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PART I : SECTION (I) — GENERAL

Government Notifications

PRINTING SERVICE MINUTE OF THE DEPARTMENT OF GOVERNMENT PRINTING

5th Amendment

THE Printing Service Minute of the Department of Government Printing published in the *Gazette Extraordinary* of the Democratic Socialist Republic of Sri Lanka No. 1816/12 dated 26th of June 2013 as amended by the *Gazettes Extraordinary* mentioned in Part I below is amended as stated in the following Part II. Other matters and conditions therein remain unchanged.

By order of the Public Service Commission,

M. A. B. DAYA SENARATH,
Secretary,
Public Service Commission.

04th August, 2021.

Part I

- | | | |
|------------------|---|---|
| Amendment No. 01 | - | Gazette Extraordinary No. 1892/40 dated 12th of December 2014 |
| Amendment No. 02 | - | Gazette Extraordinary No. 1893/39 dated 19th of December 2014 |
| Amendment No. 03 | - | Gazette Extraordinary No. 1981/43 dated 23rd of August 2016 |
| Amendment No. 04 | - | Gazette Extraordinary No. 2111/4 dated 18th of February 2019 |



Part II

Appendix One

The following contents will be substituted in place of all the sections stated under No. 4 of Appendix One.

4. Recruitment to Grade III of the Management Assistant Technology Service Category:

Qualifications:

4.1 Offset Litho Print Operator:

4.1.1 For the External Applicants -

- (i) Should have an experience of not less than 05 years in the relevant field at a recognized institute;
- (ii) Should have obtained a certificate of competency at N.V.Q. Level 4 relevant to the field.

4.1.2 For the Apprentices -

- (i) Should have passed six (06) subjects with at least credit passes for four (04) subjects including Mathematics, Language Medium out of Sinhala/ Tamil/ English languages and Science in not more than two sittings at the G.C.E. (O/L) Examination;
- (ii) Should have passed all subjects (except Common General Test) in Science or Technology Stream in one sitting at the G.C.E.(A/L) Examination (It is sufficient to pass three (03) subjects under the old syllabus in one sitting).

Note:

In the instances where there is no adequate number of applicants qualified under the Science and Technology Stream at the G.C.E. (A/L) Examination, remaining vacancies will be filled from the applicants who have passed all the subjects (except Common General Test) in any stream at the G.C.E. (A/L) Examination and fulfilled other qualifications.

4.1.3 For the Internal Applicants (Should have obtained one qualification mentioned below):-

- (i) Should be an officer in Grade II or a higher grade in the Printing Aid Service who has completed an active and satisfactory period of service of not less than 15 years in the Department;
- (ii) Should be an officer in Grade II or a higher grade in the Printing Aid Service who has completed an active and satisfactory period of service of not less than 10 years in the Department and passed the Course in Lithography conducted by the Sri Lanka Institute of Printing;
- (iii) Should be an officer with a service experience of 06 years as a Letter Press Machine Operator in the Government Press and who has been confirmed in service in a departmental post;
- (iv) Should be an officer who has completed a consolidated, active and satisfactory period of service of not less than 07 years in a departmental post and passed six (06) subjects with at least four (04) credit passes including Mathematics and Language Medium out of Sinhala/ Tamil/ English languages in not more than two sittings at the G.C.E. (O/L) Examination and passed three (3) subjects (except Common General Test) in any stream at the G.C.E. (A/L) Examination in one sitting;

- (v) Should be an officer who has completed a consolidated, active and satisfactory period of service of not less than 07 years in a departmental post and passed Level 4 of the National Vocational Qualifications (NVQ 04) in Offset Lithography.

4.1.4 30% out of the external applicants, 20% out of the internal applicants and 50% out of the apprentices, as a ratio, shall be recruited when recruiting for these posts. However, when there are no sufficient applicants with qualifications in a group, the Government Printer can recruit the number from the other group.

4.2 Letter Press Machine Operator:

4.2.1 For the External Applicants -

- (i) Should have an experience of not less than 05 years in the relevant field in a recognized institute;
- (ii) Should have obtained a certificate of competency at N.V.Q. Level 4 in the relevant field.

4.2.2 For the Internal Applicants (Should have fulfilled one qualification mentioned below) -

- (i) Should be an officer in Grade II or a higher grade of the Printing Aid Service who has completed an active and satisfactory period of service of not less than fifteen (15) years in the Department;
- (ii) Should be an officer who has completed a consolidated, active and satisfactory period of service of not less than 07 years in a departmental post and passed six (06) subjects with at least four (04) credit passes including Mathematics and Language Medium out of Sinhala/ Tamil/ English languages in not more than two sittings at the G.C.E. (O/L) Examination and passed three (03) subjects (except Common General Test) in any stream at the G.C.E. (A/L) examination in one sitting;
- (iii) Should be an officer who has completed a consolidated, active and satisfactory period of service of not less than 07 years in a departmental post and obtained the Certificate of Technologist in Letter Press.

