

**Department of Examinations, Sri Lanka**  
**Structured Interview for Recruitment to Grade III Posts of Management Assistant**  
**Technological Segment 3 Service Category – 2019 (2022)**

Applications are being called from qualified Sri Lankan citizens for recruitment to the following posts of Management Assistants' Technological Segment 3 Service Category of the Department of Examinations, Sri Lanka.

Consecutive No	Post	No. of vacancies
01	Offset Litho Printing Machine Operator	14
02	Letterpress Machine Operator	03
03	Preprinting Planner	01
04	Computer Typesetter and Printing Designer	08
05	Printing Finisher	02
06	Printing Mechanic	02

01. Method of Recruitment:

Among the candidates who perfected the qualifications indicated in the notification and who obtained highest marks as per the results obtained at a structured interview conducted by the Commissioner General of Examinations only in Colombo and at a professional (practical) test which assess the practical knowledge and skills with respect to the post will be selected to fill the vacancies of grade III posts of Management Assistants' Technological Segment 3 Service Category. The structured interview will be conducted in accordance with the marking scheme (indicated under No. 05) approved by the Commissioner General of Examinations.

The Commissioner General of Examinations will decide the date to conduct the structured interview.

02. Qualifications:

I. General Qualifications:

- The applicant should be a Sri Lankan citizen.
- Should be of excellent character and sound health.
- Should not be clergy of any religious order.
- Male applicants will be given priority as duties should be performed both day & night.
- Should not be an unqualified person to be recruited to the government service in accordance with the paragraph V of the Procedural Rules of the Public Service Commission.
- Should perfect the qualifications required for recruitment to the post in every manner at the deadline of the call of applications.
- Should not be less than 18 years and not more than 35 years of age as at the closing date of applications. In accordance with that only applicants whose birthdays are on or before 29.04.2004 and on or after 29.04.1987 are eligible to apply for this.

II. Educational Qualifications:

- (a). Should have passed six (06) subjects in one sitting with credit passes for Sinhala/ Tamil / English language, Mathematics and two (02) other subjects at the G.C.E. (O/L) Examination.
- (b). The post Computer Typesetter and Printing Designer only requires a credit pass for English Language at G.C.E. (O/L) Examination, in addition to the above (a) qualification.

III. Professional qualifications:

- a. Possessing National Vocational Qualification (NVQ) Level 4 with regard to the respective fields of above each post recognized by Tertiary and Vocational Education Commission or any other equivalent professional qualification obtained with regard to the above respective fields and recognized by the Commission.

Note: Printing and/ or Electrical technology field will be applicable for the post of Printing Technician.

IV. Experience: 05 year experience in a field related to the post applying.

Note: Where if no sufficient number of candidates have applied with prescribed service experience in a field related to the applying post, the remaining vacancies will be filled subject to a one year training period by the candidates who have fulfilled other qualifications except for the service experience.

V. Physical fitness:

All candidates are expected to be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.

03. Conditions to assign employees in service and service conditions:

- I. This post is permanent and pensionable. You will be subject to a policy decision made by the government in future on the pension scheme entitled to you. Furthermore, relevant contributions should be made to Widows'/Widowers' and Orphans' Pension Scheme. You should make contributions towards it in a manner stipulated by the government from time to time.
- II. These positions are limited only to the Department of Examinations, Sri Lanka.
- III. This appointment is subject to a probationary period of 03 years. The 01<sup>st</sup> Efficiency Bar Examination indicated in the 3<sup>rd</sup> schedule of the Printing Service Minute of the Department of Examinations, Sri Lanka should be, passed within 03 years after appointing to such post.
- IV. This appointment is subject to rules, regulations & conditions stipulated in the Printing Service Minute of the Department of Examinations Sri Lanka, the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government, other orders of the department, and other provisions and orders issued by the government from time to time.
- V. Duties should be discharged both day & night on the necessity of the service and even on holidays industriously as per the availability of duties.

04. Salary Scales:

This post has a monthly salary scale of Rs.29,840/-10x300-11x350-10x560-10x660-Rs.48,890/- (MT 1 - 2016).

05. The following marking scheme will be utilized for the structured interview:

This structured interview will be held in Sinhala, Tamil and English media and the applied medium could not be changed later.

Main areas of awarding marks	Maximum marks
i. Educational qualifications	30
ii. Professional qualifications	30
iii. Experience in the relevant field	35
iv. Skills displayed at the interview	05
Total marks	100

Marks will be granted within the boundary of maximum marks allocated for main areas of awarding marks indicated in the above table. The Commissioner General of Examinations will approve a detailed marking scheme to grant such marks.

Candidates should obtain minimum of 40% marks to pass the structured interview and after the structured interview in accordance with the nature of the respective positions, thrice the number of vacancies will be referred to the professional (practical) test.

