



## Prime Minister's Office

Applications are invited from eligible candidates for the following Posts  
01. Information Officer 02. Web Writer 03. Media Investigation Assistant.

01. Information Officer	02. Web Writer 03. Media Investigation Assistant
<p><b>Salary Scale</b> : MN 4 -2016 Rs. 31,490 - 10x445 - 11x660 - 10x730 - 05x750 - 54,250/- (Salary will be paid according to the provisions of Public Administration Circular No: 03/2016)</p> <p><b>Nature of the Post</b> : Permanent &amp; Pensionable</p> <p><b>Educational Qualifications:</b> Should possess a degree from a university recognized by the University Grants Commission of Sri Lanka</p> <p><b>Professional Qualifications:</b> Successful completion of Certificate courses relevant to the post by an Institute recognized by the Tertiary &amp; Vocational Education Commission</p> <p><b>Experience</b> : Should have 06 months or more experience in Computing &amp; Computer Character Combination, Videography, Still photography or Mass media.</p> <p><b>Other:</b></p> <ul style="list-style-type: none"><li>• Candidates should be between 21 – 35 years of age.</li><li>• Should be citizens of Sri Lanka.</li><li>• Candidates should have excellent moral characters.</li><li>• All the candidates should be physically and mentally fit to discharge the duties of the post and to serve in any part of the Island</li></ul>	<p><b>Salary Scale</b> : MN 1-2016 Rs. 27,140 - 10x300 - 11x350 - 10x495 - 10x660 - 45,540 (Salary will be paid according to the provisions of Public Administration Circular No: 03/2016)</p> <p><b>Nature of the Post</b> : Permanent &amp; Pensionable</p> <p><b>Educational Qualifications:</b></p> <p>(a) Shall have passed G.C.E. (Ordinary Level) Examination in 06 subjects, and have obtained credit passes for Sinhala / Tamil / English, Mathematics &amp; 02 other subjects in one sitting.</p> <p style="text-align: center;">And</p> <p>(b) Shall have passed at least 01 subject in G.C.E. (Advanced Level) (except the General paper).</p> <p><b>Professional Qualifications:</b> Considered as a special qualification</p> <p><b>Experience</b> : Should have 03 years experience in the field of Computing or Electronic / Print and Social Media monitoring.</p> <p><b>Other:</b></p> <ul style="list-style-type: none"><li>• Candidates should be between 18 – 30 years of age.</li><li>• Should be citizens of Sri Lanka.</li><li>• Candidates should have excellent moral characters. All the candidates should be physically and mentally fit to discharge the duties of the post and to serve in any part of the Island</li></ul>

Applications stating full particulars of qualifications, experience and other relevant information with certified copies of the certificates, should be sent under Registered cover indicating the respective post on the top left-hand corner of the envelop to reach “**Secretary to the Prime Minister, Prime Minister's Office, 58, Sir Ernest de Silva Mawatha, Colombo 07** or by email [info@pmoffice.gov.lk](mailto:info@pmoffice.gov.lk) on or before 14.03.2018.

Applicants who have already applied as per the Newspaper advertisement published on 17.03.2017 should also re apply.

Applicants employed in Government Departments / State owned Enterprises should send their applications through the Head of their respective Organizations.

**E M S B Ekanayake**

Secretary to the Prime Minister  
Prime Minister's Office

58, Sir Ernest de Silva Mawatha, Colombo 07

28.03.2018