

PUBLIC SERVICE COMMISSION

Ministry of Mass Media

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE PRINTING SERVICE, EXECUTIVE SERVICE CLASS I, GRADE III – 2021 (2024)

Applications are accepted from the following qualified internal applicants currently working in the Department of Government Printing for 06 vacancies in the Executive Service of Class I Grade III category in the Printing Department as per the instructions of the Public Service Commission. The application should be prepared as per guide lines in the model application form that is attached the end of this notice should be sent by registered post to the following address on or before the deadline to Commissioner General of Examinations, Institutional Examinations Organization branch, Department of Examinations, Pelawatta, Battaramulla. Make sure to clearly indicate the subject as “Limited Competitive Examination for recruitment to Executive Service of Class I Grade III category in the Printing Service of the Department of Government Printing” on the top left hand corner of the envelope.

Also, the title of the examination should be mentioned in English in addition to Sinhala, for Sinhala application forms. Title of the examination should be mentioned in English in addition to Tamil, for Tamil application forms.

- (a) Deadline for applications acceptance is **08.05.2024**.

Note : Delay or lost application forms or any complaints related to the same will not be accepted. Applicants should also bear the delay and damages incurred in receipt of applications till the end of the deadline.

1. Method of Recruitment :

Internal applicants are recruited through a written competitive examination and a general interview as per the guidelines of the Printing Service Minute of Government Printing Department. Every candidate appearing for the limited written competitive examinations conducted by the Commissioner General of Examinations must appear for all the prescribed question papers. The applicants who have scored more than 40% in each question paper and those of who have scored the maximum mark as per the rules of the Public Service Commission will be eligible for the general interview considering the number of available vacancies. Eligibility will be checked by an interview panel approved by the Public Service Commission (marks will not be given in the interview).

The number of applicants to be appointed and the effective date of appointment will be determined as per the Public Service Commission Regulations.

2. Salary scale :

Public Administration Salary Circular No. 03/ 2016 dated on 25th of February 2016, is SL-1-2016 : Rs. 47,615 – 10 x 1,335 – 8 x 1,630 – 17 x 2,170 – Rs. 110,895 monthly salary scale .

3. Service conditions of the Post :

- 3.1. This is a permanent and pensionable position and you will be subjected to policy decisions taken by the Government in the future regarding the pension scheme you are entitled to. Further you have to contribute to Widow and Orphan's/Widowers' and Orphans' pension scheme. You have to pay the Contribution for the same, as prescribed by the Government from time to time.
- 3.2 Officers who recruited for this post on internal basis will undergo of one year probation period.
- 3.3 According to the Public Administrative Circular No. 18/ 2020 of 16.10.2020, one must have proficiency in other official languages or official languages.

3.4 This appointment will be carried out in accordance with the provisions of the rules of procedures, conditions included in the amendment and other departmental orders of Public Service Commission procedural rules, the establishment code of the Democratic Socialist Republic of Sri Lanka, and the Government Finance Regulations and the minute of Printing Service of the Department of Government Printing published in the *Extraordinary Gazette* No.1816/ 12 dated as at 26.06.2013.

4. Recruitment position, qualifications and number of vacancies.

4.1 Number of vacancies is Six (06).

4.1.1 The number of vacancies for the post of Assistant Government Printer (Production) is four (04). The number of vacancies for the Post of Assistant Government Printer (Printing Editor) is Two (02) .

4.1.2 Recruitment Eligibilities for the posts of Assistant Government Printer (Production) and Assistant Government Printer (Printing Editor)

- (a) Being an officer in the supervisory management assistant (Technical) category of the Printing Service with not less than 15 years of service in a departmental post of Management assistant technology category in the Printing Department.
- (b) Having Two certificates on Printing Technology at the Sri Lanka Institute of Printing or a recognized institution. (The duration of a course should not be less than one year.)
- (c) Not having received a disciplinary punishment in accordance with the Provisions mentioned in Public Service Commission Circular No. 01/ 2020 and it's related circulars.

