

PROVINCIAL COUNCIL PUBLIC SERVICE COMMISSION - NWP

Open Competitive Examination for Recruitment to the Post of House Mother –Segment 2 of the Management Assistant Non-technical Service Category in the Department of Probation and Child Protection Services of the Public Service of the North Western Provincial Council– 2021

01. Applications are invited from the females who have the following qualifications and who are permanent residents of the North Western Province to be recruited to the Post of House Mother – Grade III in the Department of Probation and Child Protection of the Public Service of the North Western Provincial Council.
02. It is hereby notified that the above examination will be conducted by the North Western Provincial Council Public Service Commission in June, 2021 at an examination centre established in Kurunegala. North Western Provincial Council Public Service Commission reserves the right of postponing or cancelling the examination.

03. Salary Scale.-

The monthly salary scale applicable to this post according to the Salary Scale MN-1-2016 as per the schedule 1 of the Public Administration Circular No: 03/2016 dated 25-02-2016 is Rs. 27,140 – 10 x 300 – 11 x 350 – 10 x 495 – 10 x 660 – 45,540/=

04. (a) Educational Qualifications .-

1. Should have passed the General Certificate of Education (ordinary Level) Examination with 06 subjects in one sitting with credit passes to Sinhala/Tamil/English, Mathematics and two other subjects.
and
11. Should have passed at least one (01) subject in General Certificate of Education (Advanced Level) Examination Excluding common General Test.

02. Other Qualifications .-

- I. should be a citizen of Sri Lanka and should be a permanent resident in the North Western Provincial Council Area during the preceding three years to the closing date of application.
(If married to a permanent resident for more than three years in the said area, the spouse's residency is considered.)
- II. Every applicant should be mentally and physically fit to discharge the duties assigned to the Post.
- III. All qualifications required for recruitment shall be completed by the closing date of application and shall have certificates for them.
- IV. Age should be not less than 18 years and not more than 45 years as at closing date of Application.

04. Conditions of Service .-

- I. This post is permanent. The pension scheme applicable to this post will be subject to a policy decision taken by the Government.
- II. The appointees to this post will be subject to probation period of (three) 03 years.
- III. In addition to the language medium qualified for this post the appointee shall acquire the other official language/ languages proficiency during 03 years since the date of appointment in terms of Public Administration Circular No: 18/2020 and other incidental circulars.

- IV. The promotions will take effect in terms of the Scheme of Recruitment and Promotions of the Post of House Mother in the Department of Probation and Child Protection Services of the Public Service of the North Western Provincial Council.
- V. The appointees shall be liable to the regulations of Establishment Code and Financial Regulations of Democratic Socialist Republic of Sri Lanka, Financial Regulations, Disciplinary Procedural Code, and Procedural Rules of North Western Provincial Council, Departmental Orders and other regulations imposed by the government and the North Western Provincial Council.

5. *Method of Recruitment .-*

- 5.1 Recruitment will be made on the results of a written competitive examination and a structured interview conducted by the North Western Provincial Council Public Service Commission. The applicants who will obtain 40% or more marks for each question paper based on the following syllabus will be summoned to the structured interview.

6. *Written Examination .-*

The written test will consists of;

| <i>Question Paper</i> | <i>Syllabus</i> | <i>Duration</i> | <i>Total Marks</i> | <i>Passed Marks</i> |
|---|---|-----------------|--------------------|---------------------|
| 1. General Knowledge and Intelligent Quotient Test | An M.C.Q. paper to check the general knowledge and intelligence | 01 Hour | 100 | 40 |
| 2. Knowledge on child protection and Children's physical and mental development | A paper to check the knowledge on Custody and protection of the children in children's Homes, General knowledge on the activities related to children's mental development, Knowledge on children's health and counseling | 01- ½ Hours | 100 | 40 |

