

**Recruitment to post of Sales Assistant (Departmental) of Segment - 2 of Management Assistant (Non-Technical) Category at the Department of Government Information**

Applications are called from qualified candidates who obtained the qualifications stipulated in No. 02 for recruitment to 02 posts of Sales Assistant at the Department of Government Information.

**01. Method of Recruitment:**

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

**1.1 Written Examination:-**

<b>Post</b>	<b>Subjects</b>	<b>Maximum Marks</b>	<b>Pass Mark</b>
Sales Assistant	Intelligence Test	100	40
	General Knowledge	100	40

**02. Qualifications:-**

2.1. Open recruitment

2.2. Grade appointed to: Grade III

2.3. Educational Qualifications: Shall pass G.C.E. (O/L) in 06 subjects in one sittings including credit passes for Sinhala/Tamil/English Language, Mathematics and other two subjects

Shall pass at least one (01) subject in G.C.E. (A/L) (except General Test)

2.4. **Physical Qualifications:** - Each candidate should be physically and mentally fit to serve in any part of Sri Lanka.

2.5. **Other:**

Should be a citizen of Sri Lanka

Should possess an excellent character

Should have completed all qualifications mentioned in the gazette/newspaper advertisement at the due date.

03. **Age:** - Minimum age: 18 years

Maximum age: 30 years

**04. Nature of the Post**

The post is permanent and pensionable. Should contribute to the Widows and Orphans/ Widowers and Orphans Pension Scheme.

**05. Salary:**

5.1. Salary code number: MN 1 - 2016 A

6.2. Salary scale - Rs. 27,140 – 10x300 – 11x350 – 10x495 - 10x660 – 45,540/-

06. The post is subject to one year acting period. The first Efficiency Bar examination should be passed within 03 years from the recruitment to Grade III of the Post of Sales Assistant at the Department of Government Information as mentioned in the recruitment procedure.

07. The relevant language proficiency should be obtained according to P.A. Circular No. 07/2007 and its supplementary circulars.

08. This appointment is subject to Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, and other departmental regulations.

#### **09. Submission of Applications**

i. Applications should be sent by registered post to reach “Director General of Government Information, Department of Government Information, No 163, Kirulapona Avenue, Colombo 05” on or before 03.04.2017. Applications received after that date will be rejected.

ii. A specimen form of Application is given at the end of this notice. Applications should be prepared using an A4 sheet and should be filled in with candidate's own handwriting.

iii. Cite, “Recruitment to the post of Sales Assistant at the Department of Government Information” on the top left hand corner of the envelope, in which the application form is enclosed.

iv. Applications that do not comply with the specimen form of application will be rejected. Complaints on misplacement or delays of applications will not be accepted.

#### **10. Providing false information**

Your candidature will be revoked if any detail in your application was found false or incorrect before the recruitment. If any false or incorrect information was revealed after the recruitment he/she will be dismissed subject to related actions.

11. The final decision on any matter not covered by these regulations will be made by the Public Service Commission. Furthermore, final decision on filling the vacancies, leave

them vacant or filling a portion of vacancies will be made by the Public Service Commission.

12. In case of any inconsistency among the Sinhala, Tamil and English texts, the Sinhala text shall prevail.

As per the directions of the Public Service Commission,

Director General of Government Information  
Powers Delegated by the Public Service Commission  
Department of Government Information

On 06th of February 2017  
Department of Government Information  
No 163, Kirulapona Avenue,  
Colombo 05.



3.0 Educational Qualifications: G.C.E. O/L Examination -Year :

Index No:

Subject	Grade

G.C.E. A/L Examination -Year :

Index No:

Subject	Grade

04. Certification of the applicant.

I certify that the above information is true and correct.

Date : .....

.....  
Signature of the Applicant

6.0 Attestation of the signature:

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

.....  
Signature of the officer attesting

Name :- .....

Designation:- .....

Address:- .....

Date:- .....

(The signature of the applicant should be attested by a Principal of a government school / Justice of the Peace / Commissioner for Oaths / Attorney at Law / Notary Public / a Commissioned officer of the army, navy or air force or a Government Officer receiving a monthly consolidated salary greater than Rs. 22,935/-.)