

Open Competitive Examination for Recruitment to posts of Technical Assistant of the Segment - 3 of Management Assistant (Technical) Category (MT 01 - 2016) at the Department of Government Information - 2017

Applications are called from qualified male/female candidates for recruitment to 04 posts of Technical Assistants of Segment - 3 of Management Assistant (Technical) Category (MT 01 - 2016) under the open stream at the Department of Government Information.

01. Method of Recruitment :

Qualified candidates selected upon the rank obtained in a written examination, which either will be held by the Commissioner General of Examinations or by an institution approved by the Director General of Government Information, would be appointed to following fields.

01	Still photography
02	Video shooting
03	Editing
04	Sound technology
05	Vehicle maintenance
06	Electrical equipment maintenance
07	Building maintenance

02. Nature of the Post : Permanent and pensionable.

03. Salary Code : MT-01-2016

Salary Scale: Rs. 29,840 – 10 x 300 – 11 x 350 – 10 x 560 - 10 x 660 - 48,890/-

(According to P.A. Circular No 03/2016)

04. Educational and Professional Qualifications:-

Post	Technical Assistant
Educational Qualifications	Shall pass G.C.E. (O/L) in six subjects at less than two sittings including Language or Literature, Mathematics and Science
Professional Qualifications	Shall successfully complete a Technical course relevant to the respected field, which suit the NVQ level 5 and accredited by the Tertiary and Vocational Education Commission Fields include Still photography, Video shooting, Editing, Sound Technology, Motor vehicle maintenance, and electrical equipment maintenance and building maintenance.

05. Physical Qualifications: -

Each candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.

06. Other Qualifications: -

I. Should be a citizen of Sri Lanka

II. Should possess an excellent character

III. Should have obtained all qualifications mentioned above that require to be appointed to the post before the date mentioned in the vacancy notice/gazette.

07. Age: - Should not be less than 18 years and not over 35 years of age on the closing date of applications.

08. Written Examination:-

This examination will be held in Sinhala and Tamil mediums either by the Commissioner General of Examinations or by an institution approved by the Director General of Government Information only in Colombo.

	Subject	Syllabus	Time	Total Marks	Pass Mark
01	Intelligence Test	Consists of multiple-choice questions to assess the logical thinking, analytical thinking and decision-making ability of the candidate.	01 hour	100	40
02	Subject wise examination	Consists of multiple-choice and structured questions relevant to respective posts	01 hour	100	40

09. General Interview: - will be held only to examine qualifications and no marks will be granted in the interview.

10. Conditions of the Service:-

All appointments are subject to conditions stipulated in Procedural Rules published in the gazette No. 1589/30 and dated 20.02.2009 by the Public Service Commission, and provisions in the Establishments Code.

11. Applications should be prepared according to the specimen form of Application given at the end of this notice using both sides of an A4 sheet by including No 1 to 5 in the first page and rest in second and third pages. Application should be prepared in the respected

medium, which the candidate is expecting to sit for the examination. Applications that do not comply with directions of this notice will be rejected.

12. Reception of Applications will not be informed to the candidate. Applications received after the closing date will not be accepted.

13. Eligible candidates will be called for the examination and will be informed to the address stated in the application before two weeks of the examination.

I. Complaints on misplacements or delays in the post are not entertained.

II. Complaints regarding applications sent to other addresses apart “Director General of Government Information, Department of Government Information, No 163, Kirulapona Avenue, Colombo 05” will not be entertained.

III. Candidates who are already in the public service should apply through their respective heads of institutions. The Head of the institution should certify that the candidate would be released from his existing post after being selected.

IV. It will be useful to keep a photocopy of the application.

V. Sending an Admission Card does not mean that, the candidate has been considered as fulfilled his qualifications.

14. If a candidate does not receive the admission card prior to 07 days to the date of examination, inform to “Director General of Government Information, Department of Government Information, No 163, Kirulapona Avenue, Colombo 05” with following details (Telephone – 011-2514266, Fax - 011-2514092).

