

## **Notice**

### **Filling the vacancies of Information and Communication Technology Assistant (Without replacement basis)**

**Election Commission  
Sarana Mawatha, Rajagiriya**

Applications are invited from officers already in service in Government Institutions to fill 04 vacancies in the above post.

Age Limit: Must not be more than 35 years of age

#### **Nature of Duty:**

- The above posts are available in the Information and Communication Technology Division of the Election Commission Head Office, Rajagiriya. Therefore, priority will be given to applicants residing in the Colombo district.
- Selected officers should
  - Assist in the proper maintenance of the VPN network maintained by the Election Commission and the computer networks and relevant computer equipment established in the District Election Offices.
  - Assist in the improvement and maintenance of computer programmes outsourced or developed and maintained by the Information and Communication Technology Division of the Election Commission.
  - Assist in the development and maintenance of new computer systems approved by the Election Commission.
- In addition, your attention is invited to paragraphs 1.1 and 1.2 of the first and Fourth Schedules of the Minutes of the Information and Communication Technology Services Sri Lanka.

#### **General Conditions**

- Applicants should have passed the Efficiency Bar examination applicable to the relevant Grade in Class III within the stipulated time period.
- Applicants should agree to serve in the Election Commission for at least 03 years.
- Officers coming to Election Commission on transfer will be entitled to an additional allowance of 25% of their basic salary.
- As per paragraph 1.1 of Chapter XXXII of the Establishments Code, the officers of the Election Commission are not entitled to enjoy political rights.
- No family member of the applicant or of the spouse should have been actively involved in politics.
- During the election period, you should perform the relevant duties outside the normal working hours on weekends and public holidays as well.

- You should be prepared to travel to and from any district election office in the island to perform the assigned duties.
- Must be able to perform your duties independently and efficiently after brief induction training.
- Must be able to use English correctly for official purposes.

**Method of Application:**

The duly perfected application (attached) should be sent to the following address to reach the Commissioner General of Elections on or before 25<sup>th</sup> August 2023 under registered cover with the CV and the approval of the Head of the Institution currently serving. The envelope containing the application should be marked "For the post of Information and Communication Technology Assistant" in the upper left corner.

**Commissioner General of Elections  
Election Secretariat,  
Sarana Mawatha,  
Rajagiriya**

Only shortlisted candidates will be called for the interview after a committee appointed by the Election Commission examines the relevant qualifications.

Thereafter the competencies of the candidates will be examined by a Board of Interview and the Director-General of Combined Services of the Ministry of Public Service, Provincial Councils, and Local Government will be informed in writing with a copy to the Head of the institute of the applicant regarding the recruitment of suitable candidates.

The decision of the Election Commission on anything unspecified herein is final and conclusive and all applicants should be bound by the general rules set out in this Notice.

On the order of the Election Commission,

Saman Sri Ratnayake  
Commissioner General of Elections

25<sup>th</sup> July 2023

Elections Secretariat  
Sarana Mawatha,  
Rajagiriya.

**ELECTION COMMISSION - APPLICATION FOR TRANSFERS (Without Replacement)**

<b>Post</b>	Information & Communication Technology Assistant	<b>Class</b>	
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**A. Personal details**

01. Name in Full:																		
02. Name with initials :																		
03. Date of birth: (Yr/Mon/Date)	04. Age: (as at 25.08.2023) (Yr/Mon/Days)	05. Sex:																
<table border="1"><tr><td></td><td></td><td></td></tr></table>				<table border="1"><tr><td></td><td></td><td></td></tr></table>				Female <input type="checkbox"/>										
		Male <input type="checkbox"/>																
06. National Identity Card Number:	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																	
07. Private email address:	09. Permanent Address:	10. Temporary Address:																
08. Mobile Phone Number:																		
11. Civil Status:	12. If married, name of the spouse :	13. Employment and service station of the spouse :																
Married <input type="checkbox"/>																		
Single <input type="checkbox"/>																		

**B. Service Record**

14. Present service station :	15. Are you made permanent in the post?  yes <input type="checkbox"/>  no <input type="checkbox"/>
16. District/City where the service station is located :	17. Office T.P. number:

18. Period of service in the present post : (as at 25.08.2023)	19. Have you served in a popular service station before?  Yes <input type="checkbox"/>  No <input type="checkbox"/>	20. If yes, for how many years?
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	Service Station	Post	Period of Service	
			From	To
21. Previous service stations in the public service:	1			
	2			
	3			
	4			

I have attached photocopies of certificates pertaining to IT training courses followed and to professional qualifications along with a recently compiled CV.

I declare that all the above information is true and correct.

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Date

.....

Signature

**C. Recommendation of the Head of the Ministry/Department**

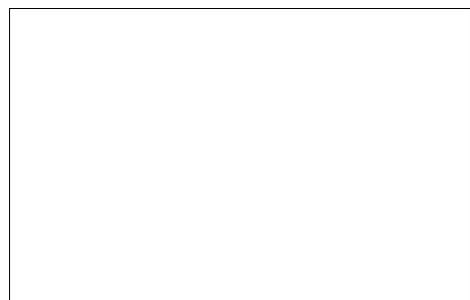
I recommend the transfer request of the officer named above without replacement basis. I agree/disagree with the release of the relevant officer within one month from the date of selection by the Interview Board of the Election Commission.

.....

Date

.....

Signature



Note : put  or  where necessary.

Official stamp