



## **PANDUWASNUWARA PRADESHIYA SABHA**

APPLICATIONS are invited from permanent residents in the Jurisdiction of Panduwasnuwara Pradeshiya Sabha for recruitment of vacant posts – (Heavy Vehicle Machine Operators III) Drivers in the categories of service of Preliminary Technical Grade III in the Panduwasnuwara Pradeshiya Sabha of North Western Provincial Public Service.

1. *Salary Scale*.– Rs. 25,790 – 270x10 – 300x10 – 330 x10 – 350x12 – Rs. 38,990 monthly Salary Scale is entitled to the post as per salary group PL 3 – 2016 in the Public Administration Circular No – 03 /2016.

2. *General Conditions For Recruitment :*

- 2.1 Every Applicant should be a citizen of Sri Lanka and should have an excellent character and physically in good health.
- 2.2 Should not be less than 18 years and exceeding 45 years of age to the closing date of application. (Maximum age limit is not applicable for Applicants who are already in a permanent post in the Provincial Public Service).

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2.3 Should be a permanent resident within the jurisdiction of Panduwasnuwara Pradeshiya Sabha for a period not less than 3 years (Certificate of Residence issued by the Grama Niladhari should have been countersigned by the Divisional Secretary).

2.4 Preference will be given to the employees who are employed under basis of temporary/casual/Substitute/Contract in Panduwasnuwara Pradeshiya Sabha.

3. *Conditions For Engagement In Service :*

3.1 The Post is permanent and you will be subjected to policy decision taken by the government in future regarding pension scheme entitled for you.

3.2 This appointment is subjected to a period of probation for three years. If you maintained your service, conduct, and attendance in a satisfactory level and you passed 1st efficiency bar examination, you will be confirmed in the post / service at the end of the probation period.

3.3 As per the public Administration Circular numbered 1/2014, all officers appointed to the public service of Provincial Council from 01.07.2007, in addition to their language of recruitment, should acquire proficiency in other official languages within 05 years.

4. *Qualifications for Recruitment :*

4.1 *Education.– For External Candidates*

(A) Should have passed at least 06 subjects with two credit passes (Except optional Subjects) at the General Certificate of Education (Ordinary Level) in not more than two sittings.

*Internal Candidates*

(B) Applicant in a permanent post in the Provincial Public Service Should have passed at least Year 9 (Grade 8) in an approved school in the Government.

4.2 *Technical Skills / Proficiency and Experience :*

(a) Should have possessed a driving license to drive a motor vehicle which is more than 34 honder of gross weight (Should have possessed a "A" grade driving license or "B" grade driving license according to new driving licenses issued by Commissioner of Motor Traffic)

(b) Special consideration will be given to the applicants who has experience of 03 years as a vehicle driver (This should be confirmed through a Service Certificate)

(c) Should have possessed a proficiency certificate to the relevant post of not less than NVQ level 4 issued by a Technical / Vocational Training Institute approved by Tertiary and Vocational Educational Commission.

5. *Methods of Recruitment.*– All Applicants who have least educational qualifications for recruitment will be forwarded to a Structural interview. Qualified applicants only will be called for interview and date for interview will be informed later. Following documents should be submitted at the interview.

- (i) Original copy of Birth Certificate
- (ii) Original copies of Education Certificates.
- (iii) Driving License, National Identity Card or valid pass port.
- (iv) Certificates for vocational qualifications to the relevant post.
- (v) Grama Niladhari Certificate obtained recently.
- (vi) Two Character Certificate obtained recently.
- (vii) Service Certificate.
- (viii) Other Certificates for Qualification.

5.2 More qualified persons from applicants who faced interview will be recruited to the vacant post.

### 6. Methods of Application :

- 6.1 Application prepared using both sides of a A4 size paper in accordance with the specimen form indicate in the Notification should be sent under the registered post to "Secretary, Panduwasnuwara Pradeshiya Sabha, Hettipola." To be received on or before 2017.08.18.
- 6.2 It should be written on the top left corner of the envelop enclosing the Application "Application for the post of Drivers in the categories of Service of Preliminary Technical Grade III (Heavy Vehicle Machine Operators III) "
- 6.3 Signature of the Applicant should be attached by a principal of a Government School/Justice of Peace/ Commissioner of Oath/ Attorney at law.
- 6.4 Applications from Applicants who are already in the Public Service/ Provincial Public Service must be forwarded through the Heads of their respective departments.
- 6.5 Applications which are not completed or received after the closing date, will be rejected without Information.

It will be decided by Panduwasnuwara Pradeshiya Sabha regarding number of recruitments and effective date of the appointment. The Secretary of Panduwasnuwara Pradeshiya Sabha reserves all rights to delay or cancel this notification or amend it during or after calling applications.

H.A.G. NISHANKA,  
Secretary,  
Panduwasnuwara Pradeshiya Sabha.

28th July, 2017.

## Specimen Application Form

## POST OF HEAVY VEHICLE MACHINE OPERATORS AT PANDUWASNUWARA PRADESHIYA SABHA

01. Full Name :\_\_\_\_\_.
02. National Identity Number :\_\_\_\_\_.
03. Permanent Address :\_\_\_\_\_.
04. Telephone Number :\_\_\_\_\_.
05. Date of Birth :- Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.
06. Age on Closing Date of Application :- Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.
07. Educational Qualifications :  
Grade Passed at last :\_\_\_\_\_.  
GCE (O/L)

Year :\_\_\_\_\_. Index Number :\_\_\_\_\_.

[illegible]

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08. Vocational Qualifications : -

Number of Driving License :\_\_\_\_\_. Grade :\_\_\_\_\_. Date of Issue :\_\_\_\_\_.

<i>Institution rendered the Course followed</i>	<i>Time Duration</i>	<i>Certificate Number and Effective Date</i>

09. Service Experience :\_\_\_\_\_.

10. Have you been Ever Convicted of any offence in a Court ? :\_\_\_\_\_.

11. I also hereby Certify that the information furnished by me in the application are true and correct. I am also aware that if any information provided here in is found incorrect or false before the selection, I am liable to disqualification and to dismissal without any compensation if found incorrect or false after the Selection.

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

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

12. Attestation of the signature :

I certify that Mr. .... the applicant is personally known to me and that he/she signed before me.

\_\_\_\_\_,  
Signature of Person Attesting.

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

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

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

Address :\_\_\_\_\_.

(official Stamp)

13. Report of the head of the Department / Institution if the applicant is in the Public Service / Provincial Public Service :

I Certify that Mr. .... is employed in this Ministry / Department/ Provincial Council/ Institution as a officer in Permanent / Casual / Temporary. I am aware of that if he selected to the post I can/ can't release him from prevailing post.

\_\_\_\_\_,  
Signature of Head of the Department  
or Authorized Officer.

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

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

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

Address :\_\_\_\_\_.

(official Stamp)