

DEPARTMENT OF EXAMINATIONS, SRI LANKA

Structured Interview for Recruitment to Grade III Posts of
Management Assistant Technological Segment 3 Service Category – 2019 (2023)

Nota Bene : Applicants who have already applied as per the *Gazette* Notification No. 2275 dated 08.04.2022 of the Democratic Socialist Republic of Sri Lanka are not required to re-apply.

APPLICATIONS are being called from qualified Sri Lankan citizens for recruitment to the following posts of Management Assistants' Technological Segment 3 Service Category of the Department of Examinations, Sri Lanka.

<i>Serial No.</i>	<i>Post</i>	<i>No. of vacancies</i>
01	Offset Litho Printing Machine Operator	12
02	Letterpress Machine Operator	02
03	Printing Finisher	02
04	Computer Typesetter and Printing Designer	02
05	Printing Mechanic	02

01. Method of Recruitment:

Among the candidates who have fulfilled the qualifications indicated in the notification and who obtained highest marks as per the results obtained at a structured interview conducted by the Commissioner General of Examinations only in Colombo and at a professional (practical) test which assess the practical knowledge and skills with respect to the post will be selected to fill the vacancies of grade III posts of Management Assistants' Technological Segment

3 Service Category. The structured interview will be conducted in accordance with the marking scheme (indicated under No. 05) approved by the Commissioner General of Examinations.

The Commissioner General of Examinations will decide the date to conduct the structured interview.

02. Qualifications:

I. *General Qualifications* :

- The applicant should be a Sri Lankan citizen.
- Should be of excellent character and sound health.
- Should not be clergy of any religious order.
- Should not be an unqualified person to be recruited to the government service in accordance with the paragraph V of the Procedural Rules of the Public Service Commission.
- Should perfect the qualifications required for recruitment to the post in every manner at the deadline of the call of applications.
- Male applicants will be given priority as duties should be performed both day & night.
- Should not be less than 18 years and not more than 35 years of age as at the closing date of applications. Therefore, only the persons who have born on or before 24.03.2055 and on or after 24.03.1988 will be eligible to apply.

II. *Educational Qualifications :*

- (a) Should have passed six (06) subjects in the G.C.E. (O/L) Examination with Mathematics in not more than two sitting with four (04) credit passes including Sinhala/ Tamil / English language.
- (b) The post Computer Typesetter and Printing Designer only requires a credit pass for English Language at G.C.E. (O/L) Examination, in addition to the above (a) qualification.

III. *Professional qualifications:*

- (a). Should have obtained Level 4 of National Vocational Qualifications (NVQ) recognized by the Tertiary and Vocational Education Commission with regard to the respective fields of applying or an equivalent qualification to the fields recognized by the Tertiary and Vocational Education Commission.

Note : The field of Printing Mechanic and/or Electrician will be applied for the post of Printing Mechanic.

- IV. Experience : 05 year experience in a field related to the post.

Note : If sufficient number of applicants with experience in relevant field are not applied, the remaining vacancies will be filled from the applicants who have fulfilled educational qualifications without service qualifications subject to a one year training period.

V. Physical fitness:

All candidates are expected to be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.

03. Conditions to assign employees in service and service conditions:

- I. This post is permanent and pensionable. You will be subject to a policy decision made by the government in future on the pension scheme entitled to you. Furthermore, relevant contributions should be made to Widows'/Widowers' and Orphans' Pension Scheme. You should make contributions towards it in a manner stipulated by the government from time to time.
- II. These positions are limited only to the Department of Examinations, Sri Lanka.
- III. This appointment is subject to a probationary period of 03 years. The 01st Efficiency Bar Examination indicated in the 3rd schedule of the Printing Service Minute of the Department of Examinations, Sri Lanka should be, passed within 03 years after appointing to such post.
- IV. This appointment is subject to rules, regulations & conditions stipulated in the Printing Service Minute of the Department of Examinations Sri Lanka, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government, other orders of the department, and other provisions and orders issued by the government from time to time.
- V. Duties should be discharged both day & night on the necessity of the service and even on holidays industriously as per the availability of duties.

04. Salary Scales :

This post has a monthly salary scale of Rs.29,840/- 10x300-11x350-10x560-10x660- Rs.48,890/- (MT 1 - 2016).

05. The following marking scheme will be utilized for the

structured interview:

This structured interview will be held in Sinhala, Tamil and English medium and the applied medium could not be changed later.

<i>Main areas of awarding marks</i>	<i>Maximum marks</i>
i. Educational qualifications	30
ii. Professional qualifications	30
iii. Experience in the relevant field	35
iv. Skills displayed at the interview	05
Total marks	100

Marks will be granted within the boundary of maximum marks allocated for main areas of awarding marks indicated in the above table. The Commissioner General of Examinations will approve a detailed marking scheme to grant such marks.

Candidates should obtain minimum of 40% marks to pass the structured interview and after the structured interview in accordance with the nature of the respective positions, thrice the number of vacancies will be referred to the professional (practical) test.

Recruitments will be made to fill the existing vacancies in accordance with the order of priority of the applicants who obtained the highest marks at the professional practical test.

