

**CALLING APPLICATIONS FOR OPEN RECRUITMENT OF THE POSTS OF PRE-PRESS PRINTER, PRINTING TECHNICIAN AND POST-PRESS PRINTER-GRADE III, MANAGEMENT ASSISTANT TECHNICIAN SEGMENT 3 SERVICE CATEGORY OF DEPARTMENT OF CENSUS AND STATISTICS**

APPLICATIONS are invited for the post of Pre-press printer, Printing Technician and Post-press printer Grade III, Management Assistant Technician Segment 3 Service Category of the Department of Census and Statistics according to the recruitment procedure from applicants eligible as indicated in this notification by the closing date of application to select suitable individuals as follows to fill in the vacancies on open basis.

Closing date of application is 20.01.2020.

Vacancies available for the posts are as follows :

- Pre-press Printer - 01
- Printing Technician - 02
- Post-press Printer - 05

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**2.0 Conditions of the Employment :**

2.1 The candidates who are selected will be appointed to above posts, in accordance with general conditions of the public service, provisions of the Recruitment procedure for Management Assistant Technician Segment 3 Service category of the Department of Census and Statistics approved by the Public Service Commission, according to revisions made or will be made hereinafter for the above recruitment procedure, according to the provisions of the Establishment Code and Financial Regulations and the procedural rules of the Public Service Commission published in the *Extraordinary Gazette* Notification No. 1589/30 dated 20.02.2009.

2.2 These posts are permanent and pensionable and you are subject to any policy decision formulated by the Government in future regarding the pension scheme you are entitled to, further, you should contribute to the Widows' and Orphans' Pension Scheme and you may make your contributions as stipulated by the Government in different occasions.

2.3 This appointment is subject of a probation period of 3 years.

2.4 Appointees should obtain proficiency in the relevant official language within 5 years from the date of appointment in terms of Public Administration Circular No. 01/2014.

2.5 Appointments of the appointees who fail to assume duties of the post they have been offered on the given date, shall be cancelled.

**3.0 Salary Code and Salary scale :**

3.1 Salary Code : MT 01-2016.

3.2 Salary Scale : Entitled to a monthly salary scale of Rs. 29,840 -10x300 - 11x350 - 10x560 - 10x660 - Rs. 48,890.

The salary at the appointment will be decided as per Public Administration Circular No. 03/2016 dated 25.02.2016.

**4.0 Duties of the posts :**

*Pre-press printer :*

- \* Page layout
- \* Camera processing

- \* Film preparation and page layout
- \* Ripping
- \* Image setting
- \* Making plates
- \* Making polymer plates
- \* Operating digital printing machines

*Printing Technician.* - Identifying defects of all the printing machines and performing minor repairs in the printing division of Department of Census and Statistics.

*Post-press printer.* - Folding, gathering, inserting, wiring, sewing sections and perfect binding, cutting, preparing case cover, preparing ledgers, rebinding, foiling.

**5.0 Recruitment Qualifications :**

**5.1 Educational qualifications :**

G. C. E. (O/L) with 6 subjects at a single sitting with credit passes for Sinhala/Tamil/English language, Mathematics and for 2 more subjects ;

*or*

Having obtained National Vocational Qualification (NVQ 3) Level 3 or higher.

**5.2 Professional Qualifications :**

*Pre-press printer :*

Having followed and obtained a certificate for full time course for at least 3 years related to pre-press printing from a recognized institution or having 4 years of professional experience related to pre-press printing from a recognized institution.

*Printing Technician :*

Having followed and obtained a certificate for full time course on Fitting/Electrical Technology related to Printing Electrician field for a t least 3 years from a recognized institution or having obtained a proficiency certificate of NVQ level 4.

*Post-press printer :*

Having followed and obtained a certificate for full time course related to Post-press Printing field for at least 3 years from a recognized institution or having obtained a proficiency certificate of NVQ level 4.

**5.3 Physical qualifications :**

Each candidate should possess a sound physical and mental health condition to work in any part of Sri Lanka and to discharge his/her official duties.

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**5.4 Other qualifications :**

1. Applicant should be a Sri Lankan citizen.
2. Applicant should possess an excellent character.
3. All required qualifications for the post should have had completed by the closing date of applications.

**Note.** - All applicants should confirm their educational qualifications and experience by producing valid certificates. These qualifications should be valid by the closing date of applications.

**5.5 Age limit :**

He/She should be at the age of between 18 and 35 years.

6.0 **Recruitment method.** - Applicants will be appointed to each post according to the skills order as per results obtained for the competency evaluation interview conducted by the interview board appointed by the Director General of Department of Census and Statistics. The detailed marking scheme for the competency evaluation interview is mentioned in the Schedule below.

7.0 The applications prepared according to the specimen form in this notification should be completed accurately and having indicated the post applying on the top left corner of the cover, should be sent through register post to reach "Director General, Department of Census and Statistics, No. 306/71, Polduwa Road, Battaramulla on or before closing date of application.

8.0 All required qualifications for the post should have had obtained before the closing date of applications and incomplete applications or applications received after the closing date will be rejected without further notice.

9.0 In the event of any inconsistency between the Sinhala, Tamil and English texts in this *Gazette* notification, the Sinhala text shall prevail as the accurate text.

