

UDA DUMBARA PRADESHIYA SABHA

APPLICATIONS are hereby invited from citizens of Sri Lanka among those persons who are permanent residents of the Uda Dumbara Pradeshiya Sabha, in order to recruit to the vacant posts in the Uda Dumbara Pradeshiya Sabha. (Permanent residency is not applicable for those who are applying for the post of Electrician)

01. Those who apply to the posts vacant in the Uda Dumbara Pradeshiya Sabha, should possess the following general qualifications.

General Qualifications :

Applicants should be citizens of Sri Lanka and permanent residents of Central Province. Should establish a period of minimum 03 years permanent residency within the authority areas of Uda Dumbara Pradeshiya Sabha. (Permanent residency is not applicable for those who are applying for the post of Electrician)

The age limit is not less than 18 years and not more than 45 years at the closing date of applications. Upper age limit will not be applicable to the applicants those who are presently employed in Uda Dumbara Pradeshiya Sabha permanently.

Should face a medical examination conducted by a qualified medical personnel within a month of appointment. If the physical condition is found not suitable, the appointment will be cancelled.

Should not have been a person convicted by a Court of Law under penal code.

Should not be a person dismissed from the Government/Provincial Government Service.

All qualifications related to the recruitment should be established at the closing date of applications.

02. Posts in Vacant :

Electrician – Grade III (Primary – Semi skilled) Number of Vacancies: 01

<i>Vacancy</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
Electrician – III	PL – 2 – 2016 Rs. 25250 – 10x270- 10x300 - 10x330 – 12x350- Rs. 38450	Should have passed in the General Certificate of Education (Ordinary Level) or National Certificate of General Education (Ordinary Level) minimum six subjects including Sinhala or Tamil Language, with two Credit passes in not more than two sitting.

Technical Competencies/Efficiencies :

Every applicant should have the Level 3 (NVQ 3) or Level 3 (NVQ 3) of the National Vocational Qualifications, related to the profession, or

Should have followed a related professional course not less than one year conducted by the Department of Technical Education and Training (DTET), or

Should have followed a related professional course not less than one year conducted by the National Youth Services Council (NYSC), or

Should have followed a related professional course not less than one year conducted by the Vocational Training Authority (VTA), or

Should have followed a related professional course not less than one year conducted by the National Apprentice Training Department (NAITA), or

Should have followed a related professional course not less than one year conducted by the Tertiary and Vocational Education Commission.

Experience.— Should possess experience in the related field. (Training period should be counted minimum 02 years)

Physical requirements.— Every applicant should possess good eyesight, physical fitness, mentally sound and excellent moral character with suitable health condition to serve any part of the Island.

Water Workers – Grade III (Primary Unskilled) Number of Vacancies : 02

<i>Vacancy</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
Water Workers – III	PL – 1 – 2016 Rs. 24,250 – 10x250- 10x270 – 10x300- 12x330 –Rs. 36,410	Should have passed in the General Certificate of Education (Ordinary Level) minimum 06 subjects with 02 Credit passes, in two sittings, out of 05 subjects in one sitting.

Physical requirements.— Every applicant should possess good eyesight, physical fitness, mentally sound and excellent moral character with suitable health condition to serve any part of the Island.

Town Hall Care Taker – Grade III (Primary Unskilled) Number of Vacancies : 01

<i>Vacancy</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
Town Hall Care Taker - III	PL – 1 – 2016 Rs. 24,250 – 10x250- 10x270 – 10x300- 12x330 – Rs. 36,410	Should have passed in the General Certificate of Education (Ordinary Level) minimum 06 subjects with 02 Credit passes, in two sittings, out of 05 subjects in one sitting.

Physical requirements.— Every applicant should possess good eyesight, physical fitness, mentally sound and excellent moral character with suitable health condition to serve any part of the Island.

Sanitary Labourers – Grade III (Primary Unskilled) Number of Vacancies : 04

<i>Vacancy</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
Sanitary Labourers - III	PL – 1 – 2016 Rs. 24,250 – 10x250- 10x270 – 10x300- 12x330 – Rs. 36,410	Should have passed in the General Certificate of Education (Ordinary Level) minimum 06 subjects with 02 Credit passes in two sittings, out of 05 subjects in one sitting.

Physical requirements.— Every applicant should possess good eyesight, physical fitness, mentally sound and excellent moral character with suitable health condition to serve any part of the Island.

03. *Terms of Employment.*— These posts are permanent and pensionable. Contribution should be made to Widows'/Widower's and Orphan's Pension Scheme.

These appointments will be subjected to a period of probation for 03 years. If the service found unsatisfactory within the probation period of service, the appointment will be terminated without making the appointment permanent.

Preference will be given to those who possess field experience in the related fields.

04. *Method of Recruitments.*— Suitable applicants will be selected by an interview, based on the marks scored in the interview, after scrutinizing the qualifications.

<i>Making Fields</i>	<i>Maximum Marks 100</i>	<i>Minimum marks to get passed</i>
Additional Education Qualifications	40	According to the vacancies, the suitable candidates will be selected from the maximum marks scored
Experience	55	
Competencies shown in the interview	05	
Total Marks	100	

Applications prepared according to the specimen given below, should be sent under Registered cover to the Secretary, Uda Dumbara Pradeshiya Sabha, Uda Dumbara on or before 28.07.2017

The post applied for, should be marked clearly on the top left hand corner of the envelope enclosing the application. Applications delayed, incomplete or not qualified with the qualifications mentioned above, are subject to be rejected. The Council shall not take any responsibility on applications delayed in post.

When the recruitment made, special preference will be given to those who serve in this Council.

Copies of Certificates.— The applications should be enclosed with copies of the following documents (not the original certificates). (Photostat copies are sufficient) :

Certificate of Birth,

Certificates of Educational Qualifications,

Certificate of Residency, issued by the Grama Niladhari (certified by the Divisional Secretary Office)

Two recent character certificates (one should be issued by the Grama Niladhari of your Division).

The Secretary to the Uda Dumbara 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.

If applicant use any influence for the selection in any form, shall subject to disqualification.

D. M. R. N. DISSANAYAKE,
Secretary,
Uda Dumbara Pradeshiya Sabha.

Specimen Application Form

FILLING THE VACANCIES IN THE CENTRAL PROVINCIAL GOVERNMENT SERVICE UDA DUMBARA PRADESHIYA SABHA

RECRUITMENT TO THE POST OF

Name of the Applicant with Initials :_____.

Names denoted by Initials :_____.

Permanent Address :_____.

Permanent Residential District :_____.

National Identity Card Number :_____.

Date of Birth : Year :_____. Month :_____. Date :_____.

Age as at the closing date of application : _____ Years, _____ Months, _____ Days

Sex : Male/Female :_____.

Civil Status : Married/Single :_____.

Whether a citizen of Sri Lanka by descent or by registration ? :_____.

Educational Qualifications :

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.	

Other Qualifications :_____.

Professional Qualifications :_____.

Experience of service :_____.

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 :_____.

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 punishment or inquiry on disciplinary ground and he/ she can be released/ 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 :_____.