

INLAND REVENUE DEPARTMENT

Calling Applications for the Post of Front Desk Officer of Management Assistant (Non-Technical Service Category 02) of Inland Revenue Department - 2024

APPLICATIONS are called from the from the applicants with qualification specified in this notification to fill vacancy in the post Front Desk Officer (Non-technical Service Category 02) in the Inland Revenue Department.

2. The applications prepared as per the following format should be sent to Commissioner General of Inland Revenue, Sir Chiththampalam A Gardiner Mawatha, and Colombo 02. "Recruitment to the Post of Front Desk Officer - 2024" should be mentioned at the top left corner of the envelope enclosing the application and send to the above mentioned address by registered post before **05.08.2024**. No action will be taken against late applications. Further, applications are not issued by the Inland Revenue Department.

3. No. of vacancies and filling of vacancies:-
One vacancy is in the post of Front Desk Officer.

4. **Salary Scale:-**
This post is entitled to a Rs. 27,140 - 10 x 300 - 11 x 350 -10 x 495 -10 x 660 - 45,540 /= (MN I - 2016)

5. **Qualifications:**

5.1 Educational Qualifications :

5.1.1 Should have passed G.C.E (O/L) Examination at one sitting with 06 subjects including credit passes for Sinhala/ Tamil language, English language, Mathematics and one of the other subjects.

and

5.1.2 Should have passed at least one subject (01) at the G.C.E (A/L) Examination (except Common General Test).

5.2 Professional qualifications:

5.2.1 Should have followed a course on typesetting and basic computer knowledge from an institute recognized by the Tertiary and Vocational Education Commission.

5.2.2 Should be fluent in English and Sinhala. If Tamil is the applicant's language medium, practical knowledge in it will be considered as a special qualification.

5.3 Experience: Should have not less than 02 years of experience in the relevant field.

5.4 Physical Qualifications: Every applicant should be physically and mentally fit to perform duties of the post.

5.5 Other Qualifications: I Should be a citizen of Sri Lanka
II Should be of an excellent character.
III Requisite qualifications for this post should have been completed in every aspect as at the closing date.

5.6 Age Limit The applicant should not be less than 18 (eighteen) years and not more than 30 (thirty) years of age (as at the closing date of calling applications)

6. Method of Recruitment:

A structured interview will be conducted by an interview board appointed by the Commissioner General of Inland Revenue for the eligible applicants and will be recruited to the post of Front Desk Officer as per the vacancy based on the merit obtained at the interview .

7. Structured Interview :-

| <i>The heads which are examined to give marks</i> | <i>Maximum Marks</i> | <i>Pass Mark</i> |
|---|----------------------|------------------|
| Additional Educational Qualifications | 20 | <i>NIA</i> |
| Additional Professional Qualifications | 25 | |
| Additional Experience | 25 | |
| Language Proficiency | 15 | |
| Knowledge in Information and Communication Technology | 10 | |
| Merit shown at the interview | 05 | |
| Total | 100 | |

8. Furnishing false particulars

True information should be furnished with much concern when filling applications. If any particulars furnished are found to be false before the interview, while the interview and after the interview, Appointing Authority could cancel his/her candidature any time. In the event particulars furnished by an applicant is detected he/she could be dismissed from public service

9. Appointing Conditions :

(if) This post is permanent and pensionable. The selected applicant shall contribute for the Widows'/ Widowers' and Orphans' Pension scheme. You shall be subject to any policy decision that will be taken time to time by the government on your pension scheme.

10. Service conditions :

- (a) This appointment will be subject to a probation period of three years.
- (b) You should pass the first efficiency bar examination within three years of the appointment (a written examination).
- (c) Will be appointed to the post of Front Desk Officer subject to general conditions which control the appointments of the Public Service, provisions of the Recruitment Scheme of the Front Desk Officer No. PSC/EST/3/1/2/3/2013 dated 14.08.2014 approved by the Public Service Commission and the amendments hereinafter made thereto .

11. Selection Procedure :

Candidates who secure highest marks at the structured interview will be recruited in line with the existing vacancies.
(12) Implementation of the Official language policy

| <i>Language</i> | <i>Proficiency to be acquired</i> |
|-------------------|--|
| Official language | Every Officer who have been recruited in a medium other than an official language should obtain required proficiency in official languages within their probationary period. |

| <i>Language</i> | <i>Proficiency to be acquired</i> |
|-------------------------|---|
| Other official language | Language proficiency in the required level should be obtained as per the provisions of Public Administrative Circular 18/2020 and circulars incidental thereto. |

13. Method of Application

(a) Preparation of the application:

Application should be prepared in accordance with the specimen application attached to this notification and applications with non-conformity or incomplete applications will be rejected without any notice.

Application should be prepared using both sides of A4 papers (21X29 cm/8.5"x 1 2"/A4).

(b) Attestation of the Applicant's Signature

- i. Applicant's signature in the application should be attested in case of an applicant applying through an institute Head of the Department or an officer authorized by him and a person applying not in such a way a Principal of a Government School/ a retired officer, Grama Niladhari of the Division, a Justice of the Peace/ Commissioner of Oaths, Attorney at-Law, Notary Public, Commissioned Officer in the Armed Forces, Permanent Staff Officer of Public or Provincial Public Service or chief incumbent of a Buddhist temple or a priest of other religion who bears considerable status. Applicants who are already serving in a public institute should send applications through Head of the Department.

14. Decision of the Commissioner General of Inland Revenue would be the final decision regarding any matter not herein included. All the applicants are bound to abide by the general rules and regulations in the *gazette* notification.

15. Applicants will be required to prove their identity producing one of the following documents.

- The National Identity Card issued by the Department of Registrations of Persons
- a valid Passport

Note - No travelling allowance or any other allowance borne by candidates to appear for the interview will be reimbursed.

W. A. SEPALIKA CHANDRASEKARA,
Commissioner General of Inland Revenue.

On 07 June, 2024,
Inland Revenue Department.