

Ministry of Skills Development and Vocational Training

Notification of calling Applications for filling the vacancies in Grade III of the post of Lab Attendant in Primary- Unskilled Service Category at the Department of Technical Education and Training

Applications are hereby called from qualified individuals for filling 05 vacancies in Grade III of the post of Lab Attendant in Primary – Unskilled Service Category at the Department of Technical Education and Training.

01. Qualifications for Recruitment

- i. Educational qualifications : Shall have passed the G.C.E. (O/L) examination with six (06) subjects including at least two (02) credit passes at not more than two sittings.
- ii. Professional qualifications : Having obtained professional qualifications relevant to the tasks of the post shall be considered as a special qualification.
- iii. Service Experience : Having experience relevant to the tasks of the post shall be considered as a special qualification.

02.

- i. Salary
As per Public Administration Circular No. 03/2016
Code: PL - 1 – 2016
Salary scale :Rs. 24,250-10x250-10x270-10x300-12x330-36,410/-
(Salaries shall be paid as per Schedule (ii) of the circular)
- ii. Age limit:
The age shall not be less than 18 years and not more than 45 years as at the closing date of applications.

03. Method of recruitment

- i. Recruitments shall be made on the results of a structured interview. Qualifications shall be verified at the structured interview itself.
- ii. Structured interview:

Main areas under which marks are allocated	Maximum marks
Additional educational qualifications	20
Professional qualifications	20
Experience obtained relevant to the post	40
Extracurricular activities	15
Skills proved at the interview	05
Total	100

- iii. Physical fitness : Every candidate shall possess sufficient physical and mental fitness to serve in any part of Sri Lanka and perform the duties of the post.

- iv. Other
 - i. Shall be a citizen of Sri Lanka
 - ii. Shall be of excellent character.
 - iii. Shall have satisfied all the qualifications required for recruitment to the post in every aspect as at the date mentioned in the notification of calling applications.

04. Implementation of the official language policy:-

All the officers of the primary category shall not be required to be subjected to the 4th category which is the level of proficiency in other official language as per Public Administration Circular No. 01/2014 (iv) and it shall be sufficient only to have followed a course for improvement of language skills of which the duration is 50 hours, which is conducted on the syllabus prepared on the direction of the Ministry of National Co-existence, Dialogue and Official Languages.

05. Method of application:

The applications including bio data prepared personally should be sent to “Director General, Department of Technical Education and Training, P.O. Box 557, Olcott Mawatha, Colombo 10” before 28.10.2017 by registered post. The words “Post of Lab Attendant in Primary- Unskilled Service Category of the Department of Technical Education and Training” should be written on the top left-hand corner of the envelope in which the application is enclosed. The applications received after the due date shall not be considered.

The applications of the officers who are serving in public service or provincial public service at present should be submitted through the Head of the Department at which they are serving.

Candidate's signature in the application form shall have been attested by a Principal of a Government School/ Justice of the Peace/ Commissioner for Oaths/Attorney-at-Law/ Notary Public/ Commissioned Officer in the armed forces/ an officer holding a gazetted post in the Police Service or an Officer holding a permanent post in the Public Service whose monthly combined salary is Rs.41,500/= (As per Schedule I of Public Administration Circular No. 03/2016).

Applications that do not comply with the specimen attached herewith shall be rejected. No complaint that an application has been lost or delayed in post shall be accepted. Applicants are instructed to post the applications in advance to avoid the delay in sending the applications by post. Receipt of applications shall not be acknowledged. Applications that do not satisfy the prescribed qualifications and that are not complete shall be rejected.

06. Furnishing false information:-

If it is found that any particular mentioned in the application sent by you is false or incorrect before recruitment, your candidature shall be cancelled. If it is found that the particulars are false or incorrect after recruitment, action shall be taken to dismiss you from service subjected to the relevant measures.

07. Conditions for engagement in service:

- i. This post shall be permanent and pensionable. You shall be subjected to the policy decision made by the government on the Pension Scheme entitled to you. Further, you shall contribute to the Widows and Orphans Pension Scheme/ Widowers and Orphans Pension Scheme. You shall make the contributions to the same as determined by the government from time to time.

- ii. You shall be able to serve at any Technological/ Technical College under this Department as prescribed.
- iii. The selected candidates shall be subjected to the provisions of the procedure of recruitment relevant to the post, provisions of the Establishments Code, Financial Regulations or rules and regulations issued by government or the Line Ministry or the Director General of the Department of Technical Education and Training.
- 08.** The Director General of the Department of Technical Education and Training shall reserve the right to fill the entire number of vacancies or part of it.
- 09.** In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

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P.N.K. Malalasekara
Director General

28.09.2017
Department of Technical Education and Training,
Colombo 10

Application for filling the vacancies in Grade III of the Post of Lab Attendant in Primary- Unskilled Service Category at the Department of Technical Education and Training

1. Name of the applicant:
2. Personal address:
.....
3. District of permanent residence:
4. Date of birth:
5. Age as at the closing date applications: Years..... Months..... Days
6. Marital status:
7. Telephone number:.....
8. Educational qualifications:

I. (G.C.E. (O/L) :

Year:

Index Number:.....

	Subject	Pass

II. G.C.E. (A/L) (Only if applicable)

Year:

Index Number:.....

	Subject	Pass

III. Professional qualifications:

	Course/ certificate	Institutions from which it has been obtained	Course duration

It is hereby certified that Mr./Mrs./Miss.....is
serving as a..... at this Ministry/ Department/ Institution, his work
and conduct are satisfactory, no disciplinary measures are being conducted against him and it is
not intended to take action in this regard. He can be/ cannot be released from service, if
selected for this post.

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Signature of the Head of the Department

or authorized officer

Date:

(Official Stamp)