- Request Letter
- Name of the Examination
- Full name of candidate
- National Identity Card Number
- Postal address of the candidate
- Photocopy of the Application
- Post office, registration number and the date which the application was posted
- Photocopy of the receipt which examination fees has been paid
- Fax number of the candidate, which the Admission Card is to be sent.

15. Method of Application:-

- (a) Applications prepared according to the following specimen should be sent by registered post to reach “Director General of Government Information, Department of Government Information, No 163, Kirulapona Avenue, Colombo 05” before **03rd** /

March /2017. Cite, “Open Competitive Examination for Recruitment to the post of Technical Assistant” on the top left hand corner of the envelope, in which the application form is enclosed.

- (b) Closing date for sending applications is 3rd / March /2017.
- (c) Each candidate should pay an examination fee of Rs. 1000.00 by a Money Order addressed to Director General of Government Information, Department of Government Information, No 163, Kirulapona Avenue, Colombo 05, payable at the General Post Office, Colombo. Examination fees will not be refunded under any circumstances.

16. Attestation of Signature:-

Candidate’s signature should be attested by an officer in the Sri Lanka Administrative Service/Sri Lanka Education Administrative Service/Sri Lanka Accountant’s Service/ a Principal of a government school / Justice of the Peace / Attorney at Law or a Government Officer in Tertiary or Senior Level according to the service categorization in the Public Administration Circular No. 06/2006.

Note -

- ❖ Candidate should certify that questionnaire of the application is duly filled in and all particulars are given correct.
- ❖ Certified copies of relevant certificates should be attached.
- ❖ Every Officer recruited accordingly shall be subject to general conditions governing public officers, Procedural Rules of the Public Service Commission of the Democratic Socialist Republic of Sri Lanka, provisions of the Establishments Code, policies enacted by the Department of Government Information, Financial Regulations, other Government Regulations and orders made by the government from time to time.
- ❖ The Director General of Government Information has the inclusive authority of filling all or a decided quantity of vacancies.
- ❖ Decision of the Director General of Government Information is the final decision on any matter not covered by this notification and on any doubtful matter regarding recruitment to these posts. In case of any inconsistency among the Sinhala, Tamil and English versions of the gazette notification, the Sinhala text shall prevail.

Dr. Ranga Kalansooriya

Director General of Government Information

On 13th date of Month of January 2017
Department of Government Information
No 163, Kirulapona Avenue, Colombo

**Open Competitive Examination for Recruitment to the posts of Segment - 3 of
Management Assistant (Technical) Category (MT 01 - 2016) at the Department of
Government Information - 2017**

Field Applying for:-

Medium of the Examination

Sinhala- 01

Tamil - 02

(Write the relevant number in the cage)

01. 1.1 Name with Initials: **Mr./Mrs./Miss**.....
(In English Block Letters. E.g. - **Mr./Mrs./Miss. SILVA A. B.**)

1.2 Name in full:
(In English Block Letters)

1.3 Name in Full:
(In Sinhala/Tamil)

02. 2.1 Address (Personal):
(In English Block Letters)

2.2 Address (Personal): (In
Sinhala/Tamil)

02. 3.1 Date of Birth:

Year Month Date

3.2 Age as at closing date

Years Months Days

04. National Identity Card No:

05. Gender:

06. Educational Qualifications:

(a) G.C.E. O\L Examination:

Year: Index No:

Subject	Grade
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(b) Professional Qualifications:

(c) Other Qualifications:

07. Particulars of the receipt, which the examination fee is paid:

i. The office to which the examination fee is paid:

ii. Receipt No and Date:

iii. Paid Amount:

Paste the Receipt here as not to be detached. Rs. 1000/-

08. Certification of the applicant:

I declare that the information given herein are true and correct to the best of my knowledge and belief. I am also aware if I have provided any false information, my candidature will be cancelled before or after the examination and if so found after selection I am liable to be dismissed from the service.

Date :

.....
Signature of the Applicant

09. Attestation of the signature of the Applicant:

I certify that Mr. / Mrs. / Miss. is known to me personally and he/ she placed his / her signature in my presence on.....

.....
Signature of the attesting officer

Name in full: -

Designation: -

Official Stamp: -