5. Physical Qualifications –

- (a) Every candidate should be willing to work in any Part of Sri Lanka.
- (b) Must be physically and mentally fit to perform the duties of the position.

6. Age Limit :

Maximum age limit is not applicable for internal applicants working in a permanent post in the Department.

7. Other Qualifications :

- (a) Applicants must be Citizens of Sri Lanka.
- (b) Applicants must be Excellent Character.
- (c) Should not be a priest of any religious sect.
- (d) It is mandatory to have completed the qualifications mentioned in table 4 before the deadline of applications on 08.05.2024 for recruitment to the post.

8. Written Examination and General Interview –

8.1 Written examination.

8.1.1 This examination will be conducted by the Commissioner General of Examinations.

8.1.2 Subjects and syllabus related to the written examination:

The limited competitive examination for recruitment to Executive Service of Class I Grade III Category of the Printing Service will be conducted as a written test consisting of the following subjects and syllabus.

	<i>Duration</i>	<i>Maximum marks</i>	<i>Pass marks</i>
(a) General Administration	3 hrs	100	40
(b) Printing Technology	3 hrs	100	40

<i>Name of the exam paper</i>	<i>Syllabus</i>
(a) General Administration	Questions consists of the rules and regulations in the Establishment Code. Public Service Commission Procedural rules and Departmental Orders to check its knowledge and apprehension.
(b) Printing Technology	<p>I. Pre-Press Type setting Lay outing papers Creating computer designs Works in process camera Planning and lay-outing by using film roles Ripping Setting images Forming Plates Forming polymer plates</p> <p>II. Printing – Printing Offset Litho papers Printing Offset Litho Web Printing Letter Press Forms Printing Letter Press Rotary</p> <p>III. Post - Press : Cutting Folding, Gathering and inserting Wiring Sewing sections and Perfect Binding Forming case covers Making Ledgers Foiling Re-binding and special binding works</p> <p>IV. Others: Cutting using dye, Blind Embossing Foil Laminating Creasing and perforating Costing and Estimating Security Printing</p> <p>V. Future Requirements : Setting Plates Printing Continuous Stationery Digital printing</p> <p>VI. Compiling : Pre-Editing Proof Reading Examining Machine proofs</p>

<i>Name of the exam paper</i>	<i>Syllabus</i>
	<p>VII. Maintaining and repairing Mechines and Machine parts in equipments, Maintaining and repairing Mechines and Electric parts in equipments, Maintaining and repairing Mechines and Electronic parts in equipments, Maintaining and repairing computer and electronic parts</p> <p>Maintaining and repairing building (including electric parts) (Applicants are given opportunity to answer four (04) questions from four (4) preferable parts out of the presented questions from the each part mentioned above.)</p>

8.2 **General Interview :**

8.2.1 Marks will not be awarded for common interview test, the purpose of which is expected to be achieved is to check whether the candidate has fulfilled the qualifications mentioned in the notification issued as per the approved Printing Service minute and also to examine the physical fitness.

9. **Conditions of the Examination :**

9.1 The examination will be conducted in Sinhala, Tamil and English medium, Candidates can appear for the exam in any language as their choice. Candidates must answer all the papers of this examination in the same language. A Candidate will not be allowed to change the medium of examination mentioned in his application afterwards. Every candidate should appear for both papers (02).

9.2 **Examination Fee :**

The examination fee is Rs. 1,200.00. Payment should be done at any post office located in the island to be deposited the account of the revenue Heads of 20-03-02-13 of Commissioner General of Examinations. The receipt obtained in the name of the applicant should be affixed at one end in the prescribed space in the application form. (It is useful to keep a copy of the receipt with you.)

9.3 Examination fee is non refundable for any reason.

9.4 This exam will be held in Colombo. The date of exam will be announced later.

9.5 Incompleted application forms that are not submitted and will be rejected without any intimation.

Note : You will not be allowed to enter the examination hall without the admission card, on the day of commencement of the examination, one should be forwarded to the examination hall only with the admission card with his/ her signature that has been certified and to be handed over to the Head of the Exam centre. The issuance of an admission card to the candidate shall not be deemed to qualify to appear in the examination.

