



NATIONAL CHILD PROTECTION AUTHORITY

VACANCIES (RAGAMA AND KARAPITIYA)

Applications are hereby invited from qualified citizens of Sri Lanka for the vacancies mentioned below at Ragama and Karapitiya Vedio Evidence Recording units. The applicants should possess the following qualifications:

1. EVIDENCE RECORDING ASSISTANT MA 03 (02 Posts)

Qualifications:

External Candidates

Educational:

A Bachelor's Degree in Psychology/ Sociology/ Mass Communication which is recognized by the University Grants Commission.

2. ASSISTANT COUNSELOR MA 03 (02 Posts)

Qualifications:

External Candidates

A Bachelor's Degree in Psychology / Sociology / Health Promotion / Education in Special Need / Speech and Hearing Sciences / Drama and Theatre which is recognized by the University Grants Commission.

Diploma in Counseling recognized by the University Grants Commission or Tertiary Vocational Education Commission will be an added advantage.

Other (For the above posts -01,02)

● Salary Code and the Monthly Salary Scale of the employee category:

DMS circular 2/2016 -MA 3 Rs.[32,200-10 x 445 -11 x 660 - 10 x 730 -5 x750 - 54,960.00]

In terms of DMS circular No. 02/2016 schedule II the initial salary step of above as at 01.01.2020 is Rs.32,200.00

● Age: Age should be not less than 23 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

● Recruitment procedure

Recruitment will be done by the results of a written competitive examination and / or a structured interview conducted by a panel appointed by the appointing authority.

3. VEDIO TECHNICAL ASSISTANT MA 2-1 (02 Posts)

Qualifications

External Candidates

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission (Videographying/ Photographing) with one year work related experience .

Internal Candidates:

Having obtained the qualifications required by the external candidates above.

Other

● Salary Code and the Monthly Salary Scale of the employee category :

DMS circular No. 2/2016 MA 2-1 Rs.[30,310 -10x300 -7x350 - 4x 495- 20x 660 - 50,940]

In terms of DMS circular No. 2/2016 Schedule II the initial salary step of above as at 01.01.2020 is Rs. 30,310.00

● Age: Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

● Recruitment procedure

Recruitment will be done by the results of a written competitive examination and / or a structured interview conducted by a panel appointed by the appointing authority.

4. MANAGEMENT ASSISTANT – NON -TECHNOLOGICAL (TYPE SETTING – SINHALA) MA 1-1 (02 Posts)

External Candidates

Educational:

1. a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - i. Sinhala
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.
- c) 06 Months Certificate course for Typesetting/ Computer Literacy

Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level-Semi skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Educational:

- a) Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
 - i. Sinhala
 - ii. English language
 - iii. Mathematics
- b) 06 Months Certificate course for Typesetting/ Computer Literacy

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

5. MANAGEMENT ASSISTANT – NON - TECHNOLOGICAL (TYPE SETTING – TAMIL) MA 1-1 (02 Post)

External Candidates

Educational:

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - i. Tamil
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.
- c) 06 Months Certificate course for Typesetting / Computer Literacy

Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level-Semi skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Educational:

- a) Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
 - i. Tamil
 - ii. English language
 - iii. Mathematics
- b) 06 Months Certificate course for Typesetting / Computer Literacy

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

6. MANAGEMENT ASSISTANT - NON-TECHNOLOGICAL (PROOF READING - SINHALA) MA 1-1 (02 Posts)

External Candidates

Educational:

1. a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - i. Sinhala
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level-Semi skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Educational:

- a) Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
 - i. Sinhala
 - ii. English language
 - iii. Mathematics

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

7. MANAGEMENT ASSISTANT – NON-TECHNOLOGICAL (PROOF READING – TAMIL) MA 1-1 (02 Posts)

External Candidates

Educational:

1. a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - i. Tamil
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Internal Candidates

Employees of the categories of Primary Level-Skilled, Primary Level-Semi skilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

Educational:

- a) Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
 - i. Tamil
 - ii. English language
 - iii. Mathematics

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Other (For the above posts – 4, 5, 6, 7)

● Salary Code and the Monthly Salary Scale of the employee category :

DMS circular No. 2/2016 - MA1-1 Rs. [27,910-10x300- 7x350 - 4x495 -20x660- 48,540.00]

In terms of DMS circular No. 02/2016 Schedule II the initial salary step of above as at 01.01.2020 is Rs.27,910.00

● Age : Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

● Recruitment procedure

Recruitment will be done by the results of a written competitive examination and / or a structured interview conducted by a panel appointed by the appointing authority.

Benefits:

- *Apart from the basic salary, Cost of Living Allowance will be paid to all posts mentioned above, 12% to EPF and 3% to ETF will be borne by the Authority.*

General Conditions:

Every applicant should be a citizen of Sri Lanka and should be of excellent moral character and should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.

Specimen application form could be downloaded from the official website of the National Child Protection Authority (www.childprotection.gov.lk). Duly Completed applications should be sent only by registered post to reach the following address **on or before 12th April 2021.**

Every application should be sent along with certified copies of Birth Certificate, NIC/Passport, educational, professional qualifications and experience certificates. Separate applications should be sent for each position if you wish to apply for more than one position. The post should be marked on the top left-hand corner of the envelope. Applicants from State sector/ Corporation / Statutory Bodies should send their applications through their Heads of the Organizations.

Incomplete, illegible applications which are not conformity with the above requirements and applications received after the closing date will be rejected without any notice. Any form of canvassing will be a disqualification. Only short-listed candidates will be called for interviews and/or Written Examination. The decision of the Board of Directors of the National Child Protection Authority with regard to these recruitments shall be final.

Chairman,
National Child Protection Authority,
No: 330, Thalawathugoda Road,
Madiwela,
Sri Jayawadenapura.
Telephone Number – 0112778911- 14
Web Site – www.childprotection.gov.lk