

INLAND REVENUE DEPARTMENT

Calling Applications for the Post of Front Desk Officer of Management Assistant (Non-Technical Service Category 02) of Inland Revenue Department - 2024

APPLICATIONS are called from the applicants with qualification specified in this notification to fill vacancy in the post Front Desk Officer (Non-technical Service Category 02) in the Inland Revenue Department.

- 2. The applications prepared as per the following format should be sent to Commissioner General of Inland Revenue, Sir Chithampalam A Gardiner Mawatha, and Colombo 02. "Recruitment to the Post of Front Desk Officer - 2024" should be mentioned at the top left corner of the envelope enclosing the application and send to the above mentioned address by registered post before 05.08.2024. No action will be taken against late applications. Further, applications are not issued by the Inland Revenue Department.
3. No. of vacancies and filling of vacancies:- One vacancy is in the post of Front Desk Officer.
4. Salary Scale:- This post is entitled to a Rs. 27,140 - 10 x 300 - 11 x 350 - 10 x 495 - 10 x 660 - 45,540 /=(MN I - 2016)
5. Qualifications:
5.1 Educational Qualifications :
5.1.1 Should have passed G.C.E (O/L) Examination at one sitting with 06 subjects including credit passes for Sinhala/ Tamil language, English language, Mathematics and one of the other subjects.
and
5.1.2 Should have passed at least one subject (01) at the G.C.E (A/L) Examination (except Common General Test).
5.2 Professional qualifications:
5.2.1 Should have followed a course on typesetting and basic computer knowledge from an institute recognized by the Tertiary and Vocational Education Commission.
5.2.2 Should be fluent in English and Sinhala. If Tamil is the applicant's language medium, practical knowledge in it will be considered as a special qualification.
5.3 Experience: Should have not less than 02 years of experience in the relevant field.
5.4 Physical Qualifications: Every applicant should be physically and mentally fit to perform duties of the post.
5.5 Other Qualifications: I Should be a citizen of Sri Lanka
II Should be of an excellent character.
III Requisite qualifications for this post should have been completed in every aspect as at the closing date.
5.6 Age Limit The applicant should not be less than 18 (eighteen) years and not more than 30 (thirty) years of age (as at the closing date of calling applications)

6. Method of Recruitment:

A structured interview will be conducted by an interview board appointed by the Commissioner General of Inland Revenue for the eligible applicants and will be recruited to the post of Front Desk Officer as per the vacancy based on the merit obtained at the interview .

7. Structured Interview :-

The heads which are examined to give marks	Maximum Marks	Pass Mark
Additional Educational Qualifications	20	N/A
Additional Professional Qualifications	25	
Additional Experience	25	
Language Proficiency	15	
Knowledge in Information and Communication Technology	10	
Merit shown at the interview	05	
Total	100	

8. Furnishing false particulars

True information should be furnished with much concern when filling applications. If any particulars furnished are found to be false before the interview, while the interview and after the interview, Appointing Authority could cancel his/her candidature any time. In the event particulars furnished by an applicant is detected he/she could be dismissed from public service

9. Appointing Conditions :

(if) This post is permanent and pensionable. The selected applicant shall contribute for the Widows/ Widowers' and Orphans' Pension scheme. You shall be subject to any policy decision that will be taken time to time by the government on your pension scheme.

10. Service conditions :

- (a) This appointment will be subject to a probation period of three years.
(b) You should pass the first efficiency bar examination within three years of the appointment (a written examination).
(c) Will be appointed to the post of Front Desk Officer subject to general conditions which control the appointments of the Public Service, provisions of the Recruitment Scheme of the Front Desk Officer No. PSEC/EST/3/1/2/3/2013 dated 14.08.2014 approved by the Public Service Commission and the amendments hereinafter made thereto .

11. Selection Procedure :

Candidates who secure highest marks at the structured interview will be recruited in line with the existing vacancies. (12) Implementation of the Official language policy

Language	Proficiency to be acquired
Official language	Every Officer who have been recruited in a medium other than an official language should obtain required proficiency in official languages within their probationary period.

Language	Proficiency to be acquired
Other official language	Language proficiency in the required level should be obtained as per the provisions of Public Administrative Circular 18/2020 and circulars incidental thereto.