08. *Structured Interview .-*

| Subjects | Maximum marks | |
|---|----------------------|----------|
| 1. Having completion of continuous satisfactory service not less than one (1) year period as a house mother, matron, or assistant matron on contract basis, or on agreement in a government detention house or reception House or certified school. | 50 | |
| Completion of 06 months | | 20 marks |
| Completion of 09 months | | 40 marks |
| Completion of 12 months or more | | 50 marks |
| Having completion of continuous satisfactory three (3) year service period as a Chief matron, Assistant matron, Assistant Matron or Matron in a voluntary children's home which is registered under the Department of Probation and Child Protection Services – NWP | | |
| 01 year | | 20 marks |
| 01 and 06 months | | 30 marks |
| 02 years | | 40 marks |
| 02 years and six months | | 45 marks |
| 03 years | | 50 marks |

| Subjects | Maximum marks |
|--|---------------|
| <p>2. Training Courses related to the field Having completion of a Diploma or Counseling Diploma of more than 06 months in relation to child protection in a government recognized or registered institution or Nursing training Diploma of more than 06 months (25 marks)</p> <p>Having completion of a certificate course or counseling certificate course in relation to child protection of not less than 06 months in a government recognized or registered institution or Nursing training Certificate course of not less than 06 months (15 marks)</p> <p>(Recognized institute means National Social Development Institute, The Open University of Sri Lanka, an institute recognized by the University Grant Commission or an institute registered in Tertiary and Vocational Education Commission.)</p> | |
| <p>03. Other Skills Information Technology Training or Human Resources Management Training of more than 03 months in an institute registered in Tertiary and Vocational Education Commission (05 marks for each course for Maximum 02 courses)</p> | 10 |
| <p>Total</p> | 100 |

09. A sum of rupees 600/- as the examination fee should be paid to the Divisional Secretariat of the area of permanent residence of the applicant, to be credited to the Revenue Head 2003-02-13 of North Western Provincial Council and the receipt NWP (☺)/2 obtained from the Divisional Secretariat to be affixed at the appropriate cage of the application. Other receipts or money orders will not be entertained except the receipts obtained so, from the Divisional Secretariat. It should be noted that the examination fee is non refundable under any circumstances.(Retaining a photocopy of the receipt may be useful for future reference)

10. *Method of Applying .-*

- 10.1 Applications should be prepared in A4 size paper using the both sides as per the specimen application given at the end of this notification. Duly filled applications should be sent under registered post to reach “**Secretary, North Western Provincial Council Public Service Commission, Provincial Council Office Complex, Kurunegala**” on or before 13.05.2021. The words “**Open Competitive Examination for Recruitment to the Post of House Mother in the Department of Probation and Child Protection Services– 2021**” should be written in the top left hand corner of the envelop enclosing the application.
- 10.2 The applicants who are already employed in the permanent Public/Provincial Council Public Service should forward their applications through their respective Head of the Department/ Institution
- 10.3 The applications which do not comply with the specimen, not carry the receipt of examination fee paid before the due date, incomplete or late, will be rejected without any notice. Further it is responsibility of the applicant to check whether the prepared application complies with the specimen. The applicant should bear the liability for the losses due to incomplete applications. It would be useful to keep the photocopy of the completed application. The receipt of the applications will not be acknowledged.

11. The closing date of application is 13.05.2021

12. The applications of the applicants who did not fulfill the required qualifications will be rejected. The issuance of an admission card for this examination does not mean that he or she has fulfilled the required qualifications for this post. The originals of the documents to prove the qualifications should be produced at the interview. It is compulsory that all the applicants must fulfill all the relevant requirements on or before the closing date of applications.

13. *Identity of the Applicants* .-

Every applicant should prove his/her identity by a below mentioned document for every subject to the satisfaction of the supervisor of the examination hall.

1. The National Identity Card issued by the Department of Persons Registration
11. Valid passport

Note:

Applicants who fail to establish their identity at the examination hall will be considered as ineligible applicants.

14. In case the admission for the examination is not received before 3 days of the examination, it should be notified immediately to the "Secretary, North Western Provincial Council Public Service Commission, Provincial Council Office Complex, Kurunegala", along with the following details :

- i. Name of the examination
- ii. Full name of the applicant
- iii. Address
- iv. The address, registered No. and the date on which the application is posted

15. If a candidate is found ineligible at any stage prior to appointment the candidature of such applicant is liable to be cancelled. In case of such false information or intentional omission of any accurate information is found after recruitment, actions will be taken to dismiss from the Service.

