



**STATE MINISTRY OF PRISON MANAGEMENT
AND PRISONERS' REHABILITATION**

**Management Assistant Non - Technical in the
Department of Community Based Corrections -
Segment 2**

**RECRUITMENT (OPEN) TO THE POST OF WORK
SUPERVISOR -2019(2020)**

APPLICATIONS are invited from suitable Sri Lankan citizens to fill 16 (Sixteen) vacancies (Uva , North Central, North Western and Northern Provinces) existing in the post of Work Supervisor Grade III in the Department of Community Based Corrections. Applications prepared according to the specimen form of application appended at the end of this notification should be sent to reach the Commissioner, Department of Community Based Corrections, No 35/A, Dr.N.M.Perera Mawatha, Borella, Colombo 08 by Registered Post and email to the email address dbc correction@gmail.com or submit application by hand on or before the date mentioned below. The top left corner of the envelope containing the application and the subject of the email should clearly bear the words "Recruitment to the Post of Work Supervisor -2019(2020)".

(a) Closing date of application is 2021.01.15.

Note: - Complaints made on the loss or delay of applications and other connected letters in the post will not be considered. The damages caused due to delay in the submission of applications until the closing date shall be borne by the applicant.

01. *Summary of the duties assign to this post.*– With regard to the Community Correction procedure of the

offenders which found guilty of an offence mentioned in the Community Based Correction Act No 46 of 1999 part II

- Assist Community Correction Officers to perform community correction duties
- Assist to plan community correction programs
- Supervision of the duties when engage in social works in project areas.
- Provide reports to the officers regarding offenders who have breached the community correction orders by offender house visits.

02. *Method of Recruitment.*— Recruitment to the vacancy shall be based on the marks of a structured interview conducted by an interview panel appointed by the Commissioner of the Department of Community Based Corrections. The effective date of the appointments will be determined as per the decision of the Commissioner of the Department of Community Based Corrections.

03. *Conditions for engagement in service :*

- (i) This post is permanent and pensionable. You will be subject to any policy decision taken by the government regarding the pensions scheme in future. You should contribute to the Widows'/ Widowers' and Orphans' Pension Scheme.
- (ii) This appointment is subject to 3 years probation period and first efficiency bar examination shall be passed within 03 years from the date of recruitment.
- (iii) Shall acquire the relevant proficiency in other official language in addition to the language in which the officer joined the service, within five years from the date of recruitment to the post as per the Public Administration Circular No. 01/2014. Officers who joined the service in a language medium which is not an official language shall acquire the proficiency in the prescribed language within three (03) years from the date of recruitment and shall acquire the proficiency in the other official language within five (05) years from the date of recruitment . Shall acquire the Second Language Proficiency related to category III or follow a course contain same syllabus ,150 hours as the duration.

(iv) This appointment shall be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other departmental orders.

04. *Salary scale.*— In terms of the public Administration circular No 3/2016, MN1-2016 be the initial salary scale. Rs. 27,140 -10 x 300-11 x 350-10 x 495-10 x 660 - Rs. 45,540 /-

05. *Educational Qualifications :*

- (a) Should have passed the General Certificate of Education (Ordinary Level) Examination in six(06) subjects at one sitting with credit passes in
 - (i) Sinhala/Tamil/English Language
 - (ii) Mathematics
 and
 - (iii) Two other subjects
- (b) Pass one subject at the General Certificate of Education (Advanced Level) Examination (other than the common General Paper).

06. *Experience.*— One Year experience obtained from government recognized institution related to Social Work and Social Services

07. *Age Limit.*— Shall be not less than 18 years of age and not more than 30 years as at the closing date of application.

08. *Qualifications.*— Every candidate shall be physically and mentally fit to serve in any part of the island and to perform the duties of the post.

Other Qualifications :

- Shall be a citizen of Sri Lanka
- Shall be of an excellent character
- Shall have satisfied the qualifications in all aspects as at the closing date of application.

09. *Structured interview.*— Marks will be given by an interview panel appointed by the Commissioner of the Department of Community Based Corrections.

Marking scheme of the Structured interview: 100 Marks

For office use

	Subject	Marks
01.	Additional Educational Qualifications	20
02.	English Language Proficiency	20
03.	Knowledge on Computer	25
04.	Other Qualifications (Other than the main qualification of one year experience)	30
05.	According to the approval of the interview panel Leadership, Personality and communication skills	05
06.	Total	100

10. Applications should be in the form of the specimen appended at the end of this notification and prepared on 22cm - 29cm A4 size paper. The applicants shall fill the applications in their own handwriting. Applications which not satisfy the main qualifications in all aspects, delayed applications and not complying with the specimen form of application appended at the end of this notification shall be rejected without any acknowledgement. It would be advisable to keep a photocopy of the completed application from. Receipt of application shall not be acknowledged.

Note:

- If any candidate unable to furnish the original copies of the certificates mentioned in the application on request, the application will be rejected.
- The officers in Public Service / Provincial Public Service and Government Corporations should submit applications through their heads of Departments / Institutions.
- Procedural Rules of the Public Service Commission, circulars issued from time to time concerning the Public Service and the conditions in the amendments made there to shall be applicable for this post.

(In the event of any inconsistency between Sinhala, Tamil and English texts of the *Gazette*, the text in the Sinhala Language shall prevail.)

R.P.S. SAMANKUMARI,
Commissioner,
Department of Community Based
Corrections.

**Recruitment to the post of Work Supervisor
(Grade III) of Department of Community Based
Corrections (Open) - 2020**

01. Personnel Information :

1. Full Name (Sinhala/ Tamil) : _____.
Full Name (English) : _____.

2. Name with initials (Sinhala / Tamil) : _____.
Name with initials (English) : _____.

3. Permanent Address (Sinhala / Tamil) : _____.
Permanent Address (English) : _____.

4. Gender (Male / Female) : _____.

5. Marital Status (Single / Married) : _____.

6. National Identity Card No. : _____.

7. Date of birth :

Year : Month : Date :

8. Age as at the closing date of application:-

Years : _____. Months : _____. Days : _____.

9. Telephone No. : _____.

02. Educational Qualifications :

2.1 G. C. E. (O/L) Exam Results :

(1) Exam Year : _____.

(2) Index No. : _____.

(3) Results :

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

2.2 G. C. E. (A/L) Exam Results :

(1) Exam Year : _____.

(2) Index No. : _____.

(3) Results :

Subject	Grade	Subject	Grade
1.		3.	
2.		4.	

03. Experience on Social works / Social Services :———.

04. Other Qualifications:

I hereby declare that the particulars furnished by me in this application are true and correct. I am also aware that if any of the particulars in this application is found to be false or incorrect before selection my application will be rejected and I am liable to be dismissed from service without any compensation if any such information is found to be false or incorrect after selection. If I got selected for this post I hereby declare my desire to serve in any part of the island.

_____,
Signature of the Applicant.

Date :———.

Attestation of the Signature of the Applicant :

I certify that the applicant Mr/Mrs/Miss is known to me personally and he/she placed his/her signature on in my presence.

_____,
Signature of the Attester.

Date :———.

Full Name of the Attester :———.

Designation :———.

Address :———.

(Placerubber stamp)

Certification of the Head of the Department / Institution for the officers in Public Service / Provincial Public Service :

Mr./Mrs./Miss submitting the application is employed in this institution and holds a permanent and pensionable/ temporary post and I hereby state that he/she can / cannot be released from service if selected.

_____,
Signature of the Head of the Department.
(Place rubber stamp)

Date :———.