4.2.3 For the Apprentices -

- (i) Should have passed six (06) subjects with at least credit passes for four (04) subjects including Mathematics, Language Medium out of Sinhala/ Tamil/ English languages and Science in not more than two sittings at the G.C.E. (O/L) Examination;
- (ii) Should have passed all the subjects (except Common General Test) in Science or Technology Stream at the G.C.E. (A/L) Examination in one sitting. (It is sufficient to pass three (03) subjects under the old syllabus in one sitting)

Note:

If there is no adequate number of qualified applicants under Science and Technology Stream at the G.C.E. (A/L) Examination, remaining vacancies will be filled from the applicants who have passed all the subjects (except Common General Test) in any stream at the G.C.E.(A/L) Examination in one sitting and fulfilled other qualifications.

- 4.2.4 30% out of the external applicants, 30% out of the internal applicants and 40% out of the apprentices, as a ratio, shall be recruited when recruiting for these posts. However, when there are no sufficient applicants with qualifications in a group, the Government Printer can recruit the number from the other group.

4.3 Pre-Printing Planner:

4.3.1 For the Internal Applicants (Should have completed one qualification mentioned below) -

- (i) Should be an officer who has completed a consolidated, active and satisfactory period of service of not less than 07 years in a departmental post and passed six (06) subjects with at least four (04) credit passes including Mathematics and Language Medium out of Sinhala/ Tamil/ English languages in not more than two sittings at the G.C.E. (O/L) Examination and passed three (03) subjects (except Common General Test) in any stream at the G.C.E. (A/L) Examination in one sitting;
- (ii) Should be an officer who has completed a consolidated, active and satisfactory service period of not less than 07 years in a departmental post and passed Level 04 of the National Vocational Qualifications (N.V.Q. 04) in Pre-Print Planning and passed the Course in Costing and Estimating conducted by the Sri Lanka Institute of Printing.

4.3.2 For Apprentices -

- (i) Should have passed six (06) subjects with at least credit passes for four (04) subjects including Mathematics, Language Medium out of Sinhala/ Tamil/ English languages and Science in not more than two sittings at the G.C.E. (O/L) Examination;
- (ii) Should have passed all the subjects (except Common General Test) in Science or Technology Stream at the G.C.E. (A/L) Examination in one sitting. (It is sufficient to pass three (03) subjects under the old syllabus in one sitting.)

Note:

If there is no adequate number of qualified applicants under Science and Technology Stream at the G.C.E. (A/L) Examination, remaining vacancies will be filled from the applicants who have passed all the subjects (except Common General Test) in any stream at the G.C.E.(A/L) Examination in one sitting and fulfilled other qualifications.

- 4.3.3 50% out of the internal applicants and 50% out of the apprentices, as a ratio, shall be recruited when recruiting for these posts. However, when there are no sufficient applicants with qualifications in a group, the Government Printer can recruit the number from the other group.

4.4 Printing Editor:

4.4.1 For all Applicants -

- (i) Should have passed six subjects in not more than two sittings at the G.C.E. (O/L) Examination with -
 - (a) Credit passes for the subjects of Sinhala/ Tamil and English,
 - (b) A credit pass for the subject of Mathematics and credit passes for other two subjects.

- (ii) Should have passed all the subjects with credit passes for the subjects of Sinhala/Tamil and English (except Common General Test) in one sitting at the G.C.E. (A/L) Examination. (It is sufficient to pass three (03) subjects under the old syllabus in one sitting.)

Note:

In an instance where there are no adequate number of applicants who fulfilled the qualifications in (ii) above, the applicants who have obtained an ordinary pass for the subject of English at the G.C.E. (A/L) Examination or, those who have not passed the subject of English at the G.C.E. (A/L) Examination but obtained A or B pass for the subject of English at the G.C.E. (O/L) examination will be considered for remaining vacancies.

- 4.4.2 Qualified persons will be selected for this post after calling applications from the internal applicants at first. When there is no sufficient number of qualified internal applicants to fill the vacancies, those vacancies will be filled by calling applications from the apprentices or external applicants.

- 4.4.3 The recruited ones from the external applicants, for this post, will be recruited as Trainees at first. A competitive examination and an interview to examine the qualifications will be conducted as decided by the Appointing Authority for the selection of trainees. The provisions in Section 10.3.4 of the Minute shall be applicable to the trainees selected through this examination and interview.

4.5 Computer Type Setter and Printing Designer:

4.5.1 For the External Applicants -

- (i) Should have an experience of not less than five (05) years in the relevant field at a recognized institute including the training period;
- (ii) Should have obtained a competency certificate at N.V.Q. level 4 relevant to the field.

