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PART IV (A) — PROVINCIAL COUNCILS

(Separate paging is given to each language of every Part in order that it may be filed separately)

	PAGE		PAGE
Proclamations, &c., by the Governors	...	Examinations, Results of Examinations, &c.	...
Appointments, &c., by the Governors	...	Notices calling for Tenders	...
Other Appointments &c.	...	Sale of Articles, &c.	...
Provincial Councils Notifications	...	Sale of Toll and Other Rents	...
By-Laws	...	Miscellaneous Notices	...
Posts - Vacant	602		

IMPORTANT NOTICE REGARDING ACCEPTANCE OF NOTICES FOR PUBLICATION IN THE WEEKLY “GAZETTE”

ATTENTION is drawn to the Notification appearing in the 1st week of every month, regarding the latest dates and times of acceptance of Notices for publication in the weekly *Gazettes*, at the end of every weekly *Gazette* of Democratic Socialist Republic of Sri Lanka.

All Notices to be published in the weekly *Gazettes* shall close at 12.00 noon of each Friday, two weeks before the date of publication. All Government Departments, Corporations, Boards, etc. are hereby advised that Notifications fixing closing dates and times of applications in respect of Post-Vacancies, Examinations, Tender Notices and dates and times of Auction Sales, etc. should be prepared by giving adequate time both from the date of despatch of notices to Govt. Press and from the date of publication, thereby enabling those interested in the contents of such notices to actively and positively participate please note that inquiries and complaints made in respect of corrections pertaining to notification will not be entertained after three months from the date of publication.

All notices to be published in the weekly *Gazettes* should reach Government Press two weeks before the date of publication *i.e.* notices for publication in the weekly *Gazette* of 19th June, 2026 should reach Government Press on or before 12.00 noon on 05th June, 2026.

Electronic Transactions Act, No. 19 of 2006 - Section 9

“Where any Act or enactment provides that any Proclamation, rule, regulation, order, by-law, notification or other matter shall be published in the Gazette, then such requirement shall be deemed to have been satisfied if such rule, regulation, order, by-law, notification or other matter is published in an electronic form of the Gazette.”

PRASANNA JAYARATNE,
Government Printer.

Department of Government Printing,
Colombo 08,
02nd April, 2026.

This Gazette can be downloaded from www.documents.gov.lk



POSTS - VACANT
SOUTHERN PROVINCIAL DEPARTMENT OF SOCIAL WELFARE,
PROBATION AND CHILD CARE SERVICES

Recruitment for the post of Officer - In - Charge (Associate Officer Service Grade III Category)
on a limited basis

APPLICATIONS are invited from Officers in the Southern Provincial Public Service who possess the following qualifications for recruitment to the post of Officer - in - Charge of the Kanchadeva Children's Home under the Southern Provincial Department of Social Welfare, Probation and Child Care Services;

Number of Vacancies : 01

01. Recruitment Procedure :

Applicants who satisfy the qualifications specified in this notification will be required to appear for an Aptitude Assessment Interview conducted by an interview board appointed by the Secretary to the Southern Provincial Ministry of Sports. The vacancy will be filled based on the order of merit determined according to the marks obtained at this interview. The marking scheme for the interview is provided under Section 08 of this notification.

02. Required Qualifications :

Educational Qualifications :

- i. A degree obtained from a university recognized by the University Grants Commission,
and
- ii. Proficiency in the English Language
 - a) A Credit Pass in English Language at the General Certificate of Education (Ordinary Level) Examination.
 - b) A Pass in General English at the General Certificate of Education (Advanced Level) Examination.

03. Experience :

Applicants must have completed not less than five (05) years of active and satisfactory service in a post in the Provincial Public Service carrying a salary scale of MN1 - 2025 or above; in terms of Public Administration Circular No. 10/2025.

04. Physical Qualifications :

Every applicant must be physically and mentally fit to serve in any part of the Southern Province, perform the duties assigned to the post, and work with children, elderly persons, and persons with special needs.

05. Other Qualifications :

- i. Applicants must be citizens of Sri Lanka and permanent residents within the jurisdiction of the Southern Provincial Council for a continuous period of three (03) years immediately preceding the closing date of applications (Certified extracts from the Electoral Register must be submitted as proof of residence.)
- ii. The applicant must be of good character.
- iii. The applicant must not have been subjected to any disciplinary punishment in terms of Southern Provincial Public Service Commission Circular No. 06/2020.
- iv. All qualifications required for recruitment to the post must have been fulfilled in every respect on or before the closing date specified in the *Gazette* Notification/ notice calling for applications. (Applicants should attach certified copies of relevant certificates to substantiate their qualifications.)

