

Calling for Applications for Recruitment to the Office Employee Service (Grade iii) of the Combined Service

- 1.0 Applications are hereby called for recruitment to the Office Employee Service (Grade iii) of the Combined Service to fill vacancies existing in the Department of Import and Export Control, with the approval of Director General of Combined Services.
- 2.0 Eligible candidates selected on the basis of the merit order of their marks of a structured interview will be appointed to the existing vacancies.
- 3.0 Applications are called for 04 vacancies existing in the Department of Import and Export Control. Number of appointments made and effective date of appointment shall be decided by the Appointing Authority. Appointing Authority reserves the right not to fill all or certain number of vacancies.
- 4.0 Salary: In terms of Public Administration Circular 03/2016 dated 25.02.2016, monthly salary scale applicable to Office Employees in Grade iii, ii and i is PL 1-2006-A: Rs. 24,250-10x250-10x270-10x300-12x330-36410. To transcend the salary steps of Rs. 27,020 and Rs. 29,750,. Promotions should be obtained to Grade ii and Grade i respectively. To transcend the salary step of Rs. 32,780, promotion should be obtained to Special Grade. Payments shall be made as stipulated in Schedule ii in the said circular.
- 5.0 This post is pensionable. Appointees shall be subjected to policy decision taken by the government on pension scheme entitled to officers. Further, appointees should contribute to Widows' and Opens' Pension Scheme / Widowers' and Opens' Pension Scheme and make contributions to the Pension Scheme as prescribed by the government from time to time.
- 6.0 It is compulsory to serve a minimum of three years in the work place of first appointment. However, the Appointing Authority shall have the power to transfer any officer before the lapse of said period, if required, on special reasons as determined by him/her.
- 7.0 Qualifications: Candidates are required to possess the following qualifications for recruitment to Grade iii of Office Assistants' Service:
 - (a) Should be a citizen of Sri Lanka
 - (b) Should not be less than 18 years and not more than 45 years as at the closing date of application. Upper age limit will not be applicable for permanent and pensionable appointees already in the Government Service
 - (c) Should be of good character and good health

- (d) Educational Qualifications: Should have passed 06 subjects with 02 credit passes in G.C.E. Ordinary Level Examination in not more than two sittings
- (e) Should not be an inappropriate person to be appointed in the Public Service in terms of Chapter V of Procedural Rules of the Public Service Commission.

It is compulsory for every candidate to have completed all the qualifications relevant to the post on or before the date of calling for applications.

8.0 Structured interview: As per the approval of Director General of Combined Services, candidates who have fulfilled the requisite qualifications will be appointed to Grade iii of Office Employee Service, strictly adhering to the merit order of marks obtained by applicants at a structured interview to be held on the same date on which the interview for examining basic qualifications of applicants will be held. The medium of language in which applicants prefer to be interviewed should be mentioned clearly in the application and the structured interview will be held in the same medium.

Procedure followed in allocating marks in the interview is given in the following table:

Criteria		Marks
Experience in the post (considered up to maximum of 05 years)		10
Communication Skills		5
Educational Qualifications	Passed G.C.E. A/L Examination	5
	Passed Mathematics, Language, Second Official Language, English and Other Languages with an ordinary pass at G.C.E. (Ordinary Level) Examination (Maximum of 5 subjects are considered with 2 marks allocating for each subject.)	10
Personality		5
Extracurricular Activities (Sports/Social Work, etc.)		5
Skills demonstrated at the interview		10
Total Marks		50

Note: Experience in the post, educational qualifications and extracurricular activities should be supported with recognized certificates. The qualifications should be valid for the final date on which applications are called.

9.0 Accurate information should be furnished carefully when completing the application. If it is revealed during scrutinizing of qualifications that a candidate is ineligible, his/her candidature will be cancelled on any occasion. If any information furnished by a candidate is found to be false, he/she will be dismissed from the Public Service on any occasion.

10.1 Application prepared as per the prescribed specimen form should be sent to the address of ‘Controller General of Import and Export, Department of Import and Export, Hemas Building, Colombo 01’ under registered cover prior to 25.09.2018. Applications which are not conforming to the prescribed specimen form and inaccurately completed or in incomplete condition will be rejected without prior notice. The candidate should bear the loss incurred due to failure in duly completing the application.

10.2 The words “**Recruitment to Grade iii of Office Employee Service**” should be mentioned on top left hand corner of the envelope enclosing the application.

11.0 All candidates who have submitted applications on or before the due date will be invited by the Controller General of Import and Export for a structured interview on the presumption that only the persons with qualifications stipulated in this notice have applied. However, such an invitation will not be considered as accepting that the candidate has fulfilled the qualifications requisite for the post. If it is revealed that the candidates do not possess requisite qualifications on the occasion of verifying the qualifications after inviting candidates for an interview as per the notice, their candidature will be cancelled.

12.0 One of the following documents should be produced to the Interview Board to prove the identity of candidates.

- i. Valid National Identity Card issued by the Department of Registration of Persons
- ii. Valid Passport

13.0 Director General of Combined Services will decide on any matter which is not mentioned herein. All candidates are bound to act in accordance with general rules and regulations set out in this notice.

On the order of Director General of Combined Services,

T.V.D. Damayanthi S. Karunaratne

Controller General of Import and Export

31 August, 2018

Department of Import and Export Control

No. 75 1/3,

First Floor, Hemas Building,

York Street,

Colombo 01