9.6 Applications should be prepared by the applicant on A4 size paper measuring 22 x 29cm and applicants should prepare their applications in such a way that from 1.0 to 3.7 information are on the first page and from 3.8 to 6.0 are placed on the second page and the rest is on the third page and the relevant information should be clearly entered in their own handwriting. Not conforming to the model application form stand. Incompleted applications will be rejected without prior notice. It will be helpful to keep a copy of the relevant application. Further more the applicant should check whether the completed application form is in accordance with the model application form mentioned in the examination notification. Otherwise the application will be rejected. Applications should be prepared as per the attached model application form.

- 9.7 The receipt of applications will not be notified. A media release will be published immediately after the admission card is issued to the candidates. If the admission card is not received within 2 or 3 days after the publication of the notification, it should be informed to the Department of Examinations as mentioned in the application. If you are a candidate from outside of Colombo. It would be very effective to send a copy of your application, a copy of the registration receipt and fax number in your request letter to receive the admission card.
- 9.8 The Commissioner General of Examinations has the power to postpone or cancel the examination on the approval of Public Service Commission.
- 9.9 Candidates of the Examination are subject to the rules and regulations imposed by the Commissioner General of Examinations regarding the conduct of the examination. If he or she violate of these rules and regulations shall be liable to punishment as may be imposed by the Commissioner General of Examinations.
- 9.10 Candidates should satisfy the Head of the examination hall regarding the subject in which they are appear in the examination. Any of the following documents will be accepted :-
- I. National Identity card.
 - II. A Valid Passport.
 - III. Valid Sri Lankan Driving Licence.

Also exam candidates should enter the exam hall without covering their face and both ears so that their identity can be verified. Applicants who refuse to confirm their identity will not be admitted to the examination hall. Furthermore, from the moment of entering the examination hall until the end of the examination and leaving it, the applicant must remain uncovered so that the examination authorities can recognize the candidate.

Note :

- (a) No documents or copy should be attached to the application form.
- (b) Candidates who fail to submit the documents when requested will not consider their applications.
- (c) Applicants should send applications through their head of Department. Before submitting the applications, it is mandatory for all applicants to get their signatures certified by a staff officer of the department.

10. Penalty for providing false information:

If a candidates is found to be ineligible before or during the examination or after examination or at any time, his candidature will be disqualified. If it is found that he/ she has knowingly submitted false information or he/ she has deliberately suppressed and important information.

11. Public Service Commission rules of procedure, circulars issued from time regarding Government Service and Printing minute applicable to the Executive Service of Class I Grade III in the Printing Service and the conditions of further amendments therein shall apply to these posts.
12. And the officers selected for this position should work day and night in any place in Sri Lanka as per the requirement of the Government not only in the Government Printing Department.
13. Officers who recruited for this post must agree to work at any location abroad based on the situational requirements of the Government of Sri Lanka.
14. Any matter not mentioned in these regulations shall be decided by the Public Service Commission.
15. If it appears that there is any inconsistency on inconsistency between the language texts of this announcement published by the Sinhala, Tamil and English media, in such a case the Sinhala Media announcement will be dealt with.

16. The Public Service Commission has the Final decision on whether to fill up the above vacancies or not or partially fill up.

As order of the Public Service Commission.

V. P. K. ANUSHA PELPITA,
Secretary, Ministry of Mass Media.

03rd April, 2024.

SPECIMEN APPLICATION FORM

For office use only

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE PRINTING SERVICE EXECUTIVE SERVICE OF CLASS I GRADE III POSTS OF ASSISTANT GOVERNMENT PRINTER (PRODUCTION) AND ASSISTANT GOVERNMENT PRINTER (PRINTING EDITOR) IN THE DEPARTMENT OF GOVERNMENT PRINTING 2021 (2024)

1.0 Medium :

Language Medium in Examination

Sinhala – 2

Tamil – 3

English – 4

(Put the relevant number in the box)

2.0 Preference

The Post/posts applied for is (as per preference)

Preference 01

Preference 02

Assistant Government Printer (Production) – 1

Assistant Government Printer (Printing Editor) – 2

(Enter the number of the post you are applying for in the blank box in the order of preference.)

