

## PUJAPITIYA PRADESHIYA SABHA

APPLICATIONS are hereby invited from among those persons who are permanent residents of the authority areas of Pujapitiya Pradeshiya Sabha, in order to recruit to the vacant post in the Pujapitiya Pradeshiya Sabha, in the Central Province Government Service.

<i>Designation</i>	<i>No. of Vacancies</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
01. Crematorium Operator	01	3/2016 PL-02 Rs. 25,250 -10x270 -10x300 - 10x330- 12 x 350- Rs. 38,450	Should have passed in the General Certificate of Education (Ordinary Level) or National Certificate of General Education (Ordinary Level) minimum 6 subjects including Sinhala or Tamil Language, with 2 credit passes in not more than two sittings.

### 02. Method of Recruitment :

- (i) Applicants should face an interview and the suitable candidate will be selected after scrutinizing the qualifications.

### 03. Terms of Employment :

- (i) The post is permanent and pensionable. Contribution should be made to Widow's/Widower's and Orphan's Pension Scheme.
- (ii) The general terms related to the Government Service recruitments shall be considered.
- (iii) These appointments will be subjected to a period of probation for 03 years. If the service, conduct and the attendance were found unsatisfactory within the probation period of service, the appointment will be terminated.

### 04. Other General Conditions :

- (i) The age limits is not less than 18 years and not more than 45 years at the closing date of applications. (Upper age limit will not applicable to the applicants those who are presently employed in Government or a Local Government institution).
- (ii) Applicants should be citizens of Sri Lanka by descent or by registration.
- (iii) Applicants should have an excellent moral character and physically sound, should face a medical examination conducted by a Government medical personnel within a month of appointment. If the physical condition is found not suitable, the appointment will be cancelled.
- (iv) Should not have been convicted by a Court of Law under Penal Code.
- (v) Should establish most immediate 03 years of permanent residency within the authority areas of Pujapitiya Pradeshiya Sabha to the closing date the applications are accepted. (Residency should be proved by the Voter's Register or the certificate issued by the Divisional Secretary).
- (vi) Should not be a person dismissed from the Government or Provincial Government Service.
- (vii) Applicants already serving in Government or Provincial Government Service have not been subject to any inquiry on disciplinary ground (except admonishment) and should be earned all salary increments for 05 consecutive years prior to the closing date of applications. If selected, further contributions should be made to the Widower's and Orphans Pension Fund Scheme.

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- (viii) In addition to the terms and conditions of recruitment, appointees should comply with regulations of Establishments Code, the Financial Regulations, orders from the Government Departments and the orders that may be laid down from time to time by Central Provincial Government and the Pujapitiya Pradeshiya Sabha.

05. *Method of Application.*- Applications prepared according to the specimen given below, should be sent under registered cover, to "The Secretary, Pujapitiya Pradeshiya Sabha, Pujapitiya", on or before 12.06.2017. The post applied should be marked clearly on the top left hand corner of the envelop enclosing the application. (Those person who is already serving in Government Service, should send their applications through their respective heads. All applications should be prepared on papers similar size to A4 sheets) incomplete and delayed applications will be rejected.

06. The applications should be enclosed with copies of the following documents. First copies should be produced at the interview :

- (i) Certificate of Birth,
- (ii) Certificates of Educational Qualifications,
- (iii) Certificate of residence, issued by the Divisional Secretary,
- (iv) Two recent character certificates (one should be issued by the Grama Niladhari of the Division),
- (v) Service certificates (only who serves already in Government Service).

07. The Secretary to the Pujapitiya Pradeshiya Sabha reserve all such powers to delay or alter such recruitment or cancel or amend this notification after calling applications or during such process.

C. AMADORU,  
Secretary,  
Pujapitiya Pradeshiya Sabha.

Pujapitiya Pradeshiya Sabha Office,  
Pujapitiya,  
03rd May, 2017.

### **Specimen Application Form**

#### **PUJAPITIYA PRADESHIYA SABHA**

RECRUITMENT TO THE POST OF .....

1. Name of the Applicant with Initials :\_\_\_\_\_.  
Names denoted by Initials :\_\_\_\_\_.
2. Permanent Address :\_\_\_\_\_.
3. Permanent Residential District :\_\_\_\_\_.
4. National Identity Card Number :\_\_\_\_\_.
5. Date of Birth : Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.
6. Age as at the closing date of application : Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.
7. Sex : Male/Female :\_\_\_\_\_.
8. Civil Status : Married/Single :\_\_\_\_\_.
9. Whether a citizen of Sri Lanka by descent or by registration ? :\_\_\_\_\_.

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10. Educational Qualifications (attach copies of certificates) :

G. C. E. (O/L) :

Year : \_\_\_\_\_.

Index No. : \_\_\_\_\_.

<i>Subject</i>	<i>Pass</i>	<i>Subject</i>	<i>Pass</i>
1.		5.	
2.		6.	
3.		7.	
4.		8.	

11. (i) Other qualifications : \_\_\_\_\_.

(ii) Professional Qualifications : \_\_\_\_\_.

(iii) Experience of service : \_\_\_\_\_.

12. If you are serving presently at this Pradeshiya Sabha, indicate the type of your post (Permanent/Casual/Temporary/Contract/Substitute) : \_\_\_\_\_.

Date of appointment to the post : \_\_\_\_\_.

13. Have you ever being convicted in a Court of Law for any offence ? : \_\_\_\_\_.

I do hereby declare that the particulars furnished by me in this application are true and correct to the best of my knowledge and belief. I am aware that I am liable to be disqualified before the appointment, if the information furnished by me are found to be false as per the condition of recruitment and I am liable to dismiss without any compensation, if it is detected after selection to the post.

\_\_\_\_\_,  
Signature of Applicant.

Date : \_\_\_\_\_.

*Recommendation of the Head of the Institution if already occupied in the Public Service :*

I hereby recommend the application of Mr./Mrs./Miss ..... serving in this institution as ..... and I further state that she/he has not been subjected to any inquiry on disciplinary ground and he/she can/cannot be released if selected and his/her application is hereby forwarded with recommendation.

\_\_\_\_\_,  
Signature of the Head of the Department.

Name : \_\_\_\_\_.

Designation : \_\_\_\_\_.

Official Seal : \_\_\_\_\_.

Date : \_\_\_\_\_.