

# Recruitment to the post of Typist - Grade III in Non-Technical Segment 2 Service Category of Management Assistants in the GOVERNMENT ANALYST'S DEPARTMENT

Applications are invited from the citizens of Sri Lanka with the under mentioned qualifications to recruit suitable persons for the three (03) vacancies in the post of Typist – Grade III in Non-Technical – Segment 2 Service Category of Management Assistants in Government Analyst's Department.

## 02. Method of Recruitment

### 2.1 Educational Qualifications:-

Should have passed G.C.E. (O/L) Examination in six subjects with credit passes for Sinhala / Tamil / English Language, Mathematics and other two subjects in one sitting and

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

### 2.2 Professional Qualifications:-

Applicants should have followed and passed the courses on Typing or Secretarial Practices conducted by Technical College, National Youth Council, National Apprenticeship and Industrial Training Authority, Vocational Training Authority or other institutions registered under Ministry of Skills Development and Vocational Training.

### 2.3 Physical Fitness:-

Every applicant should be in good mental and physical order to serve in any part of the island and to discharge the duties and functions of the post.

### 2.4 Other Qualifications:-

Every applicant must furnish satisfactory proof to the effect that he/she :

- i) is a citizen of Sri Lanka
- ii) is of excellent moral character.
- iii) has fulfilled all the necessary qualifications relevant to the post as at the closing date of applications, mentioned in this notice.

## 03. Age Limit:-

- (I) Minimum Limit : Should not be less than 18 years
- (II) Maximum Limit : Should not be more than 30 years.

## 04. Salary Scale:-

- (I) Salary Code : MN-1-2016
- (II) Salary Scale : Rs.27140-10x300-11x350-10x495-10x660-45540/ = .

## 05. Conditions of Service:-

- (I) This post is permanent and pensionable (Policy decisions that may be taken by the government in respect of the pension scheme from time to time in the future shall be applicable to this post).
- (II) You are liable to contribute to the Widows' and Orphans' Pension Scheme/ Widower's and Orphans' Pension Scheme.
- (III) The appointment will be on probation for a period of three years.

## 06. Method of Recruitment:-

Recruitment will be made by conducting a practical test and an Interview to test the eligibility.

### 6.1 Practical Test

Subjects	Maximum Marks that could be given	Pass Marks
Sinhala/English Typing (typing should be 20 minute duration with minimum speed at least 20 words per minute)	100	40

### 6.2 Interview to test the eligibility Marking Scheme

Spheres in respect of which Marks are given	Maximum Marks that could be given
<b>1. Additional Educational Qualifications:</b> For two subjects except for the subjects that are considered for basic qualifications at the G.C.E. (O/L) Examination. <ul style="list-style-type: none"> <li>• A pass - 05 Marks</li> <li>• B Pass - 03 Marks</li> <li>• C Pass - 02 Marks</li> </ul> For two subjects except for the subject that is considered for basic qualifications at the G.C.E.(A/L) Examination. <ul style="list-style-type: none"> <li>• A Pass - 05 Marks</li> <li>• B Pass - 04 Marks</li> <li>• C Pass - 03 Marks</li> <li>• S Pass - 02 Marks</li> </ul>	20
<b>2. Additional Professional Qualifications with regard to the relevant field:</b> Having obtained six (06) months training on typing or computer in a Private/ Government Institution <ul style="list-style-type: none"> <li>• for 06 months - 10 Marks</li> <li>• for 12 months - 20 Marks</li> </ul>	20
<b>3. Experience:</b> Having served in a post of Typist or Private Assistant in a Government Institution/ Government Affiliated Institution or a reputed Institution recognized by the Government. <ul style="list-style-type: none"> <li>• for one(01) year service - 05 Marks</li> <li>• for two(02) years service - 10 Marks</li> <li>• for three (03) years service - 15 Marks</li> </ul>	15
<b>4. English Literacy:</b> Certificate of proficiency in English language obtained from following a course in a reputed institution <ul style="list-style-type: none"> <li>• Certificate for a period of three(03)months - 05 Marks</li> <li>• Certificate for a period of six(06) months - 10 Marks</li> <li>• Certificate for a period of one (01) year - 20 Marks</li> </ul>	20
<b>5. Computer Literacy:</b> Certificate of proficiency in Computer literacy obtained from following a course in a reputed institution <ul style="list-style-type: none"> <li>• Certificate for a period of three (03) months or less than that - 05 Marks</li> <li>• Certificate for a period of Six (06) Months - 10 Marks</li> <li>• Certificate for a period of one(01) year - 20 Marks</li> </ul>	20
<b>6. Communication skills demonstrating at the interview</b>	05

07. Application forms prepared and completed as per the Specimen appended at the end of this notice should be sent by registered post to reach the Government Analyst, No.31, Isuru Mawatha, Pelawatta, Battaramulla, on or before 31<sup>st</sup> of July 2024. The words "Application for the post of Typist" should be written on the top left hand corner of the envelope containing the application form.

08. Basic qualifications of the applicants will be tested at the eligibility testing Interview.

09. Number of applicants invited for the interview will be decided by the Government Analyst and calling for the interview will not be a qualification for a permanent appointment.

10. Recruitment will be made to the post by the Government Analyst based on the merit order of the marks obtained at the eligibility testing interview and the number or existing vacancies.

11. The final decision of filling these vacancies is a sole decision of Government Analyst.

Date: 05.07.2024

**Deepika Senevirathne,  
Government Analyst.**

Specimen Application Form

## **Recruitment to the post of Typist – Grade III in Non-Technical-Segment 2 service category of Management Assistants in the Government Analyst's Department**

01. Full Name :- (in Sinhala/Tamil) : .....  
(in English) .....
02. Name with I(initials (in Sinhala/Tamil) :- .....  
(in English) .....
03. Date of Birth: Year ..... Month ..... Date .....  
Age (as at 31.07.2024)
04. Sex :- .....
05. Marital Status :- .....
06. Telephone No. :- .....
07. E-mail Address :- .....
08. National Identity Card No. :- .....
09. Permanent Address :- .....
10. Educational Qualifications :- .....
11. Professional Qualifications :- .....
12. Other Qualifications :- .....

I hereby certify that the above mentioned information are true and correct.

Date: .....

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Signature of the Applicant