

**Recruitment to the post of Technical Assistant of Segment - 3 of Management Assistant (Technical) Category (MT 01 - 2016) at the Department of Government Information on limited basis**

Applications are called from qualified candidates for recruitment to the post of Technical Assistant of Segment - 3 of Management Assistant (Technical) Category (MT 01 - 2016) at the Department of Government Information.

1. **Method of Recruitment** – Recruitment will be done through a professional examination conducted by the Director General of Government Information. The date of the examination will be decided by the Director General of Information.

| <b>Subjects</b>  | <b>Total Marks</b> | <b>Pass Mark</b> |
|--|--------------------|------------------|
| Assessment of professional knowledge and practical skills of candidates regarding respective post. | 100                | 40               |

2. **Number of Appointments:**

Steps will be taken to fill 03 vacancies of posts Technical Assistant of Segment - 3 of Management Assistant (Technical) Category (MT 01 - 2016) at the Department of Government Information. However, if ample number of qualified internal candidates were not applied for the post to be recruited under the limited stream, 100% of vacancies will be filled under the open stream.

3. **Salary Code Number :** MT – 01 – 2016

Salary Scale: Rs. 29,840 – 10x300 – 11x350 – 10x560 – 10x660 – 48,890  
(According to P.A. Circular No. 03/2016)

(The first Efficiency Bar examination should be passed within 03 years from the date of appointment, and the second Efficiency Bar examination should be passed within 03 years from promotion to Class II, and the third Efficiency Bar examination should be passed within 05 years from promotion to Class I, and the proficiency in the second official language should be obtained according to Public Administration circular Number 07/2007 of 28.05.2007)

4. **Qualifications: at the closing date of applications**

I. **Educational Qualifications** : Should have passed G.C.E. (O/L) in six (06) subjects at less than two sittings including Language or Literature, Mathematics and Science.

II. **Professional Qualifications** : Should have successfully completed a Technical course relevant to the respective 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, maintenance of electrical equipment and building maintenance.

III. **Experience** : A minimum 03 years experience at the Government Film Unit, Still Photography Unit, Production Unit, Maintenance Unit or at other technical related unit.

IV. **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.

V. **Other** : Qualifications in regard to the appointment to the post should be duly completed before the date mentioned in the vacancy notice.

**5. Effective date of appointments:**

Will be decided by the Director General of Government Information.

6. Age : Not Applicable.

**7. Method of Application :**

a) Applications should be prepared according to the specimen form of Application attached to this notice using both sides of an A4 sheet. Application should be filled in with candidates own handwriting. Applications that do not comply with the specimen form of Application and incomplete Applications will be rejected. It will be useful to keep a photocopy of the application. Candidate must check whether the application complies with the specimen form of application. Otherwise, it may be rejected.

b) Completed applications should be sent by registered post to reach the Department of Government Information before 3<sup>rd</sup>/March/2017 Cite, “**Recruitment to the post of Technical Assistant at the Department of Government Information on limited basis**” on the top left hand corner of the envelope, in which the application form is enclosed. Applications received after the closing date will not be accepted.

c) Incomplete applications in any manner will be rejected. Complaints on misplacements or delays are not entertained.

8. **Service conditions** – The post is permanent and pensionable. Selected candidates will be appointed to the post of Technical Assistant subject to general conditions governing public service appointments, conditions and regulations in the Recruitment Procedure of the Segment - 3 of Management Assistant (Technical) Category at the Department of Government Information approved by the Public Service Commission on 31.05.2013, and amendments already done and would be done in the future to the Recruitment Procedure.

9. The Director General of Government Information has the authority to cancel appointments of candidates who fail to assume duties on the due date and / or who reject or avoid to assume duties.
10. If any candidate was found guilty of providing any false information or suppressing any important information purposely, he/she is liable to be dismissed.
11. Matters not covered by these regulations will be determined by the Public Service Commission.

Director General of Government Information  
Department of Government Information  
Kirulapona Avenue,  
Colombo 05.

On 13<sup>th</sup> Day of Month January of 2017

**Professional Examination for Recruitment to the post of Technical Assistant 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)

03. 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 particular Qualifications and Experience: .....

07. 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 of that 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.....

.....  
Director (Government Film Unit)/ Authorised Officer

Name :- .....

Designation :- .....

Official Stamp :- .....