according to the approved Service minute. This post is permanent and pensionable. Subject to three years Probation.

06. *Salary Scale-*

Monthly salary scale for the post according to the Public Administration Circular is 3/2016 MN1-2016  
Rs. 27,140-10x300-11x350x10x495-10x660- Rs. 45,540.

07. *Method of Recruiting-*

7.1 Open

According to the Public Administration Circular 15/90, open competitive examination will be held on the basis of the number of vacancies available for applications from the candidates called through the public advertisements. Candidates who obtain the marks required to pass the written examination will be called for a practical test and candidates who pass the practical test will be called for a structured interview. Recruitment is done sequentially according to the total marks obtained for all three tests.

7.2 Limited

According to Public Administration Circular 15/90, a limited competitive examination will be held on the basis of the number of vacancies that have been called for by the public notices or by an internal notification among the institutions of the Provincial Council. Candidates who obtain the marks required to pass the written examination will be called for a practical test and candidates who pass the practical test will be called for a structured interview. Recruitment is done sequentially according to the total marks obtained for all three tests.

### 7.2.3 Written Examination- Open/Limited.

<i>No.</i>	<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Mark</i>
01	Aptitude and Intelligence Test	01 hour	100	40%
02	General Knowledge and Knowledge on Vocational Training Field	01 hour	100	40%

#### 7.2.3.1 Syllabus -

<i>No.</i>	<i>Subjects</i>	<i>Syllabus</i>
01	Aptitude and Intelligence Test	Paper consists of expecting MCQ and short answers for testing the capacity of the candidate in logical comprehension and analytical skills
02	General Knowledge and Knowledge on Vocational Training Field	It is expected to test the candidate's current general knowledge both international and local on the Political, historical, Scientific Information, Language, Literature and sports etc., Examine the General Knowledge on National level situations, trends, and Relevant to Vocational Training field.

### 7.2.4 Practical Test - Open/Limited

<i>Question Paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Mark</i>
01. Lathe Engineering Field	03 hours	100	40%
02. Woodworking Field	03 hours	100	40%
03. Electrical Field	03 hours	100	40%
04. Computer Field	03 hours	100	40%
05. Motor Mechanic Field	03 hours	100	40%
06. Multitask Construction Field	03 hours	100	40%

#### 7.2.4.1 Syllabus:

<i>Field</i>	<i>Subjects</i>	<i>Syllabus</i>
01. Instructor (Lathe Engineering)	Mechanism	<ul style="list-style-type: none"> <li>Lathe Sheet and its parts</li> <li>Cutting speed</li> <li>Presumptive use maintenance and Repairs</li> </ul>
	Geometric and mechanical drawing	<ul style="list-style-type: none"> <li>Uses of drawing tools</li> <li>Geometric patterns and designs</li> </ul>