4.5.2 For the Internal Applicants (Should have obtained one qualification mentioned below) -

- (i) Should have completed a consolidated, active and satisfactory period of service of not less than 07 years in a departmental post and passed six (06) subjects with at least four (04) credit passes including Mathematics and Language Medium out of Sinhala/ Tamil/ English languages in not more than two sittings at the G.C.E. (O/L) Examination and passed three (03) subjects (except Common General Test) in any stream at the G.C.E. (A/L) Examination in one sitting;
- (ii) Should have completed a consolidated, active and satisfactory period of service of not less than 07 years in a departmental post and passed Level 04 of the National Vocational Qualifications (NVQ 04) in Computer Typesetting and Printing Designing.

4.5.3 For the Apprentices -

- (i) Should have passed six (06) subjects with at least credit passes for four (04) subjects including Mathematics and Language Medium out of Sinhala/ Tamil/ English languages in not more than two sittings at the G.C.E. (O/L) Examination;
- (ii) Should have passed all subjects in one sitting (except the General Common Test) at the G.C.E. (A/L) Examination (It is sufficient to pass three (03) subjects under the old syllabus in one sitting).

4.5.4 30% out of the external applicants, 30% out of the internal applicants and 40% out of the apprentices, as a ratio, shall be recruited when recruiting for these posts. However, when there are no sufficient applicants with qualifications in a group, the Government Printer can recruit the number from the other group.

4.6 Printing Finisher:

4.6.1 For the External Applicants -

- (i) Should have an experience of not less than 05 years in the relevant field at a recognized institute;
- (ii) Should have obtained a competency certificate at N.V.Q. level 4 relevant to the field.

4.6.2 For the Internal Applicants (Should have fulfilled one qualification mentioned below) -

- (i) Should be an officer in Grade II or a higher grade of the Printing Aid Service who has completed an active and satisfactory period of service of not less than fifteen (15) years in the Department.
- (ii) Should be an officer in Grade II or a higher grade of the Printing Aid Service who has completed an active and satisfactory period of service of not less than 10 years in the Department and followed a Book Binding Course conducted by the Sri Lanka Institute of Printing or a reputed institute and obtained its certificate or
- (iii) Should have completed a consolidated, active and satisfactory period of service of not less than 07 years in a departmental post and passed six (06) subjects with at least four (04) credit passes including Mathematics and Language Medium out of Sinhala/ Tamil/ English languages in not more than two sittings at the G.C.E. (O/L) Examination and passed three (03) subjects (except Common General Test) in any stream at the G.C.E. (A/L) examination in one sitting.
- (iv) Should have completed a consolidated, active and satisfactory period of service of not less than 07 years in a departmental post and passed the Level 04 of National Vocational Qualifications (NVQ 04) in Book Binding.

4.6.3 For the Apprentices -

- (i) Should have passed six (06) subjects with at least credit passes for four (04) subjects including Mathematics, Language Medium out of Sinhala/ Tamil/ English languages and Science in not more than two sittings at the G.C.E. (O/L) Examination;
- (ii) Should have passed all subjects in one sitting (except the general common test) at the G.C.E. (A/L) Examination (It is sufficient to pass three (03) subjects under the old syllabus in one sitting).

4.6.4 30% out of the external applicants, 30% out of the internal applicants and 40% out of the apprentices, as a ratio, shall be recruited when recruiting for these posts. However, when there are no sufficient applicants with qualifications in a group, the Government Printer can recruit the number from the other group.

4.6.5 Selection of the internal applicants for this post will be made upon the results of a structured interview. The provisions in Section 10.3.8 of the Minute are applicable to the structured interview.

4.7 Printing Technician:

4.7.1 For the Internal Applicants -

- (i) Should have passed six (06) subjects including Mathematics and Language Medium out of Sinhala/ Tamil/ English languages at the G.C.E. (O/L) Examination with at least two (02) credit passes;
- (ii) Should have completed an active and satisfactory period of service of not less than 05 years as a Fitter/ Electrician in the Department.

4.7.2 For the Apprentices –

- (i) Should have passed six (06) subjects with at least credit passes for four (04) subjects including Mathematics and Language Medium out of Sinhala/ Tamil/ English languages in not more than two sittings at the G.C.E. (O/L) Examination;
- (ii) Should have passed all subjects in one sitting (except General Common Test) at the G.C.E. (A/L) Examination (It is sufficient to pass three (03) subjects under the old syllabus in one sitting).

4.7.3

- (i) 80% out of the internal applicants and 20% out of the apprentices, as a ratio, shall be recruited. However, when there are no sufficient applicants with qualifications in a group, the Government Printer can recruit the number from the other group.
- (ii) Selection of the internal applicants for this post will be made on the results of a structured interview. The provisions in Section 10.3.8 of the Minute are applicable to the structured interview.

5. Applicants should confirm that they have made contributions to the Employees Provident Fund during the period of service of five years mentioned in sections 4.1.1(i), 4.2.1(i), 4.5.1(i) and 4.6.1(i) above.