



DEPARTMENT OF CULTURAL AFFAIRS

Posts Vacant

APPLICATIONS are invited from the qualified Sri Lankan applicants for the following posts vacant in the Department of Cultural Affairs.

| <i>Post</i> | <i>Number of Vacancies</i> |
|-----------------------|----------------------------|
| Still Photographer | 01 |
| Video Camera Operator | 01 |
| Audio/Visual Editor | 01 |

02. Terms of Engagement and Conditions :

This post is permanent and pensionable. You will be subject to the decision of the Government made in principle in future with regard to the Pension Method entitled to these posts.

Salary Code : MT 01 - 2016

Salary Scale : Rs. 29,840 - 10 x 300 - 11 x 350 - 10 x 560 - 10x 660 - Rs. 48,890/-

03. Qualifications :

- I. *Educational Qualifications* : Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects with credit passes for Sinhala/Tamil/English, Mathematics and two other subjects in one sitting.
- II. *Professional qualifications* :
 1. Still Photographer - Should have followed and obtained a certificate in Photography Course which is not less than Level 05 of National Vocational Qualification (NVQ).
 2. Video Camera Operator - Should have followed and obtained a certificate in Video Camera Operating Course which is not less than Level 05 of National Vocational Qualification (NVQ).
 3. Audio /Visual Editor - Should have followed and obtained a certificate in Audio/Visual Editing course which is not less than Level 05 of National Vocational Qualification (NVQ).

III. *Experience* : Experience in the relevant field will be considered as a special qualification.

IV. *Physical Fitness* : All applicants should be physically and mentally fit to serve in any part of the island and to perform the duties in the post.

V. *Other Qualifications* :

- i. Shall be a citizen of Sri Lanka.
- ii. Applicant shall bear an excellent moral character.
- iii. Shall have completed all qualifications as specified in Serial No. 03 of the notice of calling for applications.

04. Age Limit : Should be not less than 18 years and not more than 35 years.

05. Method of Recruitment :

- I. Recruitments will be made on the recommendation of an Interview Board to test the eligibility and a Professional Test as ordered by the Director of Cultural Affairs. Recruitments will be made in order of merit of the total marks obtained both from the interview and the Professional Test and as per the existing number of vacancies.

* Interview to test the eligibility

| <i>Headings of giving marks</i> | <i>Maximum Marks</i> | <i>Pass Mark</i> |
|--|----------------------|------------------|
| <p>1. <i>Additional Educational Qualifications</i></p> <ul style="list-style-type: none"> • Should have passed the General Certificate of Education (Ordinary Level) Examination in six (06) subjects with Credit passes for Sinhala/Tamil/English, Mathematics and two other subjects in one sitting. In addition to those subjects, <ol style="list-style-type: none"> 1. Subjects in G.C.E. Ordinary Level - 10 marks 2. Subjects in G.C.E. Advanced Level - 10 marks | 20 | |
| <p>2. <i>Additional Professional Qualifications</i></p> <ul style="list-style-type: none"> • National Vocational Qualification (NVQ) Level 05 with relevant to the job field. For other professional certificates with relevant to the field other than the above. <ol style="list-style-type: none"> 1. National Vocational Qualification Certificates, Diploma etc. | 25 | |
| <p>3. <i>Professional Experience</i></p> <ul style="list-style-type: none"> • 3 marks per year for 10 years professional experience in the field of applying | 30 | |
| <p>4. <i>Information Technology/Computer Literacy</i></p> <ul style="list-style-type: none"> • For the Certificate Courses, Diploma Courses or Higher Diploma Courses on Information Technology/Computer Literacy | 10 | |
| <p>5. <i>Language Proficiency</i></p> <ul style="list-style-type: none"> • For a Certificate Course, Diploma Course or a Higher Diploma Course on Language Proficiency | 10 | |
| <p>6. <i>Competency shown at the Interview</i></p> <ul style="list-style-type: none"> • Leadership 02 marks • Communication Skills 02 marks • Personality 01 mark | 05 | |
| Total | 100 | |

Professional Test

1. Still Photographer

| <i>Headings of giving marks</i> | <i>Maximum Marks</i> | <i>Pass Mark</i> |
|---|----------------------|------------------|
| 1. Operating a camera and recording pictures | 60 | |
| 2. Supply of light and usage of modern technology | 20 | |
| 3. Taking clear photographs | 20 | |
| Total | 100 | 40% |

2. Video Camera Operator

| <i>Headings of giving marks</i> | <i>Maximum Marks</i> | <i>Pass Mark</i> |
|---|----------------------|------------------|
| 1. Video camera and accessories | 30 | |
| 2. Selection of scenes as suitable for the coverage and collection of data | 20 | |
| 3. Using natural light with relevant to television scenes and using electric light for videoing | 20 | |
| 4. Skills on news editing using computer technology | 10 | |
| 5. Technological knowledge on CD recording and usage of relevant accessories | 10 | |
| 6. General knowledge on the video recording inside the television studios. | 10 | |
| | 100 | 40% |

3. Audio/Visual Editor

| <i>Headings of giving marks</i> | <i>Maximum Marks</i> | <i>Pass Mark</i> |
|---|----------------------|------------------|
| 1. Audio/Visual Editing and operating the relevant instruments. | 40 | |
| 2. Skills on editing using computer technology | 40 | |
| 3. General knowledge on editing inside the editing studios | 20 | |
| Total | 100 | 40% |

6. Applications should be furnished in A4 (8.27" x 11.69") size papers, as per the specimen given below and should be sent by registered post to reach the Director, Department of Cultural Affairs, 8th Floor, Sethsiripaya, Battaramulla on or before **31.12.2021**. Incomplete applications and those which are not in comply with the specimen application will be rejected without notice. Keeping a copy of your application is advantageous. (The post applied should be indicated in the top left -hand corner of the envelope enclosing the application)

Director,
Department of Cultural Affairs,

8th Floor, Sethsiripaya,
Battaramulla.

(For Office use)

Application for the Post of in the Department of Cultural Affairs

- 01. Name with initials :
- 02. Name in full :
- 03. Date of birth :
- 04. Age as at 31.12.2021 : Years: Months : Days :
- 05. National ID Number :
- 06. Gender :
- 07. Address :
- 08. Telephone No. :
- 09. Educational Qualifications

I. (G. C. E. Ordinary Level)

Year

Index No.

| <i>Subjects</i> | <i>Grade</i> | <i>Subject</i> | <i>Grade</i> |
|-----------------|--------------|----------------|--------------|
| 01. | | 06. | |
| 02. | | 07. | |
| 03. | | 08. | |
| 04. | | 09. | |
| 05. | | 10. | |

- 10. Professional Qualifications

- 11. Experience

I hereby confirm that the particular furnished by me in this application are true and correct to the best of my knowledge, I am aware that if any information contained in the application is found to be incorrect or false, I will be liable to disqualification if the inaccuracy is revealed before the selection and to dismissal if it is so revealed after the appointment.

Date

Signature of the applicant