
Examinations, Results of Examinations & c.

PUBLIC SERVICE COMMISSION

Department of Social Services

THE LIMITED COMPETITIVE EXAMINATION FOR THE RECRUITMENT TO THE POST OF OFFICER-IN-CHARGE IN VOCATIONAL TRAINING CENTERS/ CARE CENTRES/ HOUSES OF DETENTION UNDER THE DEPARTMENT OF SOCIAL SERVICES - 2024

APPLICATIONS are invited from Social Services Officers who serve in the Department of Social Services with the qualifications stipulated in 04 of this notification and are in the active service as at the date of calling of this applications for the examination to be held by the Director General of Sri Lanka Institute of Development Administration in July or in a nearing month of 2025 in a place Decided by the Examination Division of the on behalf of the Department of Social Services for selecting Officers to fill in 08 vacancies existed in the Post of Officer-in-charge in the Vocational Training Centres/ Care Centres/ House of Detention maintained under the Department of Social Services.

01. In case of the number of candidates, who have obtained the equal marks exceeding the final vacancy or final vacancies; the decision of filling of that number of vacancies will be given by the Public Service Commission in terms of the Section 92 in Procedural Rules. The effective date for the appointment will be decided pursuant to the order of the Public Service Commission.

02. Regulations on Employment :-

- 2.1 Selected candidates will be appointed to the post of Officer-in-Charge and they will be subject to the general conditions governing appointments to the government service, rules and regulations enacted by the Scheme of Recruitment for the Management Assistant Supra Grade Officer Category in the Department of Social Services approved by the Public Service Commission No. PSC/EST/4/1/40/1/20 dated 22.06.2012, any amendments made or to be made thereafter to the said scheme of Recruitment, provisions as stipulated in the Code of Establishment and Financial Regulations and Procedural Rules of the Public Service Commission published in the Extra Ordinary Gazette Notification No. 2310/29 dated 14.12.2022.
- 2.2 This post is permanent and pensionable and it is required to contribute to the Widows'/ Widowers' and Orphans' Pension Fund.
- 2.3 This appointment is subject to one year probationary period from the date of appointment.

03. Monthly Salary Scale :-

In terms of provisions as stipulated in Public Administration Salary Circular No. 03/2016, This post carries the salary scales MN 7-2016: Rs. 41,580/- 11 x 755 - 18 x 1030 - 68,425/-. The initial salary step of this post is 6th step of the salary scale MN 7-2016.

04. The required qualifications :-

- (a)
 - i. The applicant should be a citizen of Sri Lanka,
 - ii. Should be of excellent character,
 - iii. Should be excellent physical and mental character to perform the duty at any part of the island.
- (b) Educational Qualifications and Experiences :

For applicants with a degree

- i. Should be confirmed in the post of Social Services officer in the Department of Social Services
- ii. Completion of not less than five (05) years and active and satisfactory service in the post of Social Service Officer.

For applicants without a degree

- i. Should be confirmed in the post of Social Services Officer in the Department of Social Services.
- ii. Completion of not less than ten (10) years and active and satisfactory service in the post of Social Services Officer

Note :

Other Qualifications to be fulfilled

- i. All the qualifications required to apply for this examination should be fulfilled to the closing date of the applications.
- ii. Should have not been subjected to any disciplinary punishment in terms of provisions as stipulated in the Public Service Commission Circular No. 01/2020.
- iii. Should have completed the appropriate state language proficiency within 3 years of appointing to the post of Social Services Officer pursuant to the Public Administration Circular No. 18/2020 and other circulars incidental thereto.

05. Method of application :-

- (a) Prepare the application according to the format given at the end of this paper notification using both sides of A4 size papers. It should be specially noted to prepared the applications to set heading numbers from 1.0 to 1:11 on the first page, heading numbers from 2.0 to 3.0 to be on the second page and rest of paragraphs to be on the third page. Computerized/ Typed set application for could be used for this purpose. Should complete the application with legible own hand writing and incomplete applications and or applications which are not prepared in the given format will be rejected without any notice. Preservation of a photocopy of the application will be beneficial.