06. Examination Fee :

The examination fee is Rs. 250.00. This fee can be paid only to a post office or sub post office in the island under the revenue head 20-03-02-13 of the Commissioner General of Examinations on or before **24.03.2023**. The receipt issued in this regard should be affixed on the relevant cage in the application, so as not to be detached. (Should retain a photocopy of the receipt for future use.) Examination Fee should be paid separately for each and every application submitted by an individual applicant. The examination fee will not be refunded under any circumstances and money orders and stamps will not be accepted.

07. Forwarding the application :

Note : Please be informed to apply in terms of this *Gazette* Notification only by the persons who have fulfilled required qualifications of the post.

- I. Application should be sent by registered post on or before **24.03.2023** so as to receive the address "Commissioner General of Examinations,

Administration branch, Department of Examinations, Sri Lanka, P.O.Box 1503, Colombo". Applications received after the closing date will be rejected.

- II. A specimen application form of the application that should be forwarded is indicated at the end of this notification. Applicants should prepare their applications using A4 size paper in such a way that paragraph numbers 01 to 06 should appear on the first page and the rest of paragraphs should appear on the other pages. Name of the examination indicated on the head of the application should be indicated in English apart from Sinhala in Sinhala applications and apart from Tamil in Tamil applications.

* Since applications which are not in compliance with the prescribed specimen application form and incomplete applications will be rejected without any notice, applicant should check and confirm whether the application is in compliance with the specimen application given in the examination notification, and whether the application is accurately completed subsequent to entering all information, and whether the details of the relevant receipt are included in the application after the respective examination payment and whether the receipt is pasted before sending the application.

- III. "Structured Interview for Recruitment to Grade III Posts of Management Assistant Technological Segment 3 Service Category – 2019 (2020)" should be indicated on the top left hand corner of the envelope in which the application is enclosed. If an applicant wishes to apply for more than one post, separate applications should be submitted for each and every post.
- IV. Applicant's signature should be attested on the application. The signature of an applicant of a certain institution should be attested by the head of the institution or an officer authorized by him and any other applicant should get his/her signature attested by a head of a government school/ retired officer, Grama Niladhari of the Division, Justice of Peace, Commissioner of oaths, Attorney – at –Law, Notary Public, a commissioned officer of three armed forces, a permanent government or local government staff grade officer, the incumbent of a Buddhist temple, chief monk or the incumbent of a place of worship or any clergy holding a recognized position.
- V. The applications that do not comply with the specimen application herein will be rejected. Any complaint regarding loss or delay of applications in the post will not be entertained.

08. Appearing for the structured interview :

- I. All applicants who are in the age boundary mentioned in the notification and who have paid the prescribed examination fees and forwarded their duly perfected applications with the respective receipt on or before the prescribed date will receive calling letters to appear for the structured interview by the Commissioner General of Examinations on the presumption that only those who possess such qualifications as indicated in the *Gazette* notification have applied.
- II. Issue of a calling letter to an applicant to appear for the structured interview does not mean that the applicant has fulfilled the required qualifications for this post.
- III. Once the calling letters are issued to the candidates, a press notice informing such issuance will be published by the Department of Examinations, Sri Lanka. Applicants who do not receive their calling letters, even after 2 or 3 days of such notification should inquire from the Administration branch of the Department of Examinations, Sri Lanka in the manner specified in the advertisement. When inquiring so, indicate accurately the name of examination the applicant applied for, full name of the applicant, National Identity Card Number and the address. In case of an applicant outside Colombo, it will be more effective to forward a letter of request along with the above information, indicating a fax number to which the copy of the calling letter could be faxed in a rapid manner to the fax number indicated in the notice. When inquiring so, it will be advantageous to keep in hand the photocopy of the application form kept at your possession and the copy of the payment receipt received after paying the respective examination fee and the receipt of registration received when posting the application to prove any particulars asked by the Department of Examinations.
- IV. Candidates of the structured interview are bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the structured interview. He or she will be liable to any punishment imposed by the Commissioner General of Examinations for breach

of such rules.

09. Identity of the candidate:

The Candidates should prove their identity to the satisfaction of the structured interview board by providing one of the following documents.

- I. National Identity Card
- II. Valid Passport
- III. Valid Sri Lankan Driving License

Also, candidates participating for the structured interview should arrive without covering the face and ears so as to verify their identity. Candidates who refuse to verify their identities will not be allowed to face the structured interview. Further, candidates should remain without covering the face and ears so as to be identified by the examination authority until the structured interview is finished and candidates are allowed to leave.

10. Furnishing false information:

If it is found prior to the recruitment that any information provided in the application you forwarded are untrue and inaccurate, your candidature is liable to be cancelled. If such untrue or inaccurate information is revealed after the recruitment, actions will be taken to dismiss you from the public service under the respective legal procedures.

11. The Commissioner General of Examinations reserves the right to fill or refrain from filling the vacancies.
12. In the event of any incongruity or inconsistency among the Sinhala, Tamil and English medium notifications of this notice, the Sinhala notification should prevail.

H. J. M. C. AMITH JAYASUNDARA,
Commissioner General of Examinations.

Department of Examinations,
Sri Lanka, Pelawatta,
Battaramulla.
24.02.2023