

**Notification**

**Public Service Commission**

**Ministry Of Land and Parliamentary Reforms**

Recruitment for the post of Technical and Administrative officer (in grade III of executive service category) on skill basis – 2019

Applications are invited from the qualified senior Map Technological Officers in the Survey Department who have the following qualifications, to fill 06 vacancies

a) Closing date of applications is 10.10.2019

**01. Method of recruitment**

Recruitments will be made on the order of merits of marks obtained in the structured interview conducted by an interview board appointed by the Public Service Commission, and the number of vacancies which remain, of the applicants who have completed the qualifications prescribed in the notification and the structured interview will be conducted according to the procedure of giving marks, approved by the Public Service Commission.

**02. Qualifications required**

I. Experience

- i. Being a Senior Map Technological Officer in Special Grade of Sri Lanka Technological Service in Survey Department of Sri Lanka.
- ii. Completion of satisfactory service period within five years (05) immediately proceeding to the closing date of calling of applications.

II. Fysical Fitness

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

III. Other

- Should have been confirmed in the post
- Qualifications relevant to the post prescribed in the notification of calling of application should be fulfilled in all respects on or before the closing date of application.

**03. Terms of engagement of the Service and terms of service**

- I. This post is permanent and pensionable.
- II. First efficiency bar examination should be passed as prescribed in the scheme of recruitment within 03 years after recruitment to the grade III of Technical and Administrative officer.
- III. In terms of the Public Administration circular No 01/2014 dated 21.01.2014, language proficiency in relevant level should be obtained.
- IV. This appointment will be subjected to procedural rules of Public Service Commission, Establishment code of Democratic Socialist Republic of Sri Lanka and government Financial Regulations and the other departmental orders.

**04. Age limit**

Not applicable

## 05. Salary Scale

The monthly Salary scale relevant to this post in terms of the schedule 1 of the Public Administration circular No 03/2016 dated 25.02.2016 is Rs.47,615- 10 x1335- 8 x1630-17 x 2170- 110,895/= (SL-1-2016). You will be paid salary as prescribed in schedule II in terms of the provision of said circular.

## 06. The following marking scheme will be based for the structured interview.

Main fields that marks are given	Maximum marks
Service Experience 04 marks each for one year in Special grade of Sri Lanka Technological Service (marks will not be given for time less than one year) (Other than the time considered for basic qualifications)	60
Skill	
2-1 Computer literacy and training Obtained from an institution recognized by the Vocational Training Commission Diploma course – more than 06 months Certificate course- more/less than 03 months Computer Training workshop/ course less than 03 months (Marks will be given only for the highest qualification)	10 05 03
2.2 English Knowledge Diploma /certificate course – six months or more than that Diploma/ certificate course – between 03- 06 months Distinction Pass – G.C.E. (O/L) Credit Pass – G.C.E. (O/L)  (Marks will be given only for the highest qualification)	05 03 04 02
2.3 Professional Qualifications Degree obtained under management/ Accountancy and Technology subject stream Diploma Course Certificate course – Two weeks  ( Marks will be given only for the highest qualification)	10 08 05
2.4 Professional special skills Certificates of appreciation given by the head of the department. Only the certificates received as per the format of general 230 B of Establishment code (05 marks each for one appreciation) Special certificates given for professional skills (03 marks each for one certificate)	10
2.5 Interview	05

## 07. Identify of the candidate

Only the candidates who have submitted applications completed in all respects will be called for the structured interview.

Originals of all certificates and properly certified copies should be submitted at the interview  
The following identity cards will be accepted for your identification at the interview.

1. The national identity card issued by the Department of Registration of persons.
2. Vallied Passport

**08. Submission of applications**

- a) Applications should be submitted so as to receive to the following address on or before .....2019.10.10..... by registered post.  
Late applications will be rejected.  
Departmental Services Branch, No 150, Kirula Road, Narahenpita, Colombo 05.
- b) Wording “ Recruitment to the post of Technical and Administrative officer on skill basis – 2019” should be written on the top left hand corner of the envelop.
- c) Officers who apply should submit their applications by getting certified by the relevant supervising officers.
- d) Applications which non conformity with the format of the specimen application will be rejected. Any complaints made on loss or delay of applications will not be accepted. The application should be prepared on A4 paper sized 22 -29c.m. and relevant particulars should be filled by your own hand writing.

**09. Furnishing false information**

If any information mentioned in the application is found to be incorrect or false before the recruitment, your candidature will be liable for cancellation. If such incorrect or false information is found after the recruitment, action will be taken to dismiss from the service subjected to the procedure relevant to it.

10. The Public Service Commission reserves the right of filling or non filling of vacancies.

As per the order of Public Service Commission

Secretary  
Ministry of Land and Parliamentary Reforms  
Battaramulla

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**Application for the post of Technical and Administrative Officer - skill basis**

01. Full Name: .....

02. National Identity Card No: .....

03. Date of Birth: .....

04. The first appointment date: .....

05. Present post and the date of appointment: .....

06. Present working place: .....

07. The date on which appointed to the special grade in Sri Lanka Technological Service: .....

08. Educational and Professional qualifications

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(Submit the certified copies of the certificates)

09. Professional Special skills.

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(Supporting documents should be submitted)

It is certified that the above particulars are true and correct.

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Signature of the applicant

Date: .....

**Recommendation of the Supervising Officer:**

The application submitted by Mr. / Mrs.

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for the above post is recommended / not recommended.

.....

Signature of the Supervising officer

Date: .....