- (b) Applications should be completed in the medium of language in which the candidates wish to appear for the examinations. Name of the Examination in the heading should be mentioned in English in addition to Sinhala or Tamil in Sinhala or Tamil medium applications.
- (c) (i) Properly completed applications should be sent through the Head of the Department to reach before **26.05.2025** to the following address under registered cover. The top left hand corner of the envelope should clearly carry the words "The Limited Competitive Examination for the Recruitment to the Posts of Officer-in-charge in the Vocational Training Centres under the Department of Social Services - 2024" and should sent to the address; Director, Department of Social Services, 2nd Floor, Sethsiripaya Stage II, Battaramulla. The applications received after the closing date will not be accepted.
- (ii) The examination fee is Rs. 1,500/-. The examination fee should be paid at any branch of Bank of Ceylon in the island to be credited to the Account No. 7041285, Battaramulla Branch, Bank of Ceylon belonging the Director, Department of Social Services. A margin of the original receipt obtained in the candidate's own name should be firmly pasted to the place specified in the application form. It would be advisable to retain a photocopy of this receipt. The examination fees shall not be refunded for any case and fee once paid will not be held in reserve for transferring to any other examination in future, Moreover, stamp or money order will not be accepted for the examination fee.
- (d) Incomplete applications in every ways and means will be rejected without any notice. No complaints shall be considered to the effect that an application or documents connected therewith were lost or delayed in the post. Any loss that may result by delaying the application to the last date will have to be borne by the applicant.

06. Entering for the Examination :-

The applicants, only those who have submitted their duly completed applications shall receive an admission card from the Director General of the Sri Lanka Institute of Development Administration. Without producing the admission card, nobody will be permitted to enter the examination hall.

Note : Issuing an admission card to a candidate for the examination should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to sit for the examination.

07. The identification of the candidate :-

All candidates should prove their identity to the satisfactory of the head of the examination hall. Only one of the following documents will be accepted for this purpose.

- (a) The National Identity card issued by the Department for the Registration of Persons.
- (b) A valid Passport
- (c) A valid driving license.

08. The final decision on any matter that does not include in this notice rests with the decision of the Director of Social Services subject to the instructions of the Public Service Commission.

09. Method and medium of examination :-

- (a) The examination will be conducted in mediums of Sinhala, Tamil and English as per requirements.
- (b) A candidate should appear for the examination in only one language either in which she/he has obtained the degree to be qualified to appear for the examination or state language. All question papers have to be answered in the same medium.
- (c) Candidate will not be permitted to change the medium of examination given in her/his application after the date of issuing admission card to the examination or inclusion of new candidates.

- (d) The medium of the candidate appeared for the examination will be considered as the appointing medium.
- (e) Date of the examination, venue and other matters related to the organization of examination will be decided by the Examination Branch of the Sri Lanka Institute of Development Administration.
- (f) Re-correction of the results of this examination will not be conducted and if is required to make any queries regarding the results, the request should be submitted by the Head of the Department enabling to forward it to the Sri Lanka Institute of Development Administration within one month of the release of results.

10. Method of Recruitment :-

Written Examination - (The Limited Competitive Examination for the Recruitment to the Post of Officer - in - charge) comprises of essay and structured essay questions on the case study regarding the work and personnel management - Time 03 hours and Marks (100). This question paper contains compulsory questions and all question need to be answered. A 40% of minimum marks should be obtained to pass the paper.

The candidate should answer essay and structured essay typed questions prepared in association with the case study or case studies with regard to the work and personnel management such as institutional administration, facing management issues and solving such issues, institutional productivity and efficiency for evaluating the comprehensive ability and knowing of the candidates on the work and personnel management.

Interview -

The structured interview will be held under the structured interview board approved by the Public Service Commission for the officers who have obtained of not less than 40% marks among the candidates who appeared for the written examination.

