

Department of Government Information
Specimen Application
Post of Web Writer

Medium applied

Sinhala	☐
Tamil	☐
English	☐

01. (a) Name with initials (In English):

(b) Name denoted by initials (In English):

(c) Name in full (in English BLOCK letters) : (Mr./Mrs./Miss.)
.....
.....

02. National Identity Card No.:

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03. (a) Personal Address :
.....
.....

Telephone No. :

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(d) Official Address (if engaged in an occupation at present) :
.....
.....
.....

Contact No. :

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(c) The address to which the admission should be posted :

Personal ☐ Official ☐

04. (a) Date of birth : Years Months Days
(A copy of the birth certificate should be appended)

(b) Age at the closing date of applications : Years Months Days

05. Marital Status : Married / Unmarried

06. Sex : Female / Male

07. Whether the applicant is a citizen of Sri Lanka : Yes / No

08. Educational Qualifications : (copies of certificates should be affixed)

G. C. E. (A/L) Examination : Year Index No.

Subject	Pass

G. C. E. (O/L) Examination : Year Index No.

Subject	Pass

09. Professional Qualifications : (copies of certificates should be affixed)

Course	Institution	Valid date

10. Other Qualifications: (copies of certificates should be affixed)

institution	Qualification	Valid date

11. Details of the current occupation (only for those engaged in an occupation) :

(a) Name and address of the institution:

.....
.....

(b) Date of first appointment :

(c) Current designation :

(d) Monthly basic salary :

(e) Allowances:

(f) Gross salary:

12. Have you been convicted by a court for a criminal offence? Yes / No

If yes, give details.

13. Have you ever worked under the government sector prior to this? Yes / No

If yes, give details.

14. Bank where the examination fee was paid..... Branch.....

Please attach the receipt of payment of the examination fee here

Applicant's certification :

I do hereby certify that the particulars given by me in this application are true and accurate. I'm aware that if any of the information furnished herewith are revealed to be false prior to selection, I will be disqualified for selection and if revealed after selection, I will be disqualified for this post and will be dismissed from service without compensation.

Date :

.....
Signature of the applicant

Attestation of Applicant's Signature :

I do hereby certify that Mr./ Mrs./Ms. of who under signed here is personally known by me and his/ her signature was placed before me on

.....,
Signature of the officer certifying the signature

Full Name:

Designation :

Date :

(Approve with official seal)

Recommendation of the head of the Department / Institution

(only for candidates serving in government institutions / Local government service / incorporated entities)

Director General of Government Information,

The application of Mr. / Mrs. / Miss serving in this institution as a(post) is recommended herewith. This is to certify that he/she has/has not been confirmed in this post, his / her work and conduct is satisfactory, no disciplinary actions have been taken against him/her and has no intention of taking such actions. If he/she is selected to this post, he/she can be released from this service. (Please write off where necessary)

Date :

.....
Signature of the head of the Department / Institution
(Official Stamp)

Department of Government Information

Calling of Applications for Recruitment to the Post of Web Writer MN 2 – 2025 **(Management Assistant – Non – Technical – Multi Purpose Segment 1 Service** **Category)**

Applications are called from Sri Lankan citizens with a proper health and an excellent character for the aforesaid vacant post of the Department of Government Information.

The applications prepared as per the following specimen application should be sent by registered post to the Director General of Government Information, Department of Government Information, 163, Kirulapone Avenue, Colombo 05 to reach on or before 20th April 2026 accompanied with copies of the certificates of education and professional qualifications. The post applied should be mentioned on the top left hand corner of the envelope containing the application. (This advertisement can be downloaded via www.governmentinformation.lk website as well)

Post of Web Writer – Number of vacancies is 06 (01 Sinhalese medium, 02 Tamil medium, 03 English medium)

- 1. Salary Scale** – Salary code MN 02 – 2025 of the Public Administration Circular No. 10/2025 dated 25.03.2025 is entitled for this post and the salary scale for it is Rs. 48,470-10×540-11×630-10×1,010-10×1,190- Rs. 82,800/- while the said salary will be entitled to you from 01.01.2027. You will be paid the salary as per provisions of Schedule III of this circular from your appointment date.
- 2. Age limit** – Should be not less than 18 years and not more than 30 years at the closing date of the applications.
- 3. Educational Qualifications** – General Certificate of Education (Ordinary Level) Examination should be passed with six (06) subjects with credits to Sinhala / Tamil / English language, Mathematics and two more subjects in one sitting.

