



PUBLIC SERVICE COMMISSION

Department of Social Services

The Limited Competitive Examination for the Recruitment to the Post of Officer – in – Charge in Vocational Training Centres under the Department of Social Services - 2022

APPLICATIONS are invited from Social Services Officers serving in the Department of Social Services with the qualifications stipulated here under by the Director General of the Sri Lanka Institute of Development Administration for the examination to be held in August or in a nearing month of **2022 in Colombo**, on behalf of the Department of Social Services for selecting Officers to fill in the vacancies existed in the Post of Officer- in- Charge in the Vocational Training Centres maintained under the Department of Social Services.

01. The number of Officers to be recruited is 05 (five). In case of the number of candidates, who have obtained the equal marks exceeding the existing vacancy or vacancies; the decision of filling of that number of vacancies will be given by the Public Service Commission in terms of the Section 80 in Procedural Rules. The effective date for the appointment will be decided in accordance with the order of the Public Service Commission.

02. Regulations on Employment :-

- 2.1 Selected candidates will be appointed to the post of Officer- in- Charge and they will be subject to the general conditions governing appointments to the government service, rules and regulations enacted by the Scheme of Recruitment for the Management Assistant Supra Grade in the Department of Social Services approved by the Public Service Commission No. PSC/EST/4/1 dated 22.06.2012, any amendments made or to be made thereafter to the said Scheme of Recruitment, provisions as stipulated in the Code of Establishment and Financial Regulations and Procedural Rules of the Public Service Commission published in the Extra Ordinary *Gazette* Notification No. 1589/30 dated 20.02.2009.
- 2.2 This post is permanent and pensionable and it is required to contribute to the Widows'/ Widowers' and Orphans' Pension Fund.
- 2.3 This appointment is subject to one year probationary period from the date of appointment.
- 2.4 In accordance with the Public Administration Circular No.01/2014 and other Circulars incidental thereto, those who are appointed to the post should be acquired the proficiency in the prescribed official language within five (5) years from the date of appointment.

03. Monthly Salary Scale:-

In terms of the Public Administrative Salary Circular No. 03/2016, the initial salary step of this post is 6th step of the salary scale MN 7 -2016.

Salary Scale: - MN 7 – 2016:- Rs. 41,580/- 11 x 755 - 18 x 1030 - 68,425/-

Initial salary step is Rs.. 45355/-

04. The required qualifications:-

- (a) (i) The applicant should be a citizen of Sri Lanka
(ii) Should be of excellent character
(iii) All the applicants should be of excellent physical and mental character to perform the duty at any part of the Island

(b) *Educational Qualifications and Experiences:*

For applicants with a degree -

- I. Should be confirmed in the post of Social Services Officer in the Department of Social Services

and

- II. Completion of not less than five (05) years active and satisfactory service in the post of Social Services Officer.

For applicants without a degree -

- I. Should be confirmed in the post of Social Services Officer in the Department of Social Services.

and

- II. Completion of not less than ten (10) years active and satisfactory service in the post of Social Services Officer.

Note : Other Qualifications to be fulfilled

- i. All the qualifications required to apply for this examination should be fulfilled to the closing date of the applications
- ii. Should have not been subjected to any disciplinary punishment during immediately preceding five (05) years period
- iii. Should have earned all the due increments during immediately preceding five (05) years period

05. **Method of application:-**

- (a) Prepare the application according to the format given at the end of this paper notification using both sides of A 4 size papers. It should be specially noted to prepare the applications to set paragraphs from 1.0 to 1: 11 on the first page, paragraphs from 2.0 to 3.0 to be on the second page and rest of paragraphs to be on the third page. Computerized/ typed set application form could be used for this purpose. Should complete the application with legible own hand writing and incomplete applications and or applications which are not prepared in the given format will be rejected without any notice. Preservation of a photocopy of the application will be beneficial.

- (b) Applications should be completed in the medium of language in which the candidates wish to appear for the examination. Name of the Examination in the heading should be mentioned in English in addition to Sinhala or Tamil in Sinhala or Tamil medium applications.

- (c) (I) Properly completed applications should be sent through the Head of the Department to reach before **23.03.2022** to the following address under registered cover. The top left hand corner of the envelope should clearly carry the words "The Limited Competitive Examination for the Recruitment to the Posts

of Officer – in – Charge in the Vocational Training Centres under the Department of Social Services – 2022 ” and should send to the address “ Director, Department of Social Services, 2nd Floor, Sethsiripaya Stage II, Battaramulla”. The applications received after the closing date will not be accepted.

(II) The examination fee is Rs. 1200 /- . The examination fee should be paid at any branch of Bank of Ceylon in the island to the credit of the Account No. 7041285 , Battaramulla Branch, Bank of Ceylon belonging to Director, Department of Social Services. A margin of the original receipt obtained in the candidate’s own name should be firmly pasted to the place specified in the application form. It would be advisable to retain a photocopy of this receipt. The examination fees shall not be refunded for any case and fee once paid will not be held in reserve for transferring to any other examination in future. Moreover, stamp or money order will not be accepted for the examination fee.

