

**Recruitment to the post of Typist –Grade III in Non-Technical Segment 2 Service Category
of Management Assistants in the Government Analyst’s Department**

Applications are invited from the citizens of Sri Lanka with the under mentioned qualifications to recruit suitable persons for the ten (10) vacancies in the post of Typist –Grade III in Non-Technical –Segment 2 Service Category of Management Assistants in Government Analyst’s Department.

02. Method of Recruitment

2.1 Educational Qualifications:-

Should have passed G.C.E. (O/L) Examination in six subjects with credit passes for Sinhala/ Tami/English Language, Mathematics and other two subjects in one sitting.

and

Should have passed at least one (01) subject at the G.C.E. (A/L) examination (excluding the Common General Test.)

2.2 Professional Qualifications:-

Applicants should have followed and passed the courses on Typing or Secretarial Practices conducted by Technical Colleges, National Youth Council, National Apprenticeship and Industrial Training Authority, Vocational Training Authority or other institutions registered under Skills Development Authority.

2.3 Physical Fitness:-

Every applicant should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post.

2.4 Other Qualifications:-

Every applicant must furnish satisfactory proof to the effect that he/she :

- i) is a citizen of Sri Lanka
- ii) is of excellent moral character.
- iii) has fulfilled the necessary qualifications in every respect as at 23rd of August, 2019.

03. Age Limit:-

- (I) Minimum limit : Should not less than 18 years
(II) Maximum limit : Should not more than 30 years.

04. Salary Scale:-

- (I) Salary Code : MN-1-2016
(II) Salary Scale : Rs.27140-10x300-11x350-10x495-10x660-45540/=.

(As per the Public Administration Circular No.03/2019, the initial salary of Rs.27140/= will be effective from the year 2020. The initial salary applicable to the year 2019 is Rs.24,336/-)

05. Conditions of Service:-

- (I) This post is permanent and pensionable (Policy decisions that may be taken by the government in respect of the pension scheme from time to time in the future shall be applicable to this post).
(II) You are liable to contribute to the Widows' and Orphans' Pension Scheme/ Widower's and Orphans' Pension Scheme.
(III) The appointment will be on probation for a period of three years.

06. Method of Recruitment:-

Recruitments will be made on the marks secured at the practical test and the Interview to be conducted to check the eligibility.

6.1 Practical Test

Subjects	Maximum marks that could be given	Pass Marks
Sinhala/English Typing (typing should be 20 minute duration with minimum speed at least 20 words per minute)	100	40

6.2 Interview to check the eligibility.
Marking Scheme

Spheres in respect of which marks are given	Maximum marks that could be given
<p>1. Additional Educational Qualifications For two subjects except for the subjects that are considered as basic qualifications at the G.C.E. (O/L) Examination.</p> <ul style="list-style-type: none"> • A pass - 05 Marks • B Pass - 03 Marks • C Pass - 02 Marks <p>For two subjects except for the subjects that are considered as basic qualifications at the G.C.E.(A/L) Examination.</p> <ul style="list-style-type: none"> • A Pass - 05 Marks • B Pass - 04 Marks • C Pass - 03 Marks • S Pass - 02 Marks 	20
<p>2. Additional Professional Qualifications with regard to the relevant field. Six (06) months course on typing or computer training conducted by Private/ Government Institution</p> <ul style="list-style-type: none"> • for six month course – 10 Marks • for one year course – 20 Marks 	20
<p>3. Experience Holding a post of Typist or Private Assistant in a government Institution/ Government Affiliated Institution or a reputed Institution recognized by the government.</p> <ul style="list-style-type: none"> • for one(01) year service – 05 Marks • for two(02) years service – 10 Marks • for three (03) year service- 15 Marks <p>(05 marks are awarded per year and maximum marks that could be awarded are 15)</p>	15
<p>4. Proficiency in English Language</p> <ul style="list-style-type: none"> • Course for a period of three(03)months-05 Marks • Course for a period of six(06) months- 10 Marks • Course for a period of one (01) year – 20 Marks 	20
<p>5. Computer Literacy</p> <ul style="list-style-type: none"> • Course for a three (03) months or less than that - 05 Marks • Course for a period of Six (06) Months – 10 Marks • Course for a period of one(01) year – 20 Marks 	20
6. Performance at the interview	05

07. Basic Qualifications will be checked at the eligibility test.

08. Recruitments will be made by the person in authority on the order of merit based on the results to be secured at the eligibility test and the number or existing vacancies.
- 09) Application forms prepared and completed as per the Specimen appended at the end of this notice should be sent by registered post to reach the Government Analyst, No.31, Isuru Mawatha, Pelawatta, Battaramulla, on or before 23rd of August 2019. The words “Application for the post of Typist” should be written on the top left hand corner of the envelope containing the application form

Date:

A . Welinge,
Government Analyst.

Specimen Application Form

Recruitment to the post of Typist – Grade III in Non-Technical-Segment 2 service category of Management Assistants in the Government Analyst’s Department

01. Full Name :- (in Sinhala/Tamil) :
(in English)
02. Name with initials (in Sinhala/Tamil) :
in English)
03. Date of Birth : Year Month Date
age (as at 23.08.2019)
04. Sex :.....
05. Marital Status :
06. Telephone No:
07. E-mail Address :
08. National Identity Card :
09. Permanent Address :
10. Educational Qualifications :-
11. Professional Qualifications :-
12. Other Qualifications :

I hereby certify that the above mentioned information are true and correct.

Date:

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Signature of the Applicant.