

Ministry of Telecommunications and Digital Infrastructure

Inviting Applications for Recruitment to the

Post of Videographer On Temporary Basis

Applications are invited from those who possess the qualifications set out below, for recruitment to the post of Videographer on a temporary basis to fill an existing vacancy in the Ministry of Telecommunications and Digital Infrastructure .

1. Method of Recruitment :

Recruitment will be carried out after an interview to assess suitability and a practical test.

2. Required Qualifications:

2.1 Educational Qualifications :

Should have passed the G.C.E. (O/L) Examination in 06 subjects, with a minimum of 04 Credit Passes , including, Mathematics and Sinhala/Tamil/English Language , at one sitting.

2.2 Professional Qualifications:

Should have been awarded a certificate on completion of a course of studies in Photography/Videography at a level not less than Level 5 of the National Vocational Qualification

2.3 Experience :

Experience in the relevant field will be given special consideration

2.4 Physical Requirements :

Every applicant should be adequately equipped both physically and mentally to perform the duties of the post in any part of Sri Lanka.

2.5 Other Requirements :

- i. Should be a citizen of Sri Lanka
- ii. Should be of excellent character.
- iii. Should have satisfied in every way all the qualifications stipulated in the advertisement for recruitment to the post as at the date of the advertisement /gazette notification.

3. Age:

Should be not less than 18 years and not more than 35 years as at the last date specified for accepting applications.

4 Duties of the Post :

- 4.1 Video filming, photographing important events and editing
- 4.2 Being in charge of editing equipment and the editing studio and attending to their maintenance
- 4.3 Being in charge of the video film record room and attending to its maintenance
- 4.4 Maintaining a register of video films and indexing
- 4.5 Being in charge of the inventory and the store of the Video Camera Section
- 4.6 Preparing estimates
- 4.7 Handling any type of camera, taking gemit photographs, taking photographs digitally and processing them
- 4.8 Computer editing and attending any other duties related to the post as directed by the Head of Branch

5. The post is temporary. It is neither a post which leads to permanency nor one in which the holder will be entitled to the benefits enjoyed by permanent members of the staff.

6. Monthly Allowance :

Basic Allowance	: Rs. 17,508/=
Adjustment Allowance	: Rs. 9,831/=
Cost of Living Allowance	: Rs. 7,800/=

(Public Admin) Circular No. 3/2016)

7. Method of Recruitment :

Interview to assess suitability and practical test

7.1 Structured Interview

Criteria for assessment	Maximum Marks 100%	Minimum Marks considered for selection
Additional educational qualifications	20	Not relevant
Additional professional qualifications	25	
Professional Experience	30	
Qualifications relating to Information Technology / Computer Literacy	10	
Language Proficiency	10	
Interview Performance	05	

Note:

- i. At the time of recruitment, the Appointing Authority will approve a detailed marking scheme for assessing suitability at the interview, within the maximum marks assigned above under the different criteria listed.
- ii. Recruitment will be carried out based on the total marks obtained by applicants at the interview in order of merit and the number of existing vacancies.

7.1.1 Appointing Authority of the Board of Interview to assess applicants
Secretary to the Ministry of Telecommunications and Digital Infrastructure

7.1.2 **Practical Test**

Criteria for assessment	Maximum Marks	Pass Marks
Operation of Video Camera and related equipment	30	
Selection of scenes and assembling data to meet the requirements of professional coverage	20	
Use of natural light in relation to television scenes	20	
News editing capability with the use of computer technology	10	
Knowledge of cassette tape recording technology and operation of related equipment	10	
General knowledge about filming within television studios	10	
Total	100	

8. **Appointing Authority for the post on temporary basis :**
Secretary to the Ministry of Telecommunications and Digital Infrastructure

Note: The Appointing Authority will determine the date on which the appointment will take effect. The Appointing Authority reserves the right to fill or not to fill any vacancy.

9. **How to apply :**

9.1 Applications should be prepared in accordance with the specimen form shown below using both sides of an A4 paper and forwarded **under registered cover to the Secretary, Ministry of Telecommunications and Digital Infrastructure, No. 437, Galle Rd. Colombo 3 on or before 22 November, 2017.** The post applied for should be clearly written on the top left hand corner of the envelope in which the application is enclosed.

9.2 Applications should be clearly handwritten in the applicant's own handwriting. Applications which do not conform to the specimen application form/ which are not completed correctly/ which are received late or which contain incomplete information will be rejected without giving any notice. Postal delays will not be excused. It may be useful for applicants to retain a photocopy of the application.

- 9.3 At the interview, originals of the following documents should be produced:
- Certificate issued by the Grama Sevaka confirming place of residence, countersigned by the Divisional Secretary
 - Police Report
 - Two recent character certificates (one should be from the Grama Sevaka of the area)

9.4 Applications should be very carefully prepared and should contain accurate information. If any candidate is found to be unsuitable at the time of perusing the applications, his or her candidacy could be rejected at any time. If it is found that any applicant has furnished false information, his or her services could be terminated at any time.

9.5 Experience gained, professional qualifications, educational qualifications and sports and extracurricular activities related to the post applied for should be supported by acceptable certificates. These should be valid as at the date on which applications are closed.

- 10.** The Secretary to the Ministry will call for a structured interview, all applicants who have submitted applications on or before the due date, on the understanding that only applicants who have fulfilled all requirements stipulated in this notice, have applied. However, the fact that an applicant has been called for the interview should not be construed to mean that there has been an acceptance that such applicant has fulfilled all requirements. Applicants should indicate in the application the language medium in which they wish to face the interview, and the structured interview will be conducted in that language medium. If, after the applicants have been called for the interview, and at the time of perusing the applications to determine whether they possess the requirements in accordance with the stipulations above, it is found that an applicant has not fulfilled the requirements, his or her candidacy will be rejected.
- 11.** Candidates are required to submit one of the following documents to the Board of Interview to confirm their identity:
 - i. Valid National Identity Card issued by the Department of Registration of Persons
 - ii. Valid Passport
- 12.** If there is any matter which is not covered above, the Secretary to the Ministry will take a decision on such matter. All applicants are bound to comply with the general rules contained in this notice.

Wasantha Deshapriya

Secretary

Ministry of Telecommunications and Digital Infrastructure

04/11/2017