(d) Incomplete applications in every ways and means will be rejected without any notice. No complaints shall be considered to the effect that an application or documents connected therewith were lost or delayed in the post. Any loss that may result by delaying the application to the last date will have to be borne by the applicant.

06. Entering for the Examination :-

(a) The applicants, only those who have submitted their duly completed applications shall receive an admission card from the Director General of the Sri Lanka Institute of Development Administration. Without producing the admission card, nobody will be permitted to enter the examination hall.

Note: Issuing an admission card to a candidate for the examination should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to sit for the examination.

07. The identification of the candidate :-

All candidates should prove their identity to the satisfaction of the head of the examination hall. Only one of the following documents will be accepted for this purpose.

- * The National Identity Card issued by the Department for the Registration of Persons
- * A valid Passport
- * A valid driving license

08. The final decision on any matter that does not include in this notice rests with the decision of the Director of Social Services subject to the instructions of the Public Service Commission.

09. Method and medium of examination :-

- (a) The examination will be conducted in Sinhala and Tamil mediums.
- (b) A candidate should appear for the examination in only one language in which she/he has obtained the degree to be qualified to appear for the examination. All question papers have to be answered in the same medium.
- (c) Candidates will not be permitted to change the medium of examination given in her/his application

10. Method of Recruitment :-

Written Examination : (The Limited Competitive Examination for the Recruitment to the Post of Officer – in – Charge) comprises of essay and structured essay questions on the case study regarding the work and personnel management – Time 03 hours, Marks (100). This question paper contains compulsory questions and all questions need to be answered. A 40% of minimum marks should be obtained to pass the paper.

The candidates should answer essay and structured essay typed questions prepared in association with the case study or case studies with regard to the work and personnel management such as institutional administration, management, facing issues and solving such issues, institutional productivity and efficiency for evaluating the comprehensive ability and knowledge of the candidates on the work and personnel management.

Interview :

Having conducted the structured interview under the structured interview board approved by the Public Service Commission for the officers who have obtained of not less than 40 % marks among the candidates who appeared for the written examination, will be selected on the basis of the merit of the aggregate marks scored at both written examination and structured interview.

Structured Interviews for the recruitment to the posts of Officer – in – Charge

01. The fields to be awarded marks

Heads to be checked to award marks	Maximum marks
<p>01. Additional Educational Qualifications (Marks will only be awarded to the qualifications obtained in addition to the basic qualifications mentioned under Number 04 of the recruitment notification.)</p> <p>1. Post Graduate Degree (10) (including Sociology / Administration and Management)</p> <p>2. First-class Honours Degree (08)</p> <p>3. The degree with Class Honours (06) (If certain subjects have been excepted from the Efficiency Bar Examination by this means, the applicants will again not be awarded marks)</p>	<p>10</p>
<p>02. Additional Professional Qualifications</p> <p>1. In the field in connection with the post Obtaining of not less than one year diploma from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like social works / administration / counseling /management. (15)</p> <p>2. Obtaining a certificate for following of not less than six month course from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like sociology / administration / counseling /management (sign language diploma, Braille diploma). (10)</p> <p>3. Obtaining a certificate for following of not less than three month course from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like sociology / administration / counseling /management. (05)</p>	<p>15</p>
<p>03. Additional Experiences (For each year exceeding 5 years or 10 years in which it is considered as the basic qualifications)</p> <p>I. For each one year in grade II of the post (03)</p> <p>II. For each one year in grade I of the post (05)</p>	<p>40</p>
<p>04. Computer Literacy (Marks will be awarded only to the maximum qualification)</p> <p>1. For a diploma / certificate course on computer for one year or more duration than that from an Institution recognized by the appointing authority (05)</p> <p>2. For a diploma / certificate course on computer for six month or more duration than that from an Institution recognized by the appointing authority (03)</p>	<p>05</p>

<p>05. English language proficiency</p> <p>(Marks will be awarded only to the maximum qualification)</p> <ol style="list-style-type: none"> 1. Obtaining the first degree / post graduate degree / post graduate diploma in English medium / passing English as a subject for the degree / passing English as a subject for G.C.E (Advanced Level) (05) 2. Obtaining a diploma / certificate course on English Language for one year or more from a recognized Institution or obtaining a distinction pass for the English language in G.C.E (Ordinary Level) (03) 3. Obtaining a diploma / certificate course on English Language for six month or more from a recognized Institution or obtaining a credit pass for the English language in G.C.E (Ordinary Level) (02) 4. For a certificate course on English language of not less than 03 months (01) 	05
<p>06. For special activities / programs / projects performed in the professional field</p> <p>(District Secretary or Divisional Secretary should be recommended)</p> <ol style="list-style-type: none"> 1. Creative activities done on behalf of the disabled persons (The activities which have been initiated from the divisional level and have been developed up to the national level) (05) 2. Successful activities with the priority of community in association with Self-esteem groups / voluntary representatives (05) 3. The projects which have been obtained national / international victories with regard to the subject scope of the disabled beneficiaries in divisional or district level (05) 4. Projects and programs made in creative manner in addition to the benefits and provisions provided by other Ministries and Departments for empowering the beneficiaries (05) 5. Other special activities / programs (05) 	20
<p>07. Merit shown at the interview</p>	05
<p>Total Marks</p>	100