Recruitments will be made to fill the existing vacancies in accordance with the order of priority of the applicants who obtained the highest marks at the professional practical test.

**Note:**

- I. Suitable candidates will be recruited according to the order of the merit of total marks achieved by each candidate at the professional assessment test and structured interview.
- II. Candidates recruited subject to a one year training period should appear for a professional assessment test conducted by the Commissioner General of Examination at the end of training period and only the candidates who pass the test will be recruited on permanent basis.

06. Examination Fee:

The examination fee is Rs. 250.00. This fee can be paid only to a post office or sub post office in the island under the revenue head 20-03-02-13 of the Commissioner General of Examinations on or before 29.04.2022. The receipt issued in this regard should be affixed on the relevant page in the application, so as not to be detached. (Should retain a photocopy of the receipt for future use.) Examination Fee should be paid separately for each and every application submitted by an individual applicant. The examination fee will not be refunded under any circumstances and money orders and stamps will not be accepted.

07. Forwarding the application:

- I. Application should be sent by registered post on or before 29.04.2022 so as to receive the address "Commissioner General of Examinations, Administration branch, Department of Examinations, Sri Lanka, P.O.Box 1503, Colombo". Applications received after the closing date will be rejected.
- II. A specimen application form of the application that should be forwarded is indicated at the end of this notification. Applicants should prepare their applications using A4 size paper in such a way that paragraph numbers 01 to 06 should appear on the first page and the rest of paragraphs should appear on the other pages. Name of the examination indicated on the head of the application should be indicated in English apart from Sinhala in Sinhala applications and apart from Tamil in Tamil applications.

\* Since applications which are not in compliance with the prescribed specimen application form and incomplete applications will be rejected without any notice, applicant should check and confirm whether the application is in compliance with the specimen application given in the examination notification, and whether the application is accurately completed subsequent to entering all information, and whether the details of the relevant receipt are included in the application after the

respective examination payment and whether the receipt is pasted before sending the application.

- III. “Structured Interview for Recruitment to Grade III Posts of Management Assistant Technological Segment 3 Service Category – 2019 (2022)” should be indicated on the top left hand corner of the envelope in which the application is enclosed. If an applicant wishes to apply for more than one post, separate applications should be submitted for each and every post.
- IV. Applicant's signature should be attested on the application. The signature of an applicant of a certain institution should be attested by the head of the institution or an officer authorized by him and any other applicant should get his/her signature attested by a head of a government school/ retired officer, grama niladhari of the division, Justice of Peace, commissioner of oaths, Attorney – at –Law, Notary Public, a commissioned officer of three armed forces, a permanent government or local government staff grade officer, the incumbent of a Buddhist temple, chief monk or the incumbent of a place of worship or any clergy holding a recognized position.
- V. The applications that do not comply with the specimen application herein will be rejected. Any complaint regarding loss or delay of applications in the post will not be entertained.

08. Appearing for the structured interview:

- I. All applicants who are in the age boundary mentioned in the notification and who have paid the prescribed examination fees and forwarded their duly perfected applications with the respective receipt on or before the prescribed date will receive calling letters to appear for the structured interview by the Commissioner General of Examinations on the presumption that only those who possess such qualifications as indicated in the gazette notification have applied.
- II. Issue of a calling letter to an applicant to appear for the structured interview does not mean that the applicant has fulfilled the required qualifications for this post.
- III. Once the calling letters are issued to the candidates, a press notice informing such issuance will be published by the Department of Examinations, Sri Lanka. Applicants who do not receive their calling letters, even after 2 or 3 days of such notification should inquire from the Administration branch of the Department of Examinations, Sri Lanka in the manner specified in the advertisement. When inquiring so, indicate accurately the name of examination the applicant applied for, full name of the applicant, National Identity Card Number and the address. In case of an applicant outside Colombo, it will be more effective to forward a letter of request along with the above information, indicating a fax number to which the copy of the calling letter could be faxed in a rapid manner to the fax number indicated in the notice. When inquiring so, it will be advantageous to keep in hand the photocopy of the application form kept at your possession and the copy of the payment receipt received after paying the respective examination fee and the receipt of registration received when posting the application to prove any particulars asked by the Department of Examinations.
- IV. Candidates of the structured interview are bound by the rules and regulations imposed by the Commissioner General of Examinations on conducting the structured interview. He or she will be liable to any punishment imposed by the Commissioner General of Examinations for breach of such rules.

9. Identity of the candidate:

The Candidates should prove their identity to the satisfaction of the structured interview board by providing one of the following documents.

- I. National Identity Card

II. Valid Passport

III. Valid Sri Lankan Driving License

Also, candidates participating for the structured interview should arrive without covering the face and ears so as to verify their identity. Candidates who refuse to verify their identities will not be allowed to face the structured interview. Further, candidates should remain without covering the face and ears so as to be identified by the examination authority until the structured interview is finished and candidates are allowed to leave.