16. The decision of the North Western Provincial Council Public Service Commission will be final and conclusive on the matters related to this notification and the matters that not mentioned in this notification.

17. North Western Provincial Council Public Service Commission reserves the right of taking the final decision on conducting or not conducting this examination, selecting or not selecting the applicants after the examination, and determining the number of vacancies to be filled. Further, the decision of the North Western Provincial Council Public Service Commission will be final and conclusive on a matter that not provided by this notification, if any.

18. If there is any mismatch or inconsistency among the language phrases of this notification which is published in Sinhala, Tamil or English, the Sinhala text shall prevail.

By order of North Western Provincial Council Public Service Commission,

T. B. WICKRAMASINGHE,
Secretary,

North Western Provincial Council Public Service Commission.

North Western Provincial Council Public Service Commission,
Provincial Council Office Complex,
Kurunegala.
06th April, 2021.

(For office use only)

Specimen Application

Open Competitive Examination for Recruitment to the Post of House Mother –Segment 2 of the Management Assistant Non-technical Service Category in the Department of Probation and Child Protection Services of the Public Service of the North Western Provincial Council– 2021

01. 1.1 Name with Initials (in Sinhala / Tamil) :

1.2 Name with initials (in English Block Letters) :

1.3 Full Name (in Sinhala/Tamil)

1.4 E-mail:

1.5 National Identity Card No :

02. 2.1 Permanent Address.....

2.2 Address to which the admission should be sent.....

2.3 Telephone Number :Personal Official:.....

03. Date of Birth:

Year: Month: Date:

04. Age as at 13.05.2021 (Closing date)

Years : Months : Days :

05. Permanent Residency in NWP as at 13.05.2021:

Years Months:..... Days:.....

06. Educational Qualifications and Other Qualifications (As mentioned in 4 – a in examination notice)
Year and Index No. of G.C.E. (Ordinary Level) Examination

Year : Index No. :

| Subject | Grade |
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Year and Index No. of G.C.E. (Advanced Level) Examination

Year : Index No. :

| Subject | Grade |
|---------|-------|
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07. As mentioned in No.08 of the examination notice

Experience:-

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Training courses related to the field:-

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Other Skills:-

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08. Details of the Payment Receipt of Examination Fees

Receipt Number

Date :

Divisional Secretariat where the receipt was issued:

| |
|--------------------------------------|
| Please paste the receipt here firmly |
|--------------------------------------|

09. Declaration of the Applicant

I,.....declare that the information furnished by me in this application is true and accurate to the best of my knowledge and belief, and the receipt No.dated which has been obtained on paying the examination fee, is affixed here. Further I agree to obey the examination rules and regulations and for any decision taken to abolish my candidature prior, during or after the examination in case if I am found ineligible in terms of the conditions of this examination. Further I agree to abide by the rules and regulations, imposed by North Western Provincial Council Public Service Commission in regard to conducting the examination.

Date :

.....;
Signature of the Applicant

09. Attestation of the Signature of the Applicant

I do hereby certify that the applicant Mrs/Miss..... is known to me personally and she placed her signature before me on

Name of the Certifying Officer :
Signature :
Designation and Official Stamp :

(The signature of the applicant in the application should be attested by a Principal of a Government School/ Justice of Peace/Commissioner for Oaths/ Attorney-at-Law/ Commissioned Officer in the Armed Forces/ or Staff Grade officer holding a permanent post in the public service whose monthly salary is above Rs. 498,960/-)

Recommendation of the Head of Department for the applicants who are currently serving in the public service or provincial public service

(Strike out unnecessary words)

I hereby certify that the applicant, Mrs. /Miss is an employee who holds a permanent post in this Department / Institute and her service is satisfactory. She had been /had not been dismissed or retired due to inefficiency as a merciful alternative to dismissal or had been /had not been treated as a person who vacated the post and she can be/cannot be released from the service if she is selected for this post.

Date:

.....;
Signature of the Head of Department.
(Place the official Stamp).