- v. At the interview, the applicant must produce a police clearance certificate issued within three (03) months by the Officer - in - Charge (OIC) of the police station in the area of residence, certifying that the applicant is a law - abiding person and has not been convicted of any criminal offence.
- vi. The applicant shall submit to the Interview Board a report issued by the Grama Niladhari certifying that the applicant has not been accused of any criminal or drug - related offence and is a person of good character and social conduct, together with two (02) character certificates obtained from a Justice of the Peace and a religious leader residing in the applicant's area of residence. (These character certificates are required to ensure the safety and protection of children, elderly persons, and persons with special needs residing in institutional care homes.)
- vii. At the time of recruitment, the applicant must submit to the Interview Board a medical certificate issued by a Government Medical Officer certifying that he/she is sound physical and mental health and suitable to work with children, elderly persons, and persons with special needs.

06. Age Limits :

Minimum Age : Not less than eighteen (18) years.

Maximum Age : Not Applicable

07. Salary Scale

In terms of Schedule I of Public Administration Circular No. 10/2025 dated 25.03.2025, the salary scale applicable to this post is: Rs. 53,060 - 10 x 800 - 11 x 1,190 - 10 x 1,320 - 5 x 1,350 - Rs. 94,100/- (MN - 04 2025). The salary will be paid in accordance with the provisions set out in Schedule II of the above Circular.

08. The following marking scheme will be used for the structured interview.

Aptitude Assessment Interview :

<i>Criteria</i>	<i>Maximum Marks</i>	<i>Minimum Marks Required for Selection</i>
Additional educational qualifications obtained in addition to the basic degree qualification : 15 marks for a postgraduate degree and 2 1/2 marks for each Diploma qualification, subject to a maximum of two Diplomas.	20 Marks	40%
Structured (Oral) examination designed to assess knowledge, attitude, personality, and subject - related knowledge relevant to the post : • Management and administrative skills relating to childcare and the management of human and physical resources of the institution. • Understanding of relevant legal procedures.	25 Marks	
Certificates of commendation received during public service (must be in General 230B format) A maximum of 04 certificates at 05 marks each	20 Marks	
Certificates relating to training programmes completed in productivity and leadership skills A maximum of six (06) certificates at 05 marks each	30 Marks	
Performance at the interview	5 Marks	

- Recruitment to the post will be made in the order of merit based on the marks obtained at the structured interview.
- The detailed marking scheme within the maximum marks allocated for each main criterion mentioned above shall be approved by the Appointing Authority at the time of recruitment.
- The Structured Interview Board shall be appointed by the Secretary of the the Provincial Ministry in charge of the relevant subject.

09. Candidate Identity :

Only candidates who have submitted duly completed applications in all respects will be called for the Aptitude Assessment Interview.

Original certificates together with a set of duly certified photocopies must be produced at the time of the interview. The following identity documents will be accepted for verification at the interview :

- i. National Identity Card issued by the Commissioner for Registration of Persons.
- ii. Valid passport.
- iii. Valid driving license.

10. Submission of applications :

- a. Applications should be sent by registered post to the following address :
“Secretary, Southern Province Ministry of Sports, 3rd Floor, Dakshina Paya, Labuduwa, Galle” on or before 30.06.2026 Applications received after the closing date will not be considered,
- b. A specimen application form is attached at the end of this notice. Applicants should prepare their applications on A4 - size paper and complete them in their own handwriting, and arranged with the sections appearing sequentially as follows : the first page from 01 to 06.1, and the second page from 06.2 to 09, Part II, the first page from 01 to 09, and the second page as 10.
- c. The envelope containing the application should be clearly marked “Recruitment for the post of Officer-in-Charge in the Associate Officer (MN 4 - 2025) Category at the Southern Provincial Department of Social Welfare, Probation and Child Care Services” in the top left-hand corner.
- d. All applicants currently in service should submit their applications through the Head of the Department in which they are serving.
- e. Applications not prepared in accordance with the prescribed model applications form will be rejected. No complaints will be entertained in respect of loss or delay of applications.

