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DEPARTMENT OF GOVERNMENT FACTORY

Department of Government Factory Calling Applications For Open Recruitment To Posts In The Primary Unskilled Service Category (PL 1) - 2026

1.0 Applications are invited from suitably qualified citizens of Sri Lanka to fill the existing vacancies in the following posts in the Primary Unskilled Service Category of the Department of Government Factory.

2.0 The existing vacancies in the posts in the Primary Unskilled Service Category of the Department of Government Factory are shown in the table below.

Approved Post Name	*Number of Vacancies*
Work Assistant	10

3.0 Salary Scale:

3.1 Salary Code - PL 1-2025

3.2 Salary Scale - Rs. 40,000/- - 10 x 450 - 10 x 490 - 10 x 540 - 12 x 590 = Rs. 61,880/-

Note - I) Salaries will be paid in accordance with Schedule III of Public Administration Circular No. 10/2025 up to 01.01.2027 and, from 01.01.2027, in accordance with Schedule II.

II) In addition, you will be entitled to any other allowances paid by the Government to public officers from time to time.

3.3 Salary Structure:

Grade	*Initial Salary Step*	*Initial Salary Point (Rs.)*
III	Step 01	Rs. 40,000/-
II	Step 12	Rs. 44,990/-
I	Step 22	Rs. 49,940/-
Special	Step 32	Rs. 55,390/-

4.0 Nature of the Post(s) : Permanent and Pensionable

5.0 Grade of Recruitment : Grade III

6.0 Language Medium : Sinhala / Tamil / English

7.0 Duties Assigned:

Approved Post Name	*Duties*
Work Assistant	Cleaning the workplace, assisting with the transport of materials, assisting technical employees in production and service activities and performing any other duties assigned by the Director General.

8.0 This appointment is subject to a probation period of three years. The Appointing Authority may extend that period or terminate the appointment for any special reasons determined by the Appointing Authority.

9.0 Qualifications:

I. Educational Qualifications:
A pass in six (06) subjects at the G.C.E. (Ordinary Level) Examination, with at least two (02) Credit Passes, obtained in not more than two sittings.

II. Professional Qualifications: Not applicable.

III. Experience: Not applicable.

IV. Physical Fitness: Every candidate must possess sufficient physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

V. Other Requirements:

I. The applicant must be a citizen of Sri Lanka.

II. The applicant must be of excellent character.

III. All qualifications required for recruitment to the post under items 09 to 10 must have been completed in every respect by 06.11.2026, the date specified in the notice/*Gazette* calling for applications.

10.0 Age: On the closing date of applications, the applicant must be not less than 18 years and not more than 45 years of age.

11.0 Method of Recruitment: Recruitment will be made, according to the order of merit based on the results of a structured interview and up to the number of vacancies.

11.1 Structured Interview

Main Headings for Awarding Marks	*Maximum Marks*	*Method of Awarding Marks*	*Marks*
Additional Educational Qualifications	30	Four (04) marks for each subject passed at the G.C.E. (Advanced Level) Examination, excluding the Common General Test	12
		A diploma of not less than one year, or an equivalent or higher qualification, from a recognized institution	08
		A certificate course of six months to one year from a recognized institution	06
		A certificate course of three to six months from a recognized institution	04
Professional Qualifications / Training Courses	25	NVQ Level 2 qualification	05
		NVQ Level 3 qualification	08
		NVQ Level 4 or higher qualification	12
Service Experience	30	Five (05) marks for each year of service experience in fitting, welding, machining, casting, carpentry or other mechanical-engineering fields in a public or private institution	30
Extra-curricular Activities	10	For sports certificates: three (03) marks for achievements at provincial level and five (05) marks for achievements at all-island level (for one or more achievements); two (02) marks for holding a school prefect position	10
Performance at the Interview	05	Marks will be awarded according to the candidate's performance at the interview	05
Total			**100**

Note - Experience relevant to the post must be proved by acceptable certificates. Such qualifications must be valid on the closing date of applications.

12.0 The applicant must not have been subjected to any disciplinary punishment under the provisions of Public Service Commission Circular No. 01/2020.

13.0 The application must be completed carefully and accurate information must be provided. If an applicant is found to be ineligible when qualifications are verified, his/her candidature may be cancelled at any stage. If any information furnished by an applicant is found to be false at any time, he/she may be dismissed from public service.

14.0 The application must be submitted in accordance with the prescribed specimen form. Applications that do not confirm to the specimen application included in this notice, and incomplete applications, will be rejected without notice.

15.0 The candidate's signature must be certified by a Principal of a Government school, a Justice of the Peace, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Armed Forces, an officer holding a *Gazetted* post in the Police Service, or a Staff Grade officer holding a permanent post in the Public Service.

16.0 On the presumption that only persons possessing the qualifications stated in this notice have applied, all applicants who submit applications on or before the due date will be called for the structured interview by the Director General of the Department of Government Factory. However, being called for the interview shall not be treated as acceptance that the applicant has fulfilled the qualifications for the post. If, when applicants are called for interview and their qualifications

are examined in terms of this notice, it is found that the required qualifications are not possessed, their candidature will be cancelled.