<i>Field</i>	<i>Subjects</i>	<i>Syllabus</i>
01. Instructor (Lathe Engineering) ( <i>contd.</i> )	Professional Mathematics	<ul style="list-style-type: none"> <li>• Basic mathematics methods</li> <li>• Preparation of Estimates</li> </ul>
02. Instructor (Woodworking)	Professional Mathematics	<ul style="list-style-type: none"> <li>• basic mathematic methods</li> <li>• Old measurement units</li> <li>• Preparation of Wood Cutting Lists</li> <li>• Preparation of Estimates</li> </ul>
	Timber and uses of tools	<ul style="list-style-type: none"> <li>• Identification and use of basic tools</li> <li>• Grading and tapping of timber</li> <li>• Knowledge of the use of modern tools</li> </ul>
	Geometric Drawing	<ul style="list-style-type: none"> <li>• Uses of Geometric tools</li> <li>• Geometric Design</li> <li>• Creation Draft Design</li> </ul>
	Joints	<ul style="list-style-type: none"> <li>• Knowledge of various types of joints</li> </ul>
03. Instructor (Computer)	Fundamentals of Computer Science	<ul style="list-style-type: none"> <li>• History of the Computer</li> <li>• Evolution of Computer Science</li> <li>• Categorize Computers</li> </ul>
	Identification and use of software	<ul style="list-style-type: none"> <li>• Categorize Software</li> <li>• Assembling Software</li> <li>• Preparation of Software</li> <li>• Practical use of Software</li> </ul>
	Hardware Identification and Use	<ul style="list-style-type: none"> <li>• Categorize Hardware</li> <li>• Evolution of Hardware</li> <li>• Assembling Hardware</li> </ul>
	Computer Network Technology	<ul style="list-style-type: none"> <li>• Methods of Networking</li> <li>• Categorize Networks</li> <li>• Uses of Computer</li> <li>• Network</li> </ul>
04. Instructor (Electrical)	Basic knowledge	<ul style="list-style-type: none"> <li>• One- and three-phase electrical system Power generation, safety, use tools, equipments and wires</li> </ul>
	Use of codes and symbols	<ul style="list-style-type: none"> <li>• Drawings plans and identify wires according to their colors.</li> <li>• Drawing circuits</li> <li>• Making estimates</li> </ul>
	Installation of Electrical Equipment	<ul style="list-style-type: none"> <li>• Adjusting circuits and wiring according tools</li> </ul>

<i>Field</i>	<i>Subjects</i>	<i>Syllabus</i>
05. Instructor (Motor Mechanic)	Basic factory training	<ul style="list-style-type: none"> <li>• Safety</li> <li>• Basic measures and tools</li> <li>• Marking</li> <li>• Piercing, fitting, machining</li> </ul>
	Engine	<ul style="list-style-type: none"> <li>• Basic theory</li> <li>• Ignition methods</li> <li>• Basic ignition function of diesel engine</li> <li>• Basic function of cooling system</li> <li>• Lubricants and its function</li> </ul>
	Transmission methods	<ul style="list-style-type: none"> <li>• Clutch</li> <li>• Gear</li> <li>• Differential</li> </ul>
	Steering, brakes, suspension and electric systems	<ul style="list-style-type: none"> <li>• Basic knowledge</li> </ul>
06. Instructor (Multitask Construction Technology)	Building planning	<ul style="list-style-type: none"> <li>• Symbols and codes, Abbreviations, Field planning</li> </ul>
	Masonry work	<ul style="list-style-type: none"> <li>• Raw material mixing ratios, Types of foundations</li> </ul>
	Brickwork	<ul style="list-style-type: none"> <li>• Specifications</li> <li>• Labour</li> <li>• Tools</li> <li>• Methodologies and use technology</li> </ul>
	Preparation of the floor	<ul style="list-style-type: none"> <li>• Planning and Organization</li> <li>• Aptitude Test</li> <li>• Environmental factors</li> </ul>
	Plastering	<ul style="list-style-type: none"> <li>• Specifications</li> <li>• Inputs methods</li> <li>• Labour</li> </ul>

#### 7.2.5 Structured Interview: Open/Limited

<i>In relation to the subject area being examined</i>	<i>Maximum marks</i>	<i>Minimum marks considered for selection</i>
1. Additional Professional Qualifications	50	40%
2. Experience in the relevant field of government / government registered organization / reputed private company (service certificate should be submitted)	40	
3. Demonstrated skill at the interview	10	
	100	