11. Furnishing False Information :

If any information provided in the application is found to be false or incorrect prior to appointment, the candidature will be cancelled. If such false or incorrect information is discovered after the appointment, the appointment will be liable to termination in accordance with the relevant procedures.

12. The Southern Provincial Ministry of Sports reserves the right to fill or not to fill any of the vacancies.

I. S. SAMARAKOON,
Secretary.
Southern Provincial Ministry of Sports.

SAMPLE APPLICATION FORM

**Recruitment for the post of Officer - in - Charge in the Associate Officer (MN4-2025)
Category at the Southern Provincial Department of Social Welfare, Probation and Child
Care Services**

(For Office Purposes)

1.

- 1.1. Full Name of the Officer : _____
1.2. Name with Initials : (Mr./Mrs./Miss) _____
1.3. Permanent Address : _____
1.4. Date of First Appointment : _____
1.5. Date of Confirmation in the appointment : _____

2. National Identity Card No. : _____

- 2.1. Date of Birth :
Year : _____ Month : _____ Date : _____
2.2. Age as at the Closing Date of Applications :
Years : _____ Months : _____ Days : _____

3.

- 3.1. Current Position : _____
3.2. Service Place : _____
3.3. Official Address : _____
3.4. Telephone Number :
(Office) _____ Mobile : _____

4.

- 4.1. Sex (M - Male, F - Female) : _____
4.2. Marital Status : _____

5. Educational Qualification (Certified copies must be attached) :

<i>Institution</i>	<i>Period</i>	<i>Degree/Diploma</i>	<i>Class Obtained, if any</i>	<i>Year</i>

6.

- 6.1. Details of G.C.E. (A/L) Examination :
i. Month and Year of Examination : _____
ii. Examination Number : _____
iii. Subjects Passed :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		3.	
2.		4.	

6.2. Details of G.C.E. (O/L) Examination :

- i. Month and Year of Examination : _____
 ii. Examination Number : _____
 iii. Subjects Passed :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

7. Have you ever been convicted by a court of law for any offence : Yes/No

If yes, please provide details :

8. Declaration by the applicant :

- a) I declare that the information provided in this application is true and correct to the best of my knowledge.
 b) I understand that if any statement made by me is found to be false, I will be disqualified from appointment and, if proven to be false after appointment, I shall be liable to dismissal from service.
 c) I undertake not to alter any information provided herein at a later stage.

_____,
 Date.

_____,
 Applicant's Signature.

9. Certification of the applicant's signature :

I certify that the applicant named _____, who is submitted this application, is personally known to me and that he/ she signed this application in my presence on _____.

_____,
 Signature of Certifying Officer :

Date : _____

Name of Certifying Officer : _____

Designation : _____

Address : _____

(Please certify with official frank)

Part II

(To be completed by the Officer in charge of the personal file of the above - named Officer who has applied for the post of Officer-in-Charge in the Associate Officer (MN4-2025) Category of the Southern Provincial Department of Social Welfare, Probation and Child Care Services.

1. Has the service been confirmed ? _____
2. Date of Confirmation of Appointment ? _____
3. Length of service as at 30.06.2026 _____
4. Details of commendations and disciplinary actions (if any, please provide details and attach certified copies thereof)
5. Performance during the last five (05) year :

<i>Year</i>	<i>Performance Rating</i>

6. Details of no-pay leave obtained from the date of first appointment up to 30.06.2026

From	To	Year	Month	Day
_____	_____	_____	_____	_____

7. Has the officer been subjected to any disciplinary action during the period of service ? (Please provide details.)
8. Are there any preliminary investigations, disciplinary investigations, or audit investigations currently pending or proposed to be conducted in the future ? (If yes, please include details.)
9. I hereby certify that the above information is true and correct according to the documents available in the personal file of Mr./Mrs./Miss. _____.

Date : _____

Signature of the Subject Officer.

Name of the Subject Officer : _____

Designation of the Subject Officer : _____

10. Recommendation of the Head of Department (Only for applicants serving in the State/Provincial Public Service)

10.1. According to the Officer's personal file, work performance, conduct, and attendance during the five (5) years preceding the closing date of applications are satisfactory/unsatisfactory.
All salary increments due have been earned/have not been earned.
No disciplinary action has been taken / disciplinary action has not been taken.

10.2. If selected for the post applied for, this Officer may / may not be released from the current post.
Therefore, I recommend/ do not recommend this application.

Date : _____

Signature and official frank
of the Head of Department.