

KOBEIGANE PRADESHIYA SABHA

Vacancies of Posts in North Western Provincial Public Service

APPLICATIONS are hereby called from qualified applicants for the post mentioned below by Kobeigane Pradeshiya Sabha in North Western Province, for the purpose of recruiting to vacant posts. Applications perfected by candidates should be in the form of the specimen appended to this notification and should be sent to reach, “Secretary, Kobeigane Pradeshiya Sabha, Kobeigane” on or before 12.05.2017 by Registered Post. Preference will be given to those residing within the area of authority of Kobeigane Pradeshiya Sabha and currently either of Casual/Substituted/Daily or Contract basis worker of this Sabha.

<i>Serial No.</i>	<i>Name of the Post</i>	<i>Salary Scale</i>	<i>No. of vacant Posts</i>	<i>Educational and Other Qualifications</i>
01	Office Assistant	Rs. 24,250-10x250-10x270- 10x300 12x330- Rs. 36,410	01	Should have passed any 6 subjects in G. C. E. (Ordinary Level) Examination at one attempt

01. The applicants should possess the following qualifications in addition to relevant qualifications for the aforementioned post.

General Qualifications :-

- The applicants shall prove the permanent residency in North Western Province for immediately preceding 03 years from the closing date of applications. (Preference will be given to those permanently residing within the area of authority of Kobeigane Pradeshiya Sabha). Particulars in Electoral Registers or a certificate issued by Grama Niladhari and ascertained by Divisional Secretary shall be produced as evidences.
- Age shall be not less than 18 years and not more than 45 years as at 12.05.2017 on which the closing date of applications. (This age limit is not applicable for those already serving in a permanent post of Public Service or Provincial Public Service).
- Applicants shall possess a good/excellent disciplinary behavior and a good health condition.
- Applicants should not have been a guilty of an offence and punished under the Penal Code after conviction before a court of law.
- Applicants shall be a citizen of Sri Lanka by inheritance or by Registration.
- Applicants shall have a satisfactory service record and have not been subjected to any disciplinary punishment for an offence (except warnings) for immediately preceding 05 years from the closing date of applications.
- Those who are serving in a permanent post in Public Service or Provincial Public Service and applying accordingly, for the aforementioned post should not have dismissed from Public Service or Provincial Public Service or Co-operation or Statutory Board Service.

02. Service Conditions :

- This post is permanent and pensionable.
- Recruited employee is subjected to a probationary period of three years. If there is a grade wise promotion, the appointment shall be subjected to a Duty Supervision period of one year.
- The employee recruited to the above post shall contribute to Widows' and Orphans' Pension Scheme/Widowers' and Orphans' Pension Scheme.

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- (iv) The employees of this service are subjected to general transferring. The Administrative Head of each Local Government Institute possesses the authority to transfer within the Institute. Transferring among Local Government Institutes is determined by the Commissioner of Local Government as agreed by the Heads of Local Government Institutes. According to the rules and regulations prescribed by the Government, the Head of Local Government Institute may determine the duty period and how duties are to be performed.
 - (v) This recruitment is being made according to the Constitution of Democratic Socialist Republic of Sri Lanka, Establishment Code and Financial Regulations, Orders issued by Government or Provincial Council or the Department, other regulations and orders issued at various instances. Appointed employees shall be bound to Act accordingly.

03. Method of Recruitment :

- (i) According to the recruitment procedure, selections are based on the results obtained at a Written/Structured Examination or on the skills shown in a Practical Examination carried out as required and thus conducting an interview for selected applicants and measuring the qualifications.
- (ii) If there are instances where Written/Structured Examinations or Practical Examinations are not required for a particular post according to the recruitment procedure, selections are only based on the marks obtained at an interview and for qualifications.

04. Method of Applications :

- (i) Photocopies of the certificates mentioned below shall be forwarded attaching to the application. Original certificates shall be produced at the interview.
 - 1. Birth Certificate,
 - 2. Copy of National Identity Card,
 - 3. Documents to prove Educational Qualifications,
 - 4. Documents to prove Vocational Qualifications and Experience,
 - 5. Recent certificate issued by Grama Niladhari to prove residency.
- (ii) The applicants fulfilling basic requirements are only called for the interview.
- (iii) Secretary of Kobeigane Pradeshiya Sabha reserves all the rights to postpone or amend this recruitment or amend/decide the number of vacancies to be filled or cancel or amend this notification, after applications are called or during the calling of applications.
- (iv) The top left corner of the envelope containing the application should clearly bear the name of the post applying as stipulated in the *Gazette* Notification. Incomplete or applications without photocopies of certificates as indicated in paragraph number 04 will be rejected.
- (v) Applicants who are currently serving in Public Service or Provincial Public Service shall forward their applications through the respective Head of Institute with the recommendation. If not such applications, which do not comply with the preceding instruction and those received after the due date will be rejected.

R. P. N. JAYAKODY,
Secretary,
Pradeshiya Sabha,
Kobeigane.

Kobeigane Pradeshiya Sabha,
Kobeigane,
05th April, 2017.

SPECIMEN FORM

KOBEIGANE PRADESHIYA SABHA

APPLICATION FOR THE POST OF OFFICE ASSISTANT

01. Applicant's name with initials :_____.
02. Name denoted by initials :_____.
03. Permanent Address :_____.
04. National Identity Card Number :_____.
05. Date of Birth :
Year :_____. Month :_____. Date :_____.
06. Age as at 12.05.2017 on which the closing date of application :
Years :_____. Months :_____. Days :_____.
07. Sex (Male/Female) :_____.
08. Married or Unmarried :_____.
09. Nationality :_____.
10. If you are already working in the Kobeigane Pradeshiya Sabha. The post, service period and state whether your post is permanent/temporal/casual/on daily or contract basis :_____.
11. Are you a citizen of Sri Lanka ? If so whether citizenship is received by inheritance or by Registration :_____.
12. Educational Qualification (Photocopies of the certificates shall be attached) :_____.
13. Experience and Vocational Qualifications :_____.

I hereby declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I am aware that if there particulars are found to be false before I am selected to this post I will be disqualified and if found after I am selected I will be dismissed from the service without any compensation.

_____,
Signature of the Applicant.

Date :_____.

Certificate of the Head of the Institute for the applicants already serving in Public Service or Provincial Public Service :

I hereby certify that the Mr./Mrs./Miss who is applying for this post is already serving in a post of in this Department/Institute/(on permanent/casual/substituted/daily or contract basis). he/she could be released/not be released from this institute if he/she has been selected for the post applied for. I further certify that he/she has not been subjected to any kind of disciplinary punishment (except warnings) and recommend this application and it is forwarded herewith.

_____,
Signature of Head of Institute.

Name :_____.
Designation :_____.
Department :_____.
Official frank :_____.
Date :_____.