10. Furnishing false information:

If it is found prior to the recruitment that any information provided in the application you forwarded are untrue and inaccurate, your candidature is liable to be cancelled. If such untrue or inaccurate information is revealed after the recruitment, actions will be taken to dismiss you from the public service under the respective legal procedures.

11. The commissioner General of Examinations reserves the right to fill or refrain from filling the vacancies.

12. In the event of any incongruity or inconsistency among the Sinhala, Tamil and English medium notifications of this notice, the Sinhala notification should prevail.

**L.M.D.Dharmasena**  
Commissioner General of Examinations

Department of Examinations, Sri Lanka  
Pelawatta, Battaramulla.  
08.04.2022

### Specimen Application Form

ශ්‍රී ලංකා විභාග දෙපාර්තමේන්තුව  
කළමනාකරණ සහකාර තාක්ෂණ ඛණ්ඩය 3 සේවා ගණය III ශ්‍රේණියේ තනතුරුවලට බඳවා ගැනීමේ  
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#### Department of Examinations, Sri Lanka

#### Structured Interview for Recruitment to Grade III Posts of Management Assistant Technological Segment 3 Service Category – 2019 (2022)

(Indicate clearly the correct symbol/ number in the cage provided when it is necessary)

Language medium to appear for the structured interview		
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Sinhala - 2/ Tamil - 3/ English - 4

(For office use)

Post applying for	
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(Indicate the number with regard to the post applying for in the cage)

Post Title	Number
i. Offset Litho Printing Machine Operator	1
ii. Letterpress Machine Operator	2
iii. Preprinting Planner	3
iv. Computer Type setter & Printing Designer	4
v. Printing Finisher	5
vi. Printing Mechanic	6

1. 1.1 Full name (in English capital letters):

.....

- 1.2 Name with initials while providing initials at the end:  
(In English capital letters) Ex: BANDARA A.B.C.

.....

- 1.3 Full name (in Sinhala/ Tamil):

.....

2. 2.1 Permanent address (in English capital letters):

.....

- 2.2 Permanent address (in Sinhala/ Tamil):

.....

- 2.3 Address to which the calling letter should be sent (in English capital letters):

.....

3. Sex:  Male – 0       Female - 1

4. National Identity Card No:

5. Telephone Number:

6. 6.1 Date of birth:

Year:          Month:        Date:

- 6.2 Age as on the closing date of calling of applications: (29.04.2022)

Years:          Months:        Days:

7. Marital Status:  Married - 01       Unmarried - 02

8. Educational qualifications:

8.1 Details of the G.C.E. (O/L) examination:

Year and Month of the examination: .....

Index number: .....

Subject	Grade	Subject	Grade
01.		06.	
02.		07.	
03.		08.	
04.		09.	
05.		10.	

9. Professional qualifications:

Course	Year followed	Technical institution	NVQ level

9.1 It is compulsory to submit a letter to the structured interview board which was obtained from the Tertiary and Vocational Education Commission confirming the respective NVQ level of each certificate you forward.

10. Experience gained in the relevant field:

.....  
 .....

11. Other educational and professional qualifications:

.....  
 .....

12. Have you ever been convicted by a court of law? In case 'yes', give particulars.

.....  
 .....

13. Details of the payment of the examination fee:

13.1 Name of the Post office to which the examination fee was paid: .....

13.2 Receipt no and date: .....

13.3 Amount paid: .....

Affix the receipt here so as not to be detached.

## 14. Certification of the applicant:

- 14.1 I solemnly declare that the particulars provided by me in this application are true and accurate to the best of my knowledge. I agree to bear the loss that could be incurred due to unfilled and /or inaccurately filled sections in the application. Further I declare that all sections herein are perfected accurately.
- 14.2 I am aware that I will be liable to be disqualified prior to the appointment and to be dismissed subsequent to receiving the appointment in case any information provided by me are proved to be false.
- 14.3 Moreover, I declare that I will abide by the rules and regulations imposed by the Commissioner General of Examinations on conducting the structured interview.
- 14.4 I will not alter any information provided herein later.

Date:.....

.....  
Signature of the applicant

## 15. Attestation of the applicant's signature:

I hereby certify that Mr/Mrs/Ms ..... who submits this application is known to me personally and that he/she placed his/her signature in my presence today.

.....  
Signature and the official frank of the attester

Name : .....

Post : .....

Address : .....

Date : .....

## 16. The applicants who are already in the public service should forward their applications with the following certificate by their respective institution heads.

I hereby certify that the aforementioned Mr. / Mrs. / Ms. ....serves this department and the information provided by him / her are accurate and in case he / she is selected for this position, he/she could be released.

.....  
Signature and the official frank of the  
institution / department head

Name : .....

Designation : .....

Address : .....

Date : .....