

## Department of Government Information

### **Calling of Applications for Recruitment to the Post of Web Writer MN 2 – 2025** **(Management Assistant – Non – Technical – Multi Purpose Segment 1 Service** **Category)**

Applications are called from Sri Lankan citizens with a proper health and an excellent character for the aforesaid vacant post of the Department of Government Information.

The applications prepared as per the following specimen application should be sent by registered post to the Director General of Government Information, Department of Government Information, 163, Kirulapone Avenue, Colombo 05 to reach on or before 20<sup>th</sup> April 2026 accompanied with copies of the certificates of education and professional qualifications. The post applied should be mentioned on the top left hand corner of the envelope containing the application. (This advertisement can be downloaded via [www.governmentinformation.lk](http://www.governmentinformation.lk) website as well)

**Post of Web Writer – Number of vacancies is 06 (01 Sinhalese medium, 02 Tamil medium, 03 English medium)**

- 1. Salary Scale** – Salary code MN 02 – 2025 of the Public Administration Circular No. 10/2025 dated 25.03.2025 is entitled for this post and the salary scale for it is Rs. 48,470-10×540-11×630-10×1,010-10×1,190- Rs. 82,800/- while the said salary will be entitled to you from 01.01.2027. You will be paid the salary as per provisions of Schedule III of this circular from your appointment date.
- 2. Age limit** – Should be not less than 18 years and not more than 30 years at the closing date of the applications.
- 3. Educational Qualifications** – General Certificate of Education (Ordinary Level) Examination should be passed with six (06) subjects with credits to Sinhala / Tamil / English language, Mathematics and two more subjects in one sitting.

**And**

General Certificate of Education (Ordinary Level) Examination should be passed in one setting (excluding the general examination)

- 4. Professional Qualifications** – A diploma in Information Technology awarded by institutions approved by the Tertiary and Vocational Education Commission or a qualification higher than that.
- 5. Experience** - Not applicable.
- 6. Physical Qualification** – Every candidate should possess sufficient physical fitness and mental stability to perform in any area in the Island and in the post.
- 7. Method of Recruitment** – A written examination and general interview (No marks will be given for the general interview)

**8. Procedure of Examination** - The examination will be conducted by an institution authorized by the Director General of Government Information. This examination will be held in Sinhala, Tamil and English medium. A candidate shall select one medium relevant to him / her and answers to all the questions prescribed for the examination should be in that medium. Change of medium applied will not be allowed later on. The examination is comprised of two question papers.

<b>Question paper</b>	<b>Time</b>	<b>Total Marks</b>	<b>Pass marks</b>
Social Media and Press Journalism	01 hours	100	40
Language Competency and Press Journalism	02 ½ hours	100	40

### **Syllabus for the examination**

<b>Name of the question paper</b>	<b>Syllabus</b>
Social Media and Press Journalism	News writing Direct online news writing Publishing news in websites Social media and communication techniques Press Conference and News filing Photo and web communication
Language Competency and Press Journalism	Press language News production Language and captions Language and photograph Feature writing and report language Creative language

### **9. Service rules and conditions -**

- I.** This post is permanent. Pensionable. You shall contribute to the widows / widower's and orphans' pension scheme. You shall pay the contribution according to how the government declares from time to time.
- II.** This appointment is subject to a probationary period of 03 years. The first efficiency bar examination should be passed within 03 years after recruitment, as mentioned in the recruitment procedure.
- III.** Other official language proficiency should be accomplished as per the provisions of Public Administration circular No. 18/2020 dated 16.10.2020 and its corresponding caluses

- IV. This appointment is subject to procedural rules of the Public Service Commission of the Democratic Socialist Republic of Sri Lanka published by the extraordinary gazette notification No. 2310/29 of 14.12.2022, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, the Financial Regulations of the government, as well as the other regulations of the Department.
- V. The medium of language applied once will not be allowed to change later and the medium of language you will be eligible to be appointed will be the medium of language you indicate in the application.

#### **10. Responsibilities applicable to the post**

- I. Participating in media coverages at Parliamentary / Ministries / Government Institutions / District Secretariates and preparation and presentation of daily news.
  - II. Feeding government news to the government official website (in Sinhala / Tamil / English).
  - III. Carrying out duties entrusted by the Director (Special Media Unit) and the Web Editor.
  - IV. Performing other duties entrusted by the Director General of Government Information and other staff officers.
- 11.** The candidates shall attach certified copies (not the original copy) of the following certificates to the applications and should submit the first copies on demand.
- I. Certificate of birth
  - II. Certificates confirm the Educational Qualifications
  - III. Certificates confirm the Vocational Qualifications
- 12.** Candidates serving in government / Local government service shall send their applications via their head of the Department / institution.
- 13.** If any of the particulars mentioned in the application was revealed false before selection of the candidate, he / she would be disqualified and if revealed after selection, the individual will be dismissed from service.
- 14.** Applications sent after the closing date of applications or without photocopies of aforesaid certificates or those not sent across/ with the endorsement of the head of the institution (if working in the government / Local government sector) or, not prepared according to the specimen application will be rejected.

**15. Certification of Signature** – In the case of an applicant who is presently employed in the Public Service, the signature of the applicant should be certified by the Head of the respective institution or by an officer duly authorized by him/her for that purpose. The signatures of other applicants should be certified by a person authorized to attest signatures. Such persons include a Justice of the Peace, Attorney-at-Law, Notary Public, Principal of a Government School, a permanent officer in the Public Service drawing an annual salary of not less than Rs. 782,808/-, the Chief Incumbent (Viharadhipathi) of a Buddhist Temple, or a person in charge of or holding a recognized position in the clergy of any other place of religious worship.

**16. Examination conditions**

- I. The examination fee is Rs. 1,000/-. The examination fees should be credited to the account No. **119100109026220 of the Narahenpita Branch of the Peoples' Bank to the name of the Director of Government Information**, and the receipt should be affixed in the relevant place of the application form and submitted together with the application.
- II. The written examination will be held in May 2026 in Colombo through an institution entity to who the authority is given by the Director General of Government Information.
- III. The entity to which the Director General of Government Information has given authority for conducting examination may send the examination admissions by registered post to candidates accomplished the eligibility as mentioned in the gazette notification.
- IV. The signature of the applicant should have to be placed on the admission issued for the examination.

**17.** In the event of any inconsistency between Sinhala, Tamil and English versions of this Gazette notification, the Sinhala text shall prevail.

**H. S. K. J. Bandara**

Director General of Government Information

On this 10<sup>th</sup> day of March 2026,  
Department of Government Information,  
163, Kirulapone Avenue, Colombo 05.