Note :

In the event that an applicant applies for more than one of the above mentioned posts, separate applications should not be submitted for each post, and the order of preference for each post should be recorded in a single application. Also there is no possibility to change the preference order later.

3.0 Personal information :

3.1 Full name (in English block letters) :

3.2 Name with initials to end in English block letters :
(e.g.: SILVA A .B.)

3.3. Full Name (in Sinhala/Tamil) :

3.4 Permanent Address (in English block letters) :

3.5 Permanent Address (in Sinhala/Tamil) :

3.6 Mobile Number :

3.7 National Identity Card No. :

3.8 Gender :
Male -0, Female -1
(Put the number in relevant box)

3.9 Marital status :
Unmarried -1, Married-2
(Put the number in relevant box)

3.10. Date of Birth :
Date : Month : Year :

3.11 Age as on last date of receipt of Applications :
Days : Months : Years :

3.12 Are you sending applications for Open Competitive Examination? :

4.0 Eligibility Information :

4.1 Service detail of the Department of Government Printing :

4.1.1 Date of appointment for Printing Service :

4.1.2 Current position held :..... Attached Section:

4.1.3 Work Experience in the printing service as at 08.05.2024:

Days : Months : Years :

4.2 Names of printing technology courses and details of Institutions that had followed duration of not less than 1 year :

	Course I	Course II	Course III
Name of the course			
Institution			
Duration			
Language Medium			
Validity date of certificate			

5.0 **Cash receipt :**

(Paste the receipt here firmly)
(a Photocopy of the receipt keep with you will be helpful)

6.0 **Applicant’s certificate:**

That the information stated herein is true and correct to the best of my knowledge and belief and that I have obtained the information required for applying for this post as per the Printing Service Minute and amendments published in the *Extra ordinary Gazette* No. 1816/ 12 of 26.06.2013. I declare that have fulfilled the qualifications and have attached the receipt No. and dated on which the examination fees were paid.

I also agree to act in accordance with the rules of the examination and any decision taken to cancel my candidature before or during the examination or thereafter if I am found to be ineligible under the conditions of this examination. I also declare that I will abide by the rules laid down by the Commissioner General of Examinations regarding the conduct of the examination.

.....
Signature of the applicant.

Date :.....

7.0 **Certificate from the staff Officer in charge of the section in which the applicant is working;**

Certifying that the applicant is working as an Officer holding a post in the Department of Government Printing. I submit his application for further affairs.

.....
Signature
Officer in charge.

Date :

Name of the Officer in charge of the section :

Position :

Address :

(Must be certified with an official Seal)

8.0 **Attestation of Applicant’s Signature** (should be as per 9.10 (d) of the advertisement)

I hereby certify that this application is (Full name) submitted and the prescribed examination fee has been paid and his/ her signature has been affixed before me on the date of affixing the said receipt.

.....
Attestator’s Signature.

Date :

Name of the Officer :

Position :

Address :

(Must be certified with an official Seal)

9.0 Certificate of Head of Department/ Institution :

The applicant Mr./Mrs./ Miss is currently employed as a in this Department. However he/she is required to meet all requirements as per No. 2 as mention in the minute of Printing Service of the Department of Government Printing of the *Extraordinary Gazette* No. 1816/ 12 of 26.06.2023 publication.

Also he/she has to quality to have not undergone any disciplinary procedure in accordance with the provisions mentioned in the Public Service Commission Circular No. 01/ 2020 and amendments made thereto.

I hereby certify that he/ she has completed the satisfactory service of 5 years presently to the above mentioned date and that his/ her application has been recommended accordingly.

.....
Signature of Head of Department.

Date :

Name of Head of Department :

Position :

Address :

(Must be certified with an official Seal)

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