

Ministry of Internal and Home Affairs and Provincial Councils and Local Government

Calling Applications for Recruitment to the Post of Circuit Bungalow Keeper, Grade III of Primary Non-Technical Service Category under the Ministry of Internal and Home Affairs and Provincial Councils and Local Government- 2019

- 1.0. Applications are invited for recruitment of officers to the vacancies existing in the post of Circuit Bungalow Keeper, Grade III in circuit bungalows managed under the Ministry of Internal and Home Affairs and Provincial Councils and Local Government.
- 2.0. The applicants who have fulfilled the qualifications based on the results of a structured interview will be appointed to the existing vacancies based on merits.
- 3.0. The number of vacancies existing in the post of Assistant Circuit Bungalow Keeper in several circuit bungalows under the Ministry of Internal and Home Affairs and Provincial Councils and Local Government is mentioned in the table given under Paragraph 7.0. The number of appointees and the effective date of appointment shall be determined by the appointing authority. The appointing authority shall have the right not to fill a certain number of vacancies or the entire number of vacancies.
- 4.0. As per the Public Administration Circular No. 03/2016 dated 25.02.2015, the monthly salary scale pertaining to Circuit Bungalow Keeper Grade III, II and I is PL1-2016 Rs. 24,250-10x250-10x270-10x300-12x330 Rs. 36,410. The candidates should be promoted to Grade II in order for them to go beyond the salary of Rs. 27,000/- while they should be promoted to Special Grade for them to go beyond the salary of Rs. 29,720/-.
- 5.0. This post is permanent and pensionable. Candidates should be bound by the policy decision to be taken by the government on pension scheme in future.
- 6.0. Qualifications- In order to be appointed to the post of Assistant Circuit Bungalow Keeper, the following qualifications will be applicable.
 - (a) Shall be a citizen of Sri Lanka
 - (b) Shall be not less than 18 years and not more than 45 years of age as at the closing date of applications. The maximum age limit shall not be applicable to the appointees already in permanent and pensionable posts in public service.
 - (c) Shall be of good character and good health condition.
 - (d) Educational Qualifications: Shall have passed G.C.E. (Ordinary Level) Examination in six (06) subjects including credit passes for at least two (02) subjects in not more than two (02) sittings.
 - (e) Ability to perform any duty assigned in respect of the subject.
 - (f) In terms of Chapter V of the Public Service Commission Procedural Rules, the candidate shall not be disqualified for appointment to the public service.

It is compulsory that every candidate has fulfilled all the qualifications related to the post on or before the date of calling applications.

- 7.0. Calling of applications (Applications are invited to fill the existing vacancies in Assistant Circuit Bungalow Keeper vacancies as specified in the following table)

Circuit Bungalow	Post	Number of Vacancies
Jaffna	Assistant Circuit Bungalow Keeper, Grade III	1
Vakarai	Assistant Circuit Bungalow Keeper, Grade III	1
Mannar	Assistant Circuit Bungalow Keeper, Grade III	1

- 8.0. Structured interview (Strictly following the order of merit of marks secured by the candidates at a structured interview held on the same day of the interview held for checking basic qualifications, the candidates who have fulfilled the qualifications shall be appointed to the post of Circuit Bungalow Keeper, Grade III. The medium of language through which the candidates prefer to participate in the interview should be clearly mentioned in the application and the structured interview will be held in the said medium of language.)

Making scheme for the structured interview is as specified in the following table.

Heads under which the marks are allocated upon checking	Maximum amount of marks	Minimum amount of marks considered for selection
I. Additional educational qualifications	20	Not applicable
II. Professional qualifications	30	
III. Professional experience	35	
IV. Language proficiency	10	
V. Merit shown at the interview	5	
	100	

Note: Experience obtained in regard to the post, educational qualifications and extra-curricular activities should be supported with certificates. Such certificates should be valid as at the closing date of applications.

- 9.0. Care should be taken to provide accurate information in filling the application. If a candidate is found to be ineligible at the time of examining the qualifications, his/her candidature could be cancelled at any occasion. If information provided by a candidate is found to be incorrect he/she shall be liable for dismissal from public service.
- 10.0. Applications should be submitted in conformity with the prescribed specimen format. Incomplete applications that have not been prepared in accordance with the prescribed format will be rejected without any notice. The candidates should bear the damage/loss caused due to not perfecting the application in the proper manner.
- 11.0. The applications self-prepared in accordance with the specimen format annexed hereto should be sent under registered cover to reach the Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government, Independence Square, Colombo 07, on before July 17, 2019.

- 12.0. The top left-hand corner of the envelope should be marked *“Recruitment to the Post of Circuit Bungalow Keeper, Grade III”*.
- 13.0. Based on the presumption that only the persons with the qualifications indicated in this notification would have applied, all the applicants, who have tendered their applications on or before the prescribed date, shall be called for the structured interview by the Ministry of Internal and Home Affairs and Provincial Councils and Local Government. However, the said calling for interview shall not be considered as an acknowledgement that the candidate has fulfilled the qualifications for this post. If it is revealed, on the occasion of checking the qualifications as per this notification at the interview, that the required qualifications are not available, the candidature of such applicants shall be cancelled.
- 14.0. The candidates shall submit one of the following documents to the interview board to prove their identity.
 - i. Valid National Identity Card issued by the Department of Registration of Persons
 - ii. Valid Passport
- 15.0. Any matter not provided for in this notification will be dealt with as determined by the Secretary, Ministry of Internal and Home Affairs and Provincial Councils and Local Government. All candidates shall be bound by the general rules and regulations mentioned in this notification.

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(Secretary to the Ministry/Head of Department)

On June 26, 2019
Ministry of Internal and Home Affairs and Provincial Councils and Local Government
Independence Square,
Colombo 07.