10.1 Structured Interviews for the recruitment to the posts of Officer - in - charge

| <i>Headings to be checked to award marks</i> | <i>Maximum marks</i> |
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| <p>10.1.1. Additional Educational Qualifications (Marks will only be awarded to the qualifications obtained in addition to the basic qualifications mentioned under Number 04 of the recruitment notification, and marks will be awarded only for the maximum qualification)</p> <p>1. Post Graduate Degree - 10 (including Sociology / Administration and Management)</p> <p>2. First-class Honours Degree - 08</p> <p>3. The degree with Class Honours - 06 (If certain subjects have been excepted from the Efficiency Bar Examination by this means, the applicants will again not be awarded marks)</p> | 10 |
| <p>10.1.2. Additional Professional Qualifications (Marks will be awarded only for the maximum qualification)</p> <p>In the field in connection with the post</p> <p>1. Obtaining of not less than one year diploma from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like social works / administration / counseling /management. - 15</p> <p>2. Obtaining a certificate for following of not less than six month course from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like sociology / administration / counseling /management (sign language diploma, Braille diploma). - 10</p> | 15 |

| <i>Headings to be checked to award marks</i> | <i>Maximum marks</i> |
|---|----------------------|
| 3. Obtaining a certificate for following of not less than three month course from a recognized university or vocational training Institution recognized by the appointing authority on the subjects like sociology / administration / counseling /management. - 05 | |
| 10.1.3. Additional Experiences (For each year exceeding 5 years or 10 years in which it is considered as the basic qualifications) I. For each one year in grade II of the post - 03 II. For each one year in grade I of the post - 05 | 40 |
| 10.1.4. Computer Literacy (Marks will be awarded only to the maximum qualification) 1. For a diploma / certificate course on computer for one year or more duration than that from an Institution recognized by the appointing authority - 05 2. For a diploma / certificate course on computer for six months or more duration than that from an Institution recognized by the appointing authority - 03 | 05 |
| 10.1.5. English language proficiency (Marks will be awarded only to the maximum qualification) 1. Passing English language as a subject for the degree - 05 2. Obtaining a diploma/ certificate course on English Language for one year or more from a recognized institution by either University of Grant Commission or Government - 03 3. Obtaining a diploma/ certificate course on English Language for six month or more (less than one year) from a recognized institution by either University Grant Commission or Government 4. Obtaining a Distinction pass for the English language in G.C.E. (Advanced Level) - 02 5. Obtaining a Distinction pass for the English language in G.C.E. (Ordinary Level) - 01 | 05 |
| 10.1.6. For special activities / programs / projects performed in the professional field (District Secretary or Divisional Secretary should be recommended) 1. Creative activities done on behalf of the disabled persons (The activities which have been initiated from the divisional level and have been developed up to the national level) - 05 2. Successful activities with the priority of community in association with Self-esteem groups / voluntary representatives - 05 3. The projects which have been obtained national / international victories with regard to the subject scope of the disabled beneficiaries in divisional or district level - 05 | 20 |

| <i>Headings to be checked to award marks</i> | <i>Maximum marks</i> |
|--|----------------------|
| 4. Projects and programs made in creative manner in addition to the benefits and provisions provided by other Ministries and Departments for empowering the beneficiaries - 05 | |
| 5. Other special activities / programs - 05 | |
| 10.1.7. Merit shown at the interview 1. Leadership skills shown at the interview - 02 2. For language ability - 01 3. For communication skills - 02 | 05 |

11. Releasing Examination Results :-

The list of notification including the selected applicants prepared on the basis of the merits of both written examination and structured interview equal to the existing vacancies will be sent to the secretary, Public Service Commission. Thereafter, as directed by the Public Service Commission, the results will be either sent personally to all applicants or published on www.socialservices.gov.lk ; the official website of the Department of Social Services for results release.

Note : Participating in the interview should not be taken as an acknowledgement that the candidate has satisfied the qualifications required to grant the appointment.

12. "In case of any discrepancy arises among the phrases of this notice, which is published in Sinhala, Tamil and English languages, the Sinhala notices will be considered as the correct one"

As per the order of the Public Service Commission,

Secretary,
Ministry of Rural Development, Social Security and
Community Empowerment.

Department of Social Services,
2nd Floor,
Sethsiripaya Stage II,
Battaramulla.
21st April, 2025.