

**Recruiting external applicants to the Post of Laboratory Orderly III - Primary service
category (Non-Technical)
Government Analyst's Department - 2023**

1. Applications are called from both males and females who have fulfilled the following qualifications to the Post of Laboratory Orderly III Primary service category (Non-Technical) for the vacancy existing in the Government Analyst's Department.
2. Suitable candidates will be appointed based on a structured interview conducted by a Board of Examiners appointed by the Government Analyst.
3. This structured interview will be conducted by a Board of Examiners appointed by the Government Analyst in November 2023 at the Government Analyst's Department.
4. Method of Recruitment:

Currently there are 03 vacancies. Recruitment will be made to the post based on the merit order of the marks obtained at the structured interview for the post of Laboratory Orderly III Primary service category (Non-Technical).

5. Educational and Other Qualifications :
 - 5.1 Educational qualifications:
Should have passed six subjects including two credit passes at the General Certificate of Education (O/L) Examination not exceeding two attempts.
 - 5.2 Professional Qualifications:
Considered as a special qualification.
 - 5.3 Experience:
Considered as a special qualification.
 - 5.4 Every applicant should be not less than 18 years and not more than 45 years of age, as at the closing date of applications.
 - 5.5 Applicant should be a citizen of Sri Lanka.
 - 5.6 Applicant should be of excellent moral character and in physical and mental fitness.

- 5.7 Every applicant should have completed all the required qualifications relevant to the post as at the closing date of applications.
- 5.8 Incomplete applications will be rejected without a notice.

Method of applications

6. The applications should be prepared in the form of the specimen appended to this notification, on A4 size paper using one side and filled by the candidate's own legible hand writing. Duly completed applications should be sent under registered cover to reach "Government Analyst's Department, No.31, Isuru Mawatha, Pelawatta, Battaramulla" on or before 31.10.2023 and the envelope enclosing the application should be clearly marked "Laboratory Orderly III – Government Analyst's Department" on the top left hand corner. Officers, currently in the Public Service or Provincial Public Service should forward their applications through the respective Head of the Department. Applications, containing incomplete details and are received after the closing date of applications will be rejected and acknowledgements of applications will not be informed. Keeping a copy of completed application will be more fruitful. The application should be prepared with items from 01 to 07 to appear on the first page and the rest on the next 2/3 pages and the applications which are not in conformity with the specimen will be rejected.
7. Applicants who have not completed the required qualifications at the structured interview will be considered as disqualified for the appointments.
8. Facts that do not expose from this notification and the final authority of taking the appointment decisions are remains with the Government Analyst.
9. Candidate's signature in the application form should be attested by a Principal of Government school / A Justice of the Peace / Commissioner of Oaths / Notary Public / Commissioned officer in the Army Forces or an officer holding a permanent post in Public Service or Provincial Public Service drawing an yearly consolidated salary exceeding Rs. 2,37,060.

10. Basis of selection:

10.1 Marks are given at the Structured Interview as follows.

Fields for which marks are given	Maximum marks	Passed marks
1. Additional Educational Qualifications	15	Not applicable
2. Experience	50	
3. Professional Qualifications	10	
4. Proficiency in Language	10	
5. Computer Literacy	10	
6. Skills in the interview	05	
Total	100	

The three candidates who have fulfilled the qualifications and achieved the maximum marks will be selected and appointed as Laboratory Orderly III.

11. Candidates will be required to present the following documents whenever required.

- i) Highest educational and technical certificates obtained,
- ii) Birth certificate issued by the Registrar General,
- iii) Three character certificates obtained recently,
- iv) A police report obtained within 06 months

12. Medical Examination:

The selected applicants should undergo a medical examination to certify whether they are physically fit to serve in any part of the island and the candidates found unfit in the medical examination will be disqualified.

13. Salary Scale:

(As per Public Administration Circular No. 03/2016 and its amendments)

Laboratory Orderly Grade III PL-1-2016 Rs.24,250-10x250-10x270-10x300-12x330-36410/=

14. Conditions of the service:

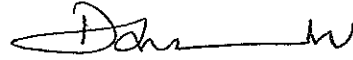
14.1 This post is permanent and pensionable. You are subjected to any policy decision taken by the government regarding your pension scheme in future. You are liable to contribute to the Widows' and Orphans' Pension scheme. You are required to contribute to such fund as determined by the government from time to time.

14.2 The selected candidates shall also be subjected to the Public Service Commission Procedures, Establishment Code, Financial Regulations,

Departmental Orders, Regulations and any other orders or regulations for the time being issued or issued from time to time by the government.

- 14.3 Prescribed Proficiency in the other official language, in addition to the language in which the officer joined the service, should be obtained within 03 years from the date of appointment. Failure to pass this examination within the prescribed time will result in deferment of the next salary increment.
- 14.4 The second official language proficiency level applicable to own position should be obtained within 05 years from the date of permanent appointment as per Public Administration Circular No. 01/2014 (IV). Failure to obtain this proficiency within the prescribed time will result in deferment of the salary increment until such proficiency is achieved.
15. In the event of any inconsistency between the Sinhala, Tamil and English texts of this Gazette Notification, Sinhala text shall prevail.

Government Analyst's Department
No.31, Isuru Mawatha,
Pelawatta,
Battaramulla.
....10/10/2023



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Government Analyst

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No. 31, Isuru Mawatha,
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10/10/2023