08. *Method of Application :*

- 8.1 The examination fee is Rs. 600. It should be paid before the closing date of applications at near Divisional Secretariat to be credited to Revenue Head 20-03-02-13 of Central Provincial Council Revenue Head 20.03.02.13 Chief Secretary (Central Province). The receipt obtained should be attached to the application form. The examination fee is non-refundable under any circumstances.
- 8.2 Applications should be prepared according to the specimen application given at the end of this notification using the both sides of the A4 (21 cm x 29cm) (Normal halfsheet) size paper. The completed application form should be sent by registered post to reach the "Secretary, Ministry Of Industries-Central Province P.O. Box 41, Getambe, Peradeniya before the closing date 22.11.2019 "Recruiting for the Post of Central Provincial Department of Industries-2019" should be clearly indicated on the top left hand corner of the envelope enclosing the application. (The candidates who already work in government/ permanent provincial government service should send the application through the department head). Any application received after the closing date will be rejected without any notice. Receiving of applications will not be informed.
- 8.3 If applicants are found to be ineligible at the time of checking the eligibility requirements as per the notification, their right to appointments will be revoked. The decision of the Central Provincial Public Service Commission shall be final if any of the matters relating to the application notification or any other matters not covered in this notification.

W. M. K. K. KARUNARATHNE,  
Secretary,  
Ministry of Industries  
Central Province.

SPECIMEN FORM OF APPLICATION

RECRUITING FOR THE POST OF GRADE III INSTRUCTOR (LIMITED/OPEN) OF CENTRAL PROVINCIAL  
DEPARTMENT OF INDUSTRIAL DEVELOPMENT AND ENTERPRISE PROMOTION -2019

Index No:   
(For office use only)

Instructor Post as per

the application notification (01) :

Open/Limited :

1. a) Name with Initials (In Sinhala) :.....  
(In English Block Capitals):.....
- b) Name in Full (in Sinhala):.....  
(In English Block Capitals):.....
- c) NIC No:
2. a) Permanent Address (In Sinhala):.....  
(In English Block Capitals) :.....
- b) Permanent Residence District: (please tick on the relevant cage)

[illegible]



6.2 G.C.E (A/L)

Year:.....

Index No:.....

<i>Subject</i>	<i>Pass Obtained</i>

6.3 Professional Qualifications as per (04) in the application notification

6.3.1 Name of the Trained Course :.....

Duration of the Course: To ..... From.....

Institute :.....

Effective date of the Certificate : .....

6.3.2 Details of Experience :.....

Institute :.....

Duration :.....

6.3.3 Only for the Limited Candidates-

Present Post of Central Provincial Public Service .....

Date of appointment for the above post:.....

Salary Scale:.....

Permanent Date of the post:.....

Permanent service period (as of 22.11.2019) .....

7. Receipt Number of payment of examination fee:.....

Divisional Secretariat: .....

Date : .....

Please paste the receipt (original copy) here firmly

8 .....I certify that the information furnished by me in this application in true and accurate to the best of my Knowledge. I know that I will be ineligible for the appointment of the Instructor Grade iii in Central Provincial Department of Industrial Development and Enterprise Promotion and I am well aware that disciplinary action will be taken against me, if it is found that this information furnished by me in this application is false.

.....  
Signature of the applicant.

Date :.....

9. Attestation of the Signature of the Applicant;

(Cut out unnecessary words)

I do hereby certify that the applicant Mr./Mrs./Miss..... is known to me personally,.

he/she placed his/her signature before me on :.....

Name in Full of the Certifying Office :.....

Designation:.....

Address:.....

(Please place the rubber stamp as proof)

(The certification should done by a Principal of a Government School, Justice of Peace, Commissioner of Oaths, Attorney-at-Law, Commissioned Officer in the Armed Forces or an officer holding a permanent post in the Public/Provincial Service whose annual combined salary is above Rs :.....)

10. Certificate of the Head of Department :( for the candidates currently works in Public/Provincial Service):(Cut out unnecessary words)

I hereby certify that the candidate named Mr./Mrs./Miss .....has been serving in this Ministry/Department/Institute as ..... as a permanent service, and his/her work and conduct has been satisfactory and that he / she has either been dismissed from the Public Service or retired on ineffectiveness as a sympathetic alternative. The following information shall be certified as correct and if he / she is selected for appointment according to the results of this examination, he / she can be released from his / her present post.

.....  
Signature of the Head of the Department.  
(Should be supported by a Rubber Stamp)

Date :.....