

NOTICE.

RECRUITMENT FOR ASSISTANT SERVICE WINDOW OPERATOR ON CONTRACT BASIS IN DEPARTMENT OF PENSIONS

Applications are called from qualified Sri Lankan citizens who possessed the following qualifications for the post of Assistant Service Window Operator on contract basis in the Department of Pensions.

01. Method of Recruitment

The recruitment is made according to the results of aptitude evaluation test conducted by the Department of Pensions.

02. Required Qualifications:

I Educational Qualifications :

Having passed G.C.E. (Ordinary Level) Examination in six (06) subjects with two credits at least in not more than two settings.

and

Having passed G.C.E. (Advanced Level) Examination in three (03) subjects of any stream in not more than two settings.

II Physical Qualifications:

Every candidate should have adequate physical and mental fitness to serve in any part of the island and discharge duties.

III Other Qualifications:

- I. Should be a citizen of Sri Lanka.
- II. Should be excellent in character.
- III. All qualifications required for the post should have been completed in every respect to the date specified in the notice /gazette notification calling for applications.
- IV. Good Command in English and Tamil Languages.
- V. Computer Literacy

03. General Conditions of Employment

This post is temporary. Recruited on the contract basis for one year.

04. Age Limit

Applicants shall be not less than 18 years and not more than 35 years as at the closing date of the applications.

05. Monthly Allowance

Rs. 25,000/= will be paid as monthly allowance.

06. The marking scheme given below will be the basis for the interview of aptitude evaluation.

Main Streams of Marks Given	Maximum Marks	Minimum marks considered for selection
Additional Educational Qualifications	35	The number of enrolments will be decided on the basis of the maximum marks obtained.
Language Skill	30	
Computer Skill	30	
Performance at the interview	05	
Total Marks	100	

Note:

- I. A detailed marking scheme for interview of aptitude evaluation shall be approved by the appointment authoritarian within the maximum marks allocated for the marks given streams in the above table.
- II. Recruitment shall be made accordingly the existing vacancies available to the post as per the order of the total merits obtained among the applicants scored the highest marks in the interview of aptitude evaluation.

07. Identity of the Candidate

Only those candidates who have perfected the application in every respect will be called for the structured interview.

Originals of all certificates and duly certified copies thereof shall be produced at the interview.

Bellow mentioned identification documents are accepted at the interview to prove their identity.

1. Identity card issued by the Department of Registration of Persons.
2. Valid passport.

08. Submission of Application:

The words "Recruitment for Assistant Service Window Operator on Contract Basis in Department of Pensions" should be clearly written on the top left hand corner of the envelope containing the application and completed applications should be sent by registered post on or before **20.08.2018** to the following address. Applications received after the said date shall be rejected.

Director General of Pensions,
Department of Pensions,
Maligawatta, Colombo 10.

09. Submission of False Information

If any information mentioned by the candidate in the application is found to be false or inaccurate before recruitment, his/her candidature will be cancelled. If any such false or incorrect information is found after the recruitment, action will be taken to dismiss him/her from service subjecting to the relevant procedure.

10. Department of Pensions reserves the right to fill or refrain the vacancies.

Director General of Pensions
Department of Pensions
Colombo 10.

SPECIMEN FORM OF APPLICATION

**RECRUITMENT FOR ASSISTANT SERVICE WINDOW OPERATOR ON CONTRACT
BASIS IN DEPARTMENT OF PENSIONS**

Language Medium of Interview	
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(For office use only)

(Indicate the relevant number in the cage. Sinhala 2-/ Tamil 3-)

(1) Full Name :

(2) Permanent Address:

(3) Gender :

(4) Civil Status :

(5) I. Date of Birth: II. Age: Year Month Date

(6) National Identity Card Number:

(7) Telephone No- Fixed:

Mobile:

Email Address:

(8) Information relevant for obtaining the each qualification under No. 02 of call for application.

<u>Qualification</u>	<u>Institution obtained</u>	<u>Date/Duration obtained</u>
1. Educational Qualifications		
I
II.....
III.....

(9) **Certification of Applicant:**

I hereby certify the information furnished by me in this application is true and correct and subjected to all the provisions imposed by the Department of Pensions with regard to conducting the interview and issuing results.

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Date

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Signature of Applicant