17.0 One of the following documents must be produced to establish the identity of the candidate:

I. National Identity Card issued by the Department for Registration of Persons
II. Valid Sri Lankan driving licence
III. Valid passport

18.0 Any matter not provided for in this notice will be decided by the Director General. All applicants are bound to comply with the general rules and conditions stated in this notice.

19.0 How to Apply:

The duly completed application, prepared according to the specimen application attached and containing all particulars, together with copies of certificates confirming educational qualifications, professional qualifications and service experience, must be sent by registered post to reach **"Director General, Department of Government Factory, Kolonnawa Road, Kolonnawa" on or before 06.11.2026**. The words **"Open Recruitment to Grade III of the Primary Unskilled Service Category - 2026"** must be clearly written on the top left-hand corner of the envelope containing the application.

Eng. S. N. B. M. PADMASIRI,
Director General.

Department of Government Factory,
Kolonnawa Road, Kolonnawa,
09th October 2026.

SPECIMEN APPLICATION FORM

For Office Use Only

DEPARTMENT OF GOVERNMENT FACTORY
RECRUITMENT TO POSTS IN THE PRIMARY UNSKILLED SERVICE CATEGORY - 2026

Language medium applied for:
Sinhala - 2
Tamil - 3
English - 4
(Write the relevant number in the box)

1. (a) Full name (in English block capitals): .....
.....
.....
(Example: HERATH MUDIYANSELAGE SAMAN RATHNAYAKA)

(b) Name with initials (in English block capitals):
.....
(Example: H. M. S. RATHNAYAKA)

(c) Full name (in Sinhala/Tamil, as applicable): .....
.....
.....

2. (a) Permanent address (in Sinhala /Tamil):
.....
.....

(b) Address to which the admission card should be sent (in English block capitals):
.....
.....

(c) Address to which the admission card should be sent (in Sinhala/Tamil):
.....
.....

3. National Identity Card Number : | | | | | | | | | | | | |

4. Sex: : Female - 0
(Write the relevant number in the box) Male - 1 | |

5. Date of Birth : Year: | | | | | Month: | | | Day: | |

6. Age on the closing date of applications: Years: | | | Months: | | | Days: | |

7. Telephone Number: | | | | | | | | | | |

8. Educational Qualifications: (Copies of the relevant certificates must be attached.)

8.1 Details of the G.C.E. (Ordinary Level) Examination

I. First Attempt - Results
Index Number : .....
: Year: ..... Month: .....

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

II. Second Attempt - Results
Index Number : .....
: Year: ..... Month: .....

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

8.2 Details of the G.C.E. (Advanced Level) Examination

I. Year and Month of Examination : .....
II. Index Number : .....
Results

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

9. Additional Educational Qualifications: (Copies of the relevant certificates must be attached.)

Serial No.	*Institution*	*Name of Course*	*Duration*	*Certificate Validity Date*

10. Professional Qualifications: (Copies of the relevant certificates must be attached.)

Serial No.	*Institution*	*Name of Course*	*NVQ Level*	*Duration*	*Certificate Validity Date*

11. Service Experience Relevant to the Post

Serial No.	*Period of Service*		*Post*	*Place of Work*
	From	*To*		

12. Extra-curricular Activities : .....
.....
.....
.....
.....

13. Details of any post presently held**:**

I. Post and Grade : .....
II. Date of Appointment : .....
III. Institution : .....
IV. Whether the post is permanent and pensionable : .....

14. Have you ever been convicted by a court for any offence?
(Place a mark in the relevant box.) If yes, give details.

Yes ☐ No ☐

.....
.....
.....

15. Applicant's Declaration

(a) I solemnly declare that the information furnished by me in this application is true and correct to the best of my knowledge. I agree to bear any loss that may result from leaving any part incomplete and/or completing it incorrectly. I further declare that every part of this application has been completed correctly.

(b) I am aware that, if this declaration is proved false, I will be disqualified before appointment and liable to dismissal from service after appointment.

(c) I will not alter any information stated herein subsequently.

(d) I attach and submit copies of certificates confirming my educational and professional qualifications.

Date: ....,
Applicant's Signature.

16. Certification of the Applicant's Signature: (Strike off the words that are not applicable)
I certify that Mr./Mrs./Miss..... who submits this application is personally known to me and that he/she signed this application in my presence on.....

Date: ....,
Signature of Certifying Officer.

Name of Certifying Officer : .....
Designation : .....
Address : .....
Official Stamp : .....

Note - The application must be certified as stated in paragraph 15 of the Gazette notification.

17. If the applicant is an officer in the Public Service/Provincial Public Service, Certificate of the Head of Institution:
I certify that Mr./Mrs./Miss ..... who submits this application is employed in this Ministry/Department/Corporation/Board and that, if he/she is selected for the above post, he/she can/ cannot be released from the service of this institution.

.....,
Signature of the Head of Institution.

Name of the Head of Institution : .....
Designation : .....
Address : .....
Official Stamp : .....

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