NOTICE

Applications are called from eligible Sri Lankan Citizens for recruitment to 07 posts of Work Assistant (Departmental) in the Primary Unskilled Service Category at the National Center for Leadership Development belonging to the Ministry of Youth Affairs and Sports

01. Post : **Work Assistant (Departmental)**

02. Nature of the Post : **The post is permanent and pensionable (Should be subject to the policy decisions to be taken by the Government, in the future on the pension scheme.)**

03. Service Category : **Primary Unskilled Service Category (PL 01 – 2025)**

04. Salary Scale : **Rs. 40,000-10x450-10x490-10x540-12x590-61,880/-**

05. Educational Qualifications: Having passed the General Certificate of Education Ordinary Level (G.C.E. O/L) Examination in six subjects with at least two credit passes in not more than two sittings.

06. Physical Qualifications : Should be of good character and sound health.

07. Age : The age should be not less than 18 years and not more than 45 years as at the closing date of applications. The maximum age limit shall not apply for appointees who are permanent and pensionable already in the Public Service.

08. Scheme of Recruitment : Structured Interview

09. Grade of Recruitment : Recruitment will be made only to Work Aide Grade III.

Applicants who meet the qualifications will be appointed to Work Aide Grade III, strictly following the merit order of the marks obtained by the applicants in a structured interview held on the same day of the interview to check the basic qualifications of the applicants, with the approval of the Secretary to the Ministry of Youth Affairs and Sports.

Main Areas of Mark Allocation	Maximum Marks
Additional Educational Qualifications	20
Knowledge in the relevant field	35
Professional Qualifications	20
Experience	20
Competence Demonstrated at the Interview	05
Total	**100**

10. Conditions of Employment :

10.1 If the applicant is selected for this post, he shall serve in this center until retirement.

10.2 It is mandatory that each applicant shall have completed all qualifications relevant to the post on or before the closing date of applications.

10.3 Candidates who meet the qualifications on merit as per results of a structured interview will be appointed to the existing vacancies.

10.4 There are 07 vacancies for the post of Work Assistant in the Primary Unskilled Service Category at the National Center for Leadership Development. The number of appointments and the effective date of appointment will be determined by the Appointing Authority. The Appointing Authority has the power not to fill any or all of the vacancies.

10.5 The applicant shall not be a person disqualified for appointment to the Public Service as per Chapter V of the Procedural Rules of the Public Service Commission.

11. Method of Application

11.1 The application form should be prepared as per specimen application form attached herewith, using A4 size papers. Applications that do not conform to the specimen application form and incomplete applications will be rejected without any notice.

11.2 Please mention **"Recruitment to Work Assistant Grade III"** on the top left-hand corner of the envelope enclosing the application form.

11.3 Duly filled application forms should be forwarded by registered post to reach the address : **Director, National Center for Leadership Development, Embilipitiya** before the following deadline.

11.4 Application Deadline : **07.04.2026**

11.5 If only applicants who meet the qualifications in this notice have submitted applications on or before due date, they will be called for the structured interview by the Secretary to the Ministry of Youth Affairs and Sports. However, such call will not be considered as a recognition that the applicant fulfills the qualifications for this post. If it is found at the time of verifying eligibility for the interview that the applicants do not meet the qualifications in accordance with this notice, their candidature will be cancelled.

11.6 **Any matter not specified herein** will be decided by the Secretary to the Ministry of Youth Affairs and Sports. All applicants are bound to act in accordance with the general rules stated in this notice.

A.H.M.U. Aruna Bandara
Secretary
Ministry of Youth Affairs and Sports

Specimen Application Form

Application No.
(for officer use only)

Ministry of Youth Affairs and Sports

Recruitment Application Form for the Post of Work Assistant (Departmental) in the Primary Unskilled Service Category at the National Center for Leadership Development

01. 01.1 Name with Initials : (in English capital letters)
(Mr./Mrs./Miss) .....

01.2 Name in Full : (in English capital letters)
.....

01.3 Name in Full : (in Sinhala/ Tamil)
.....

02. 02.1 Permanent Address : (in English capital letters)
.....

02.2 Permanent Address : (in Sinhala/ Tamil)
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03. Telephone Number : Fixed ☐☐☐☐☐☐☐☐☐☐
Mobile ☐☐☐☐☐☐☐☐☐☐

04. Gender : Female ☐ Male ☐ (put ✓ mark in the relevant box)

05. National Identity Card No : ☐☐☐☐☐☐☐☐☐☐☐☐

06. Date of Birth : Date ☐☐ Month ☐☐ Year ☐☐☐☐

07. Age as at ..... Years ..... Months ..... Days .....

08. Marital Status : Married ☐ Unmarried ☐ (put✓ mark in the relevant box)

09. Have you ever been convicted by a court for any charge?
Yes ☐ No ☐ (put ✓ mark in the relevant box)

10. Educational and Professional Qualifications :
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11. The Certificate of the Applicant :

11.1 I respectfully declare that I read this notice well and understood and filled this application form subject to all conditions its stipulated and the information provided by me in this application is true and correct to the best of my knowledge.

11.2 I am aware that if this declaration made by me or any information mentioned in this application is subsequently proved to be false, I will be liable to be dismissed from service.

Date :- ....
Signature of the Applicant

12. Attestation of Applicant's Signature :
I do hereby certify that Mr./Mrs./Miss ..... who is forwarding this application form is personally known to me and that he/she placed his/her signature in my presence on .....
Date : .....
Signature of the Attestor

Name of the Attestor :
Designation :
Address :
(Should be authenticated with an Official Seal)

13. Certificate of the Head of the Department if the applicant engaged in Public Service/ Provincial Public Service

13.1 I hereby certify that the above applicant Mr./Mrs./Miss ..... holds the post of ..... in this Department.

13.2 I certify that the information mentioned in the application is correct and I inform that he/she can/ cannot be release from the post.

Date : .....
Signature of the Head of the Department

Name of the Attestor :
Designation :
Address :
(Should be authenticated with an Official Seal)

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