

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 : } Not applicable
- 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

<i>Headings of giving marks</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>
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.