13. Method of Application

(a) Preparation of the application:

Application should be prepared in accordance with the specimen application attached to this notification and applications with non-conformity or incomplete applications will be rejected without any notice.

Application should be prepared using both sides of A4 papers (21X29 cm/8.5"x 12"/A4).

(b) Attestation of the Applicant's Signature

- i. Applicant's signature in the application should be attested in case of an applicant applying through an institute Head of the Department or an officer authorized by him and a person applying not in such a way a Principal of a Government School/ a retired officer, Grama Niladhari of the Division, a Justice of the Peace/ Commissioner of Oaths, Attorney at-Law, Notary Public, Commissioned Officer in the Armed Forces, Permanent Staff Officer of Public or Provincial Public Service or chief incumbent of a Buddhist temple or a priest of other religion who bears considerable status. Applicants who are already serving in a public institute should send applications through Head of the Department.

14. Decision of the Commissioner General of Inland Revenue would be the final decision regarding any matter not herein included. All the applicants are bound to abide by the general rules and regulations in the gazette notification.

15. Applicants will be required to prove their identity producing one of the following documents.

- The National Identity Card issued by the Department of Registrations of Persons
• a valid Passport

Note - No travelling allowance or any other allowance borne by candidates to appear for the interview will be reimbursed.

W. A. SEPALIKA CHANDRASEKARA,
Commissioner General of Inland Revenue.

On 07 June, 2024,
Inland Revenue Department.

(for office use only)

RECRUITMENT FOR THE POST OF INFORMATION DESK OFFICER OF THE INLAND REVENUE DEPARTMENT - 2024

1. Personal information:

1.1 Full name (In English Block Capitals) :-
(Eg:- HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA.)

1.2 Surname written first and initials at the end :- (In English Block Capitals)
.....
(Eg : GUNAWARDHANA, H.M.S.K.)

1.3 Full Name (In Sinhala/Tamil) :-

2. 2.1 Permanent Address (In English Block Capitals) :-

2.2 Permanent Address (In Sinhala/Tamil) :-

2.3 The police station pertinent to the permanent address is located :-

3. Gender :- Male - 0 ; (Indicate the relevant number in the cage)
Female - 1

4. Civil Status:- Married - 1 :- (Indicate the relevant number in the cage)
Unmarried - 2

5. Race: (Indicate the relevant number in the cage)
(Sinhalese - 1, Tamil - 2, Muslim - 3, Other - 4)

6. National Identity Card No. :

7. Date of Birth : Year Month Date

8. Age as at the closing date (As at.....2024) Years Months Days

9. Telephone No:

10. Educational Qualifications :

G.C.E. (O/L)

I. Year of Examination :

II. Examination No. :

III. Examination Results :

Subject	Grade

G.C.E. (A/L)

I. Year of Examination :

II. Examination No. :

III. Examination Results :

Subject	Grade

11. Professional Qualifications :

12. Experience:

13. In case you have been dismissed from a post in the public service or you have been convicted by a Court of Law for any offence, details:-

14. Certification of the applicant:

(a) I do hereby honourably declare that the particulars furnished in this application are true to the best of my knowledge. I agree to bear any loss that may occur because of not completing some parts of this and/or not completing accurately and/ or completing inaccurately. Further I declare that I have completed all the parts accurately.

(b) I know that the statement in the application which is found to be false will make me liable disqualification if the it is detected before the selection and for dismissal if detected after the selection.

(c) I declare that I have carefully read all the matters of the notification of calling applications before completing the application and agree with all the matters and conditions herein mentioned.

.....
Signature of the applicant.

Date:

15. Attestation of the applicant's signature:

I, certify that I personally know Mr./Mrs./Miss..... Presenting this application and he/ she put his/her signature before me on

.....
(Signature of the attester)

Date:

Full name of the officer who attests the signature :-
Designation :-
Address :-
(Place the official frank)

16. Certification of Head of the Department (Only for the applicants of Public Service and Provincial Public Service)

I certify that (full name) who applies for this post is presently employed in this Ministry/ Department in Grade of service and he/she has not been subject to any kind of disciplinary offense and if he/she should be selected for this post, could be released from the service of this institute and his / her application is recommended and forwarded .

.....
(Signature of the Head of the Department)

Date:
Full name of the attesting officer:
Designation:
Address:
(Should be proved by the official stamp)