

RECRUITMENT FOR GRADE III NON TECHNICAL POSTS PRADESHIYA SABHA ALAWWA

APPLICATIONS are called from qualified candidates those permanently residing in the area of authority of Pradeshiya Sabha Alawwa for recruitment of the following posts.

02.

	<i>Name of the Post</i>	<i>Number of Posts</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
01	Office Assistant	01	P. A. C. 3/2016 PL1-2016 Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 (Salaries are paid in accordance with P. A. C. 3/2016)	Should have passed at least two subjects at the G. C. E. (O/L) Examination
02	Watcher	01		
03	Working/Field Labourer	03		
04	Sanitary Labourer	01		

03. *Other qualifications required :*

- Applicant should be a citizen of Sri Lanka,
- Should be a permanent resident not less than for a period of immediate previous 3 years within the area of authority of Pradeshiya Sabha Alawwa as at the closing date. (residency should be confirmed by the electoral register of a certificate issued by the Divisional Secretary),
- Should not be below than 18 years of age and not more than 45 years of age on the closing date of applications. The maximum age limit will not be applicable for the candidates who are already permanently employed in the service),
- Should not have been convicted before a Court of Law under the Penal Code,
- Should have an excellent character and should be in good health.

04. *Method of Recruitment.*- Recruitments are made considering the educational qualifications and result of an oral test of the applicants those participate at the interview.

05. *Terms of employment :*

- This post is permanent and pensionable, subject to a 03 years probation period.
- In addition to the above terms of employment the applicants should abide by the conditions of service minutes approved by the Hon. Governor in the North Western Province, Financial Regulations, other departmental orders and other regulations and orders issued by the North Western Provincial Council or Public Service Commission from time to time.

06. *Method of application :*

- Applications prepared in accordance with the specimen form given to this notification should be sent by registered post to reach the address of Secretary, Pradeshiya Sabha Alawwa on or before 31.08.2017.
- The post applied should be indicated at the top left hand corner of the envelope where the application is enclosed.
- The copies of the following certificates should be annexed to the application :
 - Certificate of birth,
 - Certificate of education,
 - Certificate of school leaving,

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- (d) Certificate of Grama Niladhari for confirm the residency (should have countersigned by the Divisional Secretary),
(e) 02 Certificates of character issued recently,
(f) Certificates of experience.

The Secretary to the Pradeshiya Sabha Alawwa reserves the absolute power to delay, alter or cancel this notification while or after these applications are invited.

K. R. P. G. R. KARUNANAYAKA,
Secretary,
Pradeshiya Sabha Alawwa.

Pradeshiya Sabha Alawwa,
11th August, 2017.

Specimen Application

RECRUITMENT FOR NONTECHNICAL POST OF PRADESHIYA SABHA ALAWWA - 2017

APPLICATION FOR THE POST OF

01. Name of the applicant with initials :_____.
02. Names denoted by initials :_____.
03. Permanent Address :_____.
04. Grama Niladhari Division :_____.
05. Divisional Secretariat Division :_____.
06. District :_____.
07. Date of Birth :
Year :_____. Month :_____. Date :_____.
08. Age as at closing date of applications received :
Years :_____. Months :_____. Days :_____.
09. Sex :_____.
10. Are you Sri Lankan by descent or by registration ? :_____.
11. Marital status :_____.
12. National Identity Card No. :_____.
13. Educational Qualifications :
G. C. E. (O/L) Examination :
Year passed and Index No. :_____.

<i>Serial No.</i>	<i>Subject</i>	<i>Pass</i>
01		
02		
03		
04		
05		
06		
07		
08		

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14. Professional and other qualifications :———. .
15. Service experience :
- (a) Present place of work :———. .
- (b) Present post held :———. .
- (c) Date of appointment to the present post :———. .
- (d) Previous places of work and posts held :———. .

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 these 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.

_____,
Applicants Signature.

Date :———. .

Certificate of the Head of the Institute for the applicants those who already employed in Public Service :

This applicant Mr./Mrs./Ms..... is employed in this Department/Institute as a if he/she is selected for this post he/she can/cannot be released from the present post. I hereby certify that he/she not been subjected to any disciplinary punishment and the application is recommended/not recommended and forwarded.

_____,
Signature of the Head of Department/Institute.

Name :———. .

Designation :———. .

Department/Institute :———. .

(Should be franked)

Date :———. .