And

General Certificate of Education (Ordinary Level) Examination should be passed in one setting (excluding the general examination)

- 4. Professional Qualifications** – A diploma in Information Technology awarded by institutions approved by the Tertiary and Vocational Education Commission or a qualification higher than that.
- 5. Experience** - Not applicable.
- 6. Physical Qualification** – Every candidate should possess sufficient physical fitness and mental stability to perform in any area in the Island and in the post.
- 7. Method of Recruitment** – A written examination and general interview (No marks will be given for the general interview)

- 8. Procedure of Examination** - The examination will be conducted by an institution authorized by the Director General of Government Information. This examination will be held in Sinhala, Tamil and English medium. A candidate shall select one medium relevant to him / her and answers to all the questions prescribed for the examination should be in that medium. Change of medium applied will not be allowed later on. The examination is comprised of two question papers.

Question paper	Time	Total Marks	Pass marks
Social Media and Press Journalism	01 hours	100	40
Language Competency and Press Journalism	02 ½ hours	100	40

Syllabus for the examination

Name of the question paper	Syllabus
Social Media and Press Journalism	News writing Direct online news writing Publishing news in websites Social media and communication techniques Press Conference and News filing Photo and web communication
Language Competency and Press Journalism	Press language News production Language and captions Language and photograph Feature writing and report language Creative language

9. Service rules and conditions -

- I. This post is permanent. Pensionable. You shall contribute to the widows / widowder's and orphans' pension scheme. You shall pay the contribution according to how the government declares from time to time.
- II. This appointment is subject to a probationary period of 03 years. The first efficiency bar examination should be passed within 03 years after recruitment, as mentioned in the recruitment procedure.
- III. Other official language proficiency should be accomplished as per the provisions of Public Administration circular No. 18/2020 dated 16.10.2020 and its corresponding caluses

- IV. This appointment is subject to procedural rules of the Public Service Commission of the Democratic Socialist Republic of Sri Lanka published by the extraordinary gazette notification No. 2310/29 of 14.12.2022, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, the Financial Regulations of the government, as well as the other regulations of the Department.
- V. The medium of language applied once will not be allowed to change later and the medium of language you will be eligible to be appointed will be the medium of language you indicate in the application.

10. Responsibilities applicable to the post

- I. Participating in media coverages at Parliamentary / Ministries / Government Institutions / District Secretariates and preparation and presentation of daily news.
 - II. Feeding government news to the government official website (in Sinhala / Tamil / English).
 - III. Carrying out duties entrusted by the Director (Special Media Unit) and the Web Editor.
 - IV. Performing other duties entrusted by the Director General of Government Information and other staff officers.
- 11.** The candidates shall attach certified copies (not the original copy) of the following certificates to the applications and should submit the first copies on demand.
- I. Certificate of birth
 - II. Certificates confirm the Educational Qualifications
 - III. Certificates confirm the Vocational Qualifications
- 12.** Candidates serving in government / Local government service shall send their applications via their head of the Department / institution.
- 13.** If any of the particulars mentioned in the application was revealed false before selection of the candidate, he / she would be disqualified and if revealed after selection, the individual will be dismissed from service.
- 14.** Applications sent after the closing date of applications or without photocopies of aforesaid certificates or those not sent across/ with the endorsement of the head of the institution (if working in the government / Local government sector) or, not prepared according to the specimen application will be rejected.

15. Certification of Signature – In the case of an applicant who is presently employed in the Public Service, the signature of the applicant should be certified by the Head of the respective institution or by an officer duly authorized by him/her for that purpose. The signatures of other applicants should be certified by a person authorized to attest signatures. Such persons include a Justice of the Peace, Attorney-at-Law, Notary Public, Principal of a Government School, a permanent officer in the Public Service drawing an annual salary of not less than Rs. 782,808/-, the Chief Incumbent (Viharadhipathi) of a Buddhist Temple, or a person in charge of or holding a recognized position in the clergy of any other place of religious worship.

16. Examination conditions

- I. The examination fee is Rs. 1,000/-. The examination fees should be credited to the account No. **119100109026220 of the Narahenpita Branch of the Peoples' Bank to the name of the Director of Government Information**, and the receipt should be affixed in the relevant place of the application form and submitted together with the application.
- II. The written examination will be held in May 2026 in Colombo through an institution entity to who the authority is given by the Director General of Government Information.
- III. The entity to which the Director General of Government Information has given authority for conducting examination may send the examination admissions by registered post to candidates accomplished the eligibility as mentioned in the gazette notification.
- IV. The signature of the applicant should have to be placed on the admission issued for the examination.

17. In the event of any inconsistency between Sinhala, Tamil and English versions of this Gazette notification, the Sinhala text shall prevail.

H. S. K. J. Bandara

Director General of Government Information

On this ... day of March 2026,
Department of Government Information,
163, Kirulapone Avenue, Colombo 05.

