

Post - Vacant

MINISTRY OF JUSTICE AND NATIONAL INTEGRATION

Recruitment of Work Supervisor belongs to Non-Technical Management Assistants- Segment 2 of Department of Community Based Corrections (Open)-2025

APPLICATIONS are invited from eligible Sri Lankan citizens to fill the 13 numbers of vacancies exist in Grade III of Work Supervisors in the Department of Community Based Corrections.

01. Method of Recruitment :

Selections will be made based on the marks obtained at the structured interview which shall be appointed by the Commissioner of Department of Community Based Corrections. The effective date of the appointment will be determined by the Commissioner of Department of Community Based Corrections.

02. Conditions for engagement of Service :

- 02.1 This Class III appointment shall be governed by the general conditions applicable to public sector appointments, as well as by the regulations stipulated in the Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, and the Procedural Rules of the Public Service Commission published under the *Gazette* No. 2310/29 dated 14.12.2022, by the Scheme of Recruitment for the Work Inspectors who belongs to the Segment 2 of Non-Technical Management Assistants in the Department of Community Based Corrections, dated 30.08.2012 approved by the Public Service Commission and its amendments and any future amendments.
- 02.2 This post is permanent and pensionable. You will be subject to any future policy decision taken by the government regarding the pension's scheme. You should contribute to the Widows'/Widowers' and Orphans' Pension Scheme.
- 02.3 This appointment is subjected to three (3) years of a probation period and the first efficiency bar examination shall be completed within this period.
- 02.4 Shall acquire the relevant proficiency in other official language as per the Public Administration Circular No.18/2020 and other related circulars.

02.5 This appointment shall be governed by the Procedural Rules of the Public Service Commission, Establishment Code of the Sri Lanka Democratic Socialist Republic, Financial Regulations and other departmental circulars.

02.6 Should not have received any disciplinary punishment in accordance with the provisions stipulated in Public Service Commission Circular No. 01/2020.

02.7 Only the eligible applicants should apply for this post and the selected applicants shall be eligible for inclusion of the annual transfers only after compulsory service period of minimum of Five (5) years at the Regional Community Correction Office where the vacancy exists.

03. Salary scale :

The applicable salary for this post in terms of the Schedule I of the Public Administration Circular No.10/2025 is as follows:
Rs. 45,230 - 10x540 - 11 x630 -10 x890 – 10x1190 - Rs. 78,360 /- (MN 1 – 2025)

Salaries will be paid as per the Schedule II of the said circular. In addition to this, this post is entitled with other allowances paid by the government to other public service officers.

04. Qualifications for Recruitment

04.1 Educational Qualifications

- a) i. Obtained passes in 6 subjects in a single sitting at the G.C.E. (O/L) including credit passes in Sinhala/Tamil/English language and
ii. Mathematics and
iii. in any other two subjects
- b) Minimum 1 pass in any subject other than Common General Paper at the G.C.E. (A/L) examination

04.2 Work Experience

One year work experience in social service and Social work in any of the government recognized organization.

04.3 Age Limit

Shall not be less than 18 years of age and not more than 30 years as at the date of closing date of the application.

04.4 Physical 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.

04.5 Other Qualifications

- Applicant shall be a citizen of Sri Lanka.
- Applicant shall be of an excellent character.
- Shall have satisfied all the qualifications mentioned in the *Gazette* on the closing date of the application.

05. Structured Interview

Marks will be given at the structured interview appointed by the Commissioner of the Department of Community Based Corrections. Appointments will be made based on the marks obtained at the interview.

Marking Scheme of the Structured Interview : Total of 100 marks.

	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
01.	Additional Educational Qualifications Certificate obtained from a government recognized institutions i. Special Degree ii. Degree iii. Diploma course (6 or more months) iv. Certificate course (3 or more months) v. Results obtained at the G.C.E. (A/L) examination in addition to the basic qualifications For Distinction pass (A) (3 marks for each subject) For very good pass (B) (2 marks for each subject) For Credit pass (C) (1 mark for each subject) For ordinary pass (S) (0.5 marks for each subject) (Marks shall be given only for the highest obtained qualification for the above i-iv)	20 15 10 05 06 04 02 01	20
02.	English language knowledge i. Having a higher diploma of 1 or more year or completed basic degree in English medium ii. Having a diploma of 1 or more year iii. Passed as a main subject at G.C.E. (A/L) iv. Completed a certificate course of 6 or more months v. Obtained a credit pass (C) or more at the G.C.E. (A/L) Common English Paper vi. Obtained a pass at the G.C.E. (A/L) Common English Paper vii. in addition to the basic qualifications in G.C.E. (O/L) English subject For Distinction pass (A) For very good pass (B) For Credit pass (C) For Ordinary pass (S) (Marks shall be given only for the highest obtained qualification)	20 18 15 12 10 05 08 06 04 02	20

