

SCHEME OF RECRUITMENT FOR THE POST OF SECRETARIAL ASSISTANT

SALARY CODE	METHOD OF RECRUITMENT	QUALIFICATIONS
Secretarial Assistant A - 07	<p>Recruitment by following the procedure laid down in Commission Circular No. 698 as amended by Commission Circular No. 776 or where qualified candidates are not available by open advertisement.</p> <p>Selection by testing stenography and computer skills and Aptitude Test plus an interview.</p>	<p>(i) (a) Passes in at least two subjects at G.C.E. (A/L) Examination in one and Same sitting; And</p> <p>(b) credit passes in English and Sinhala/ Tamil at G.C.E. (O/L) Examination, or Passes in these subjects at G.C.E. (A/L) Examination.</p> <p>(ii) Proficiency in English Stenography withA minimum speed of 80 w.p.m. Shorthand and 35 w.p.m. Typing</p> <p>(iii) Proficiency in English Stenography withA minimum speed of 80 w.p.m. Shorthand and 35 w.p.m. Typing</p> <p>(iv) Competence in computer applications.</p> <p>Very good communication (written and oral) ability in English and Sinhala/Tamil</p> <p>Age : Not more than 45 years.</p>

Notes :

(I) Duties : Combined duties involving Stenography, Typing, Computer Applications, Clerical Work, Public Relations, Logistical Matters Pertaining to meetings etc., and routine office work;

(II) Stenographers in the University Service, with the above educational qualifications can be considered for absorption into the posts of Secretarial Assistants provided they pass the test in computer skills, Aptitude Test and the interview.

(III) The employees holding the posts of Computer Operator, Computer Application Assistant, data Entry Operator, Typist and Clerk can Also be considered for appointment to the post by calling applications by an internal advertisement if they have satisfied the above educational qualifications provided they pass the test in Stenography, Computer Application and Aptitude Test and the interview.