11. Releasing Examination Results:

The list of notification including the selected applicants prepared on the basis of the merits of both written examination and structured interview equal to the existing vacancies will be sent to the Secretary, Public Service Commission. Thereafter, as directed by the Public Service Commission, the results will be either sent personally to all applicants or published on www.socialservices.gov.lk ; the official website of the Department of Social Services for results release.

Note: Participating in the Interview should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to grant the appointment.

As per the order of the Public Service Commission,

12. In case of any discrepancy arises among the phrases of this notice, which is published in Sinhala, Tamil and English languages, the Sinhala notice will be considered as the correct one.

SUNETHRA GUNAWARDHANA,
Secretary,
State Ministry of Primary Health Care,
Epidemics and Covid Disease Control.

Department of Social Services,
Second Floor,
Sethsiripaya Stage II,
Battaramulla.
11th February, 2022

(For office use only)

**The Limited Competitive Examination for the Recruitment to the Posts of
officer – in – Charge in Vocational Training Centers
under the Department of Social Services - 2022**

Medium
Sinhala - 2

Tamil - 3

(Please write the relevant number in the box)
(The application should be completed in the medium of
language you wish to appear for the examination)

1.0 Personal Information

1.1 Name in Full :

(In block letters)

ex : (HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWADHANA)

1.2 Name with last name at the beginning and initials of other names at the end

(In block letters)

ex : (GUNAWARDHANA, H.M.S.K)

1.3 Name in Full :

(In Sinhala/Tamil)

1.4 Official Address (In block letters) :

(the admission is posted to this Address)

1.5 Official Address :

(in Sinhala/Tamil)

1.6 Sex : Male - 0 Female- 1

(write relevant number in the cage)

1.7 National Identity Card No. :

1.8 Marital Status : Unmarried - 1 Married - 2

(write relevant number in the cage)

1.9 Nationality : (Sinhala -1, Tamil -2 , Indian Tamil - 3 , Muslim - 4, Others - 5)

(write relevant number in the cage)

1.10 Date of Birth : Year Month Date

1.11 Telephone Number :

2.0

(i) Educational Qualifications and Experience

Educational Qualifications whether with the Degree / without Degree :

Date on which the degree was obtained:

University / Institution (Name) :

Registration Number :

External / Internal :

Subjects studied :

.....

.....

Class :
 Upper/Lower :
 Valid date for the Degree:
 The medium of language you appeared for the examinations :

3.0 Experience :

- i. Date of appointment to the post of Social Services Officer :
- ii. Date on which you have been confirmed in the post :
- iii. The Grade in which you are serving at present :
- iv. Date of appointment / promotion to the said Grade :
- v. Period of service from the said appointment of Social Services Officer Grade I/II to the date of 23.03.2022 :

Affix the receipt properly here.

4.0 Declaration of the applicant :

I have earned all my due increments during the immediately preceding five (05) years period to the date of and in accordance with the Chapter 04 b of the *Gazette* Notification, I have completed the active and satisfactory service period to the date of and during the said period I have not been subjected to any disciplinary punishment (apart from the warning). Further, I adhere to the decisions taken in connection with the holding of the examination and releasing of results by the Director General of the Sri Lanka Institute of Development Administration.

In terms of the rules and regulations of the *gazette* notification, I am qualified to appear for the examination. Moreover, I do hereby certify that the information furnished by me are true and accurate to the best of my knowledge and belief and I declare that I have affixed the invoice No.: dated to the given area of the application after paying the examination fee. In addition, I agree to abide by all the rules and regulations applicable to this examination. I further agree that my candidature is liable to be cancelled before, during or after the examination if it is found that I am ineligible in terms of the Service Minute which carries provisions on this examination.

.....
 Date

.....
 Signature of the Applicant

6.0 Certification of the Head of the Department: (As per the personal file of the Applicant)

This is to certify /Mr./Mrs./Miss submitting this application is serving in the post of Social Services Officer and he /she has earned all his / her due increments during the immediately preceding five (05) years period to the date of and during the said period he / she has not been subjected to any disciplinary punishment (apart from the warning) and in accordance with the Chapter 04 b of the *Gazette* Notification, he/ she has completed the active and satisfactory service period of (five years/ ten years) to the date of and in accordance with the regulations mentioned in the gazette notification, he / she has obtained the qualifications to appear for the examinations and has pasted the invoice after paying the precise examination fee. Moreover, I certify that he /she put her signature before me.

.....
 Date

.....
 Signature of the Head of the Department.

Name :
 Designation :
 Address :
 Official Stamp :