	<i>Subject</i>	<i>Marks</i>	<i>Maximum Marks</i>
03.	Computer literacy Certificate obtained from a government recognized institutions i. Having a higher diploma of 1 or more year ii. Diploma of 1 or more year iii. Certificate course (6 or more months) iv. Other courses (from 3-6 months) (Marks shall be given only for the highest obtained qualification)	25 20 10 05	25
04.	Additional qualifications Active participation in social service and Social work (6 marks per year upto 5 years ,in addition to 1 year experience)	30	30
05.	As approved by the interview board, leadership, personality and communication skills	05	05
06.	Total		100

06. Method of applying

Applications should be prepared as per the specimen appended at the end of this notification and prepared on 22cm -29cm A4 size paper .The applicants shall fill the application clearly in their own hand writing. Incomplete applications, late applications and applications which not comply with the specimen format shall be rejected without any notice. It is advisable to keep a photocopy of the completed application form. Receipt of application shall not be acknowledged.

07. Sending applications

07.1 Applications prepared according to the specimen form of application appended at the end of this notification should be sent to the following address by registered post on or before **24/10/2025**. Applications not received by the registered post will be rejected.

The Commissioner,
Department of Community Based Corrections,
15th Floor, “Mehewara Piyasa” ,
Narahenpita,
Colombo- 05

07.2 The closing date of the application is **24/10/2025** All the qualifications should be fulfilled on this date.

07.3 Applications from candidates currently employed in government institutions (Departments/corporations/Boards/ Civil institutions) should be submitted through their respective heads with the recommendation indicating whether they can be released if selected.

07.4 The top left corner of the envelope containing the application should clearly mention the words “Recruitment to the Post of Work Supervisor (Open) -2025”.

Note:

- All the applications shall be accompanied by the self-certified true copies of the certificates proving the qualifications mentioned in pages 2-4 of the application. Accordingly qualifications shall be examined and top most qualified candidates will be called for structured interview on 1:10 proportionate basis.
- Applications will be rejected if any candidate fails to furnish the original copies of any of the certificates mentioned in the application on request.
- The applicants who are currently employed in a government institution shall submit the applications through their heads of Departments / Institutions with the certification of whether the applicant could be released if selected.
- The provisions stipulated in the Procedural Rules of the Public Service Commission, circulars issued from time to time concerning the Public Service and their amendments 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.)

DILAN GUNARATNE,
Commissioner.

Department of Community Based Corrections.
30th September, 2025.

For office use

Application for Recruitment of Grade III Work Supervisor of Department of Community Based Corrections (Open)-2025

01. Personal Details:

1. Name in full (Sinhala / Tamil) :
Name in full (English) :
2. Name with initials (Sinhala / Tamil):
Name with initials (English) :
3. Permanent Address (Sinhala /Tamil):
Permanent Address (English):
4. Gender:
5. Marital Status:
6. National Identity Card Number:
7. Date of Birth: Year Month..... Date:
8. Age as at closing date of application: Year Months..... Days:
9. Contact number:

02. Educational Qualifications:

02.1 G.C.E. (O/L) results

1. Year of examination:
2. Index Number:
3. Results obtained:

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

02.2 G.C.E. (A/L) results

1. Year of examination:
2. Index Number:
3. Results obtained:

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

03.

03.1 Additional Educational Qualifications

<i>S.No.</i>	<i>Qualification</i>	<i>Awarded Institute</i>

03.2 English language proficiency

<i>S.No.</i>	<i>Qualification</i>	<i>Awarded Institute</i>

03.3 Computer Knowledge

<i>S.No.</i>	<i>Qualification</i>	<i>Awarded Institute</i>

03.4 Experience of Social Service / Social Work

<i>S.No.</i>	<i>Qualification</i>	<i>Institute</i>

04. Certification of the Applicant :

I hereby declare that the information furnished by me in this application are true and correct. I am also aware that I am illegible for the post, if any of the particulars in this application are found to be false or incorrect, before or during or after the interview and I agree to any decision taken to dismiss my application.

Date.....

.....
Signature of the Applicant.

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 in my presence today.....

Date:

.....
Signature of the Attester

Full Name of the Attester:.....

Designation:.....

Address :

(Place the rubber stamp)

Certification of the Head of the Department /Institution :

I am forwarding the application submitted by Mr./Mrs./Miss. I confirm that he/she is holding a permanent post in this institution and fulfil the requirements mentioned in the *Gazette* notification relevant for the post and he/she has not been subjected to any disciplinary punishment of any kind and hereby confirm that he/she can / cannot be released from service if selected.

.....,
Signature of the Head of the Department /Institute.

Date :-
Designation :-
Ministry/Department/ Institute :-
(Place the rubber stamp)

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