

Public Services Commission

Department of Cultural Affairs

Posts vacant

01. Applications are invited from the qualified applicants for the vacant post of Supervisory Management Assistant (Technical) Supra Grade (Special Class) in the Department of Cultural Affairs.

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 this post.

Salary Code : MN 7-2016

Salary Scale : Rs. 41,580-11X755-18X1030- Rs. 68,425/=

Initial Salary : Rs. 43,865 (4th Step)

Recruitment on merit : Recruitment will be made based on the experience in the service and on merit

Grade to which the recruitment is made : Special Grade

I. Qualifications

- Educational Qualifications: }
 - Professional Qualifications }
- Not applicable

- Experience : Should have completed active and satisfactory period of service of at least a minimum of six years (06) in the Grade 1 of the Supervisory Management Technical (MN-3) and should have earned the six (06) increments.

- 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.

- Other : I. Should have completed a satisfactory service during the five years (05) immediately preceding the date of increment.

II. Should have shown a satisfactory level or higher performance during the 6 years prior to the date of promotion as per the approved Scheme of Performance Evaluation.

III. Should have passed the third Efficiency Bar Examination relevant to the Grade I

IV. Shall have completed all qualifications as specified in No: 2.1 on the date specified in the notice of calling of applications.

- Age Limit : Not Applicable

03. Method of Recruitment : Recruitment will be made on the results of an Interview to test the eligibility of experience in the service and merit. This Board of Interview is appointed by the Public Services Commission. After examining the eligibility and verification by the appointing Authority that all other requirements have also been fulfilled, promotion to special grade will be made by the Appointing Authority based on the existing number of vacancies and in order of merit of the Interview.

- Written Examination : Not Applicable
- Professional Test : Not Applicable
- General Interview : Not Applicable
(Qualifications will be examined at the Interview held to test the eligibility)
- Interview to test the eligibility

Headings of giving marks	Maximum Marks	Pass Mark
Experience in the Service • Maximum marks will be given to the officer with longest period of service beyond the compulsory period of service which is required to be qualified. Other officers will be given marks as proportionate with their period of service.(as per the Circular 01/2019)	50	Not Applicable
Merit • Supervisory Duties - 25 (get the assigned duties done by) • Participation in subject related Courses and National/International workshops - 10 • Letters of Commendations/Appreciations - 05 • Special duties performed - 05 (Accuracy should be proved)	45	
Merit shown at the Interview	05	
Total	100	

I. The officer who has obtained the highest mark in order of merit of the total marks obtained at the Interview to test the eligibility and has fulfilled all the requisite qualifications will be recruited to this post.

04. Applications should be furnished in A4 (8.27"x11.69") size papers, as per the specimen given below and the sections 1.0 to 2.0 should appear on the first page and the rest should appear on the second page and should be sent by registered post to reach the Director, Department of Cultural Affairs, 8th Floor, Sethsiripaya, Battaramulla on or before 16.12.2022 Applications received late, incomplete applications and those which are not in comply with the specimen application will be rejected without notice.

(The post applied should be clearly indicated in the top left-hand corner of the envelope enclosing the application)

On the order of the Public Service Commission,

Director of Cultural Affairs
Department of Cultural Affairs
8th Floor, Sethsiripaya,
Battaramulla.

For Office Use

Appointment to the Post of Supervisory Management Assistant (Technical) Supra Grade (Special Class) in the Department of Cultural Affairs

1.0 Personal Details

- i. **Name in Full** :.....
.....
- ii. **Name with initials (Mr.Mrs.Miss):**.....
.....
- iii. **Permanent Address** :.....
.....
- iv. **Gender (Pl. indicate in the box)** Male - 0 Female - 1
- v. **Marital Status (Pl. indicate in the box)** Married -0 Unmarried -
- vi. **Date Of Birth** : Year Month Date
- vii. **Age as at 16.12.2022 :Years** **Months** **Dates**
- viii. **National Identity Card No:**

2.0

- I. **First Appointment Date** :.....
- II. **Current Position** :.....
- III. **Whether this post belongs to Central Government or Provincial Service.....**
- IV. **Grade:..... Class/Segment**
- V. **Date appointed to the current post** :.....
- VI. **Date confirmed in the post** :.....
- VII. **Salary Code** :.....
- VIII. **Salary Scale** :.....

3.0 Certification of the Applicant

I declare that during the six years immediately preceding the date of 16.12.2022 I have earned all increments and that I have completed an active and satisfactory period of service as at 16.12.2022 as per paragraph 2.0 of the notification. I have not been subjected to any form of disciplinary punishment (Except warning) for any offence. I agree to be bound by decisions taken by the Secretary of the Public Services Commission on the appointments.

I hereby confirm that the particulars 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

4.0 Certification of the Head of the Department (Referring to the personal file) :

I hereby certify that Mr./Mrs./Miss..... who is submitting this application, is working in the post of in the Department/ Ministry of..... under the Central Government/ Provincial Council..... I declare that he/she has earned all salary increments (except the increment that comes under condition of passing of Service/Departmental Examinations) during the period of 6 years immediately preceding 16.12.2022 and has not been subjected to any disciplinary punishment (Except warnings), and has completed an active and satisfactory period of service of (six) 6 years as per the paragraph 2.0 of the notification. He/she is eligible to apply as per the regulations stipulated in the Notification, and that he/ she has placed his/ her signature on the application in my presence.

.....
(Signature of the Head of Department/ Authorized Officer)

Name :.....

designation :.....

Date :.....,

(Place the official stamp)

5.0 Recommendation of the Head of the Institution - for those in the service:

I hereby certify that Mr./Mrs./Miss..... with the above particulars, is working in this institute. The particulars furnished by him/her are correct and his/her work and attendance is satisfactory. No any charges made against him/her and he/she can be released from the service of this institution, if he/ she is selected for this post.

.....
Signature of the Head of the Institution:

Name:

Designation:

Address:

Date:

Please place the official frank