10.0 Number of vacancies to fill for this recruitment from the above vacancies will be decided by the Director General of Department of census and Statistics.

Doctor I. R. BANDARA,  
Director General.

Department of Census and Statistics,  
17th December, 2019.

**Schedule**

OPEN RECRUITMENT FOR THE POSTS OF PRE-PRESS PRINTER, PRINTING TECHNICIAN AND POST-PRESS PRINTER - GRADE III, MANAGEMENT ASSISTANT TECHNICIAN SEGMENT 3 SERVICE CATEGORY OF DEPARTMENT OF CENSUS AND STATISTICS

COMPETENCY EVALUATION INTERVIEW - MARKING SCHEME

| Main scoring headings  | Maximum Scores |
|--|----------------|
| <b>1. Additional Educational Qualifications :</b>  | 10             |
| If passed G. C. E. (A/L)   | 5 marks        |
| Having passed Mathematics subject or Physics or Chemistry or Engineering/ Information and Communication/Civil/Mechanic/Electric/Electronic Technology or Information and Communication Technology or Science subject in Technology at G. C. E. (A/L) | 3 marks        |
| Distinction for Science or Information and Communication Technology or Design and Technology or Mechanic/Electric/Electronic Technology at G. C. E. (O/L)  | 3 marks        |
| Credit pass for Science or Information and Communication Technology or Design and Technology or Mechanic/Electric/Electronic Technology at G. C. E. (O/L)  | 2 marks        |
| Distinction for Mathematics at G. C. E. (O/L)  | 3 marks        |

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| Main scoring headings  | Maximum Scores |
|--|----------------|
| <b>2. Additional Professional Qualifications :</b>   | 25             |
| Pre-press printer  |                |
| Having followed,   |                |
| A training course of not less than 1 year  | 5 marks        |
| A training course of not less than 6 months related to Pre-press printing from a recognized institution  | 3 marks        |
| <b>Printing Technician</b>   |                |
| Having followed,   |                |
| A training course of not less than 1 year  | 5 marks        |
| A training course of not less than 6 months related to Printing Technology from a recognized institution | 3 marks        |
| <b>Post-press Printer</b>  |                |
| Having followed,   |                |
| A training course of not less than 1 year  | 5 marks        |
| A training course of not less than 6 months related to Post press printing from a recognized institution | 3 marks        |
| <b>3. Additional Experience :</b>  | 60             |
| (Marks are given for experience of maximum of 5 years as 12 marks for each full year)                    |                |
| Pre-press printer  |                |
| For service experience as a Pre-press printer in a recognized institution                                |                |
| Printing Technician  |                |
| For service experience as a Printing Technician in a recognized Institution                              |                |
| Post-press printer   |                |
| For service experience as a Post-press printer in a recognized Institution                               |                |
| <b>4. Skills shown at the interview</b>  | 05             |
| <b>5. Total</b>  | 100            |

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01. Full Name : \_\_\_\_\_.
02. Name with initials :  
In Sinhala : \_\_\_\_\_,  
In English : \_\_\_\_\_.
03. Residence : \_\_\_\_\_.
04. Date of Birth : \_\_\_\_\_.
05. Age as at 20.01.2020 : Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
06. Sex : \_\_\_\_\_.
07. Civil Status : \_\_\_\_\_.
08. National Identity Card No. : \_\_\_\_\_.
09. Telephone No. : \_\_\_\_\_.
10. Citizenship : \_\_\_\_\_.

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**11. Educational Qualifications :**

G. C. E. (O/L)

Examination No. : \_\_\_\_\_, Year of Examination : \_\_\_\_\_.

I. .... VI. ....

II. .... VII. ....

III. .... VIII. ....

IV. .... IX. ....

V. .... X. ....

G. C. E. (A/L) :

Examination No. : \_\_\_\_\_, Year of Examination : \_\_\_\_\_.

I. .... III. ....

II. .... IV. ....

**12. Professional Qualifications :**

| Name of the Course | Institution | NVQ Level | Time Duration | Valid Date |
|--------------------|-------------|-----------|---------------|------------|
|                    |             |           |               |            |
|                    |             |           |               |            |
|                    |             |           |               |            |

**13. Experience :**

| Institution | Service period |
|-------------|----------------|
|             |                |
|             |                |

**14. Other Qualifications :** \_\_\_\_\_.

I do hereby certify that the information furnished by me in this application is true and correct, I am fully aware that if any of these particulars have been found false or incorrect, renders me as disqualified and that I will be dismissed from this post.

\_\_\_\_\_  
Signature of the Applicant.

Date : \_\_\_\_\_.

15. Applicants who are currently employed in a Government Department/Institution, should forward their applications along with the following certificate of the Head of the Department :

I hereby inform you that the applicant is currently serving in the post of ..... in our Department/ Institution and that if selected he/she can be/can't be released from the current post.

\_\_\_\_\_  
The signature of the Head of the Department.

Date : \_\_\_\_\_,  
Name : \_\_\_\_\_,  
Designation : \_\_\_\_\_,  
Address : \_\_\_\_\_,  
(Please affirm with official stamp)