



PRADESHIYA SABHA, HORANA

Vacancies

APPLICATIONS are hereby called from the candidates, who are permanent residents of the Western Province and have satisfied qualifications prescribed in this notification with sound physical and mental condition, for the following posts fallen vacant in Pradeshiya Sabha, Horana. (Special attention will be drawn to the candidates who are residing permanently within the area of Pradeshiya Sabha, Horana for three years immediately preceding the closing date of applications and those who are at present serving in the Pradeshiya Sabha on substitute, contract or project basis).

<i>Serial No.</i>	<i>Service Category and Designation</i>	<i>Number of Vacancies</i>	<i>Educational and other Qualifications</i>	<i>Salary Scale and Salary Code</i>	<i>Recruitment</i>
01	Primary Level - Unskilled Service Category Sanitary Labourer Grade III	05	Should have passed Grade 8 (Year 9)	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 PL 1-2016	Recruitments will be made by a Structured Interview Board. (For this purpose the service period on casual, substitute and contract basis in a local government institution, other certificates obtained on experience in relation to the post, general knowledge on the current issues at national and international level and the personality will be taken to consideration)

<i>Serial No.</i>	<i>Service Category and Designation</i>	<i>Number of Vacancies</i>	<i>Educational and other Qualifications</i>	<i>Salary Scale and Salary Code</i>	<i>Recruitment</i>
02	Primary Level Unskilled service category Work/Field Labourer Grade III	04	Should have passed Grade 8 (Year 9)	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 PL 1-2016	Recruitments will be made by a Structured Interview Board. (For this purpose the service period on casual, substitute and contract basis in a local government institution, other certificates obtained on experience in relation to the post, general knowledge on the current issues at national and international level and the personality will be taken to consideration)
03	Primary Level -Unskilled service category Watcher of Office Employees' Service III	01	Should have passed G. C. E. (O/L) examination in six subjects at least with two credit passes in not more than two sittings (Should have passed five subjects out of these in one sitting)	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 PL 1-2016	Recruitments will be made by a Structured Interview Board. (For this purpose other educational qualifications possessed in addition to the basic qualifications prescribed for the recruitment, general knowledge on the current issues at national and international level and in addition to the above the personality required for the post will be taken to consideration)
04	Primary Level -Skilled service category Driver Grade III	02	Should have passed G. C. E. (O/L) examination in six subjects at least with two credit passes including Sinhala/Tamil in not more than two sittings. (Should have passed at least five subjects out of these in one sitting) <i>Professional Qualifications :</i> 1. Should have possessed a valid driving license issued by the Commissioner General of Motor Traffic with regard to driving of Private/hiring cars and Station Wagons which are less than 24CWT of tare weight (a driving license in vehicle class C and C1 or a driving license in class B under new procedure should have been obtained at least before 03 years from the date of recruitment)	Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990 PL 3-2016	Recruitments will be made by a professional test and a general interview. (The competency of driving, practical knowledge on Highway Code and motor Mechanism will be tested by a professional test conducted by a board consists of an executive/staff officer appointed by the Appointing Authority, an Examiner of Motor Vehicles from the Department of Motor Traffic and an officer from Police Motor Traffic Division)

<i>Serial No.</i>	<i>Service Category and Designation</i>	<i>Number of Vacancies</i>	<i>Educational and other Qualifications</i>	<i>Salary Scale and Salary Code</i>	<i>Recruitment</i>
			<p>2. Should have a fair knowledge on the Highway Code</p> <p><i>Experience :</i> Should have possessed 3 years' experience as a driver of motor vehicles after obtaining the license (The experience should be proved by a formal certificate)</p> <p><i>Physical fitness :</i> 1. Should be of the minimum height of 5 ft. 2. Should be of sound physical health and good eye sight so as to perform duties during day and night. This fact should be proved by a proper certificate issued by a Government Medical Officer)</p>		
05	<p>Primary Level - Unskilled service category</p> <p>Library Assistant Grade III</p>	1	Should have passed G. C. E. (O/L) examination in six subjects at least with two credit passes in not more than two sittings. (Should have passed five subjects out of these in one sitting)	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 PL 1-2016	Recruitments will be made by a Structured Interview Board (For this purpose other educational qualifications possessed in addition to the basic qualifications prescribed for the recruitment, general knowledge on the current issues and the personality required for the post will be taken to consideration)
Recruitments on limited stream					
06	<p>Primary Level- Semi skilled service category</p> <p>Ayurveda Dispenser Grade III</p>	2	Should have passed G. C. E. (O/L) examination in six subjects at least with two credit passes in not more than two sittings. (Should have passed five subjects out of these in one sitting)	Rs. 25,250 - 10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,450 PL 2-2016	Recruitments will be made by a Structured Interview Board from qualified internal candidates after verification of qualifications. (For this purpose, service period in addition to the service period to be completed after confirmation, service on acting or performing duties in the post, basic knowledge on indigenous Ayurveda system and medicine and the personality will be taken in to consideration)

<i>Serial No.</i>	<i>Service Category and Designation</i>	<i>Number of Vacancies</i>	<i>Educational and other Qualifications</i>	<i>Salary Scale and Salary Code</i>	<i>Recruitment</i>
			<p><i>Experience :</i></p> <ol style="list-style-type: none"> 1. Should have possessed an experience of not less than one year in a post of a Government Ayurveda Dispensary or a registered Ayurveda Dispensary recognized by the Government and 2. Should have possessed a permanent service of five years in the relevant local government institution and been confirmed in the post and should have not been subjected to any disciplinary punishment. 		
07	<p>Primary Level Semi-skilled service category</p> <p>Electrician Grade III</p>	1	<p>Should have passed G. C. E. (O/L) examination in six subjects at least with two credit passes in not more than two sittings (Should have passed five subjects out of these in one sitting)</p> <p><i>Professional Qualifications :</i></p> <p>Should have acquired the competency at least at the level 2 of NVQ (National Vocational Qualifications) as determined by the Tertiary and Vocational Education Commission in relation to the post or an experience of not less than 06 months in the relevant field. (Should be proved by certificates)</p> <p><i>Experience :</i></p> <p>Should have been confirmed in a post in primary grade in the relevant local government</p>	<p>Rs. 25,250 - 10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,450 PL 2-2016</p>	<p>Verification of basic qualifications and testing of physical fitness will be made by a Structured Interview Board. (For this purpose other educational qualifications possessed in addition to the basic qualifications prescribed for the recruitment, practical knowledge and personality in relation to the post will be taken to consideration).</p>

<i>Serial No.</i>	<i>Service Category and Designation</i>	<i>Number of Vacancies</i>	<i>Educational and other Qualifications</i>	<i>Salary Scale and Salary Code</i>	<i>Recruitment</i>
			institution and completed the service period of five years and passed the relevant efficiency bar examination with a satisfactory period of five years.		
08	Primary Level-Skilled service category Heavy Machine Operator Grade III	01	<p>Should have passed G. C. E. (O/L) Examination in Six subjects at least with Two Credit passes in not more than Two Sittings (Should have passed five subjects out of these in one sitting)</p> <p><i>Professional Qualifications :</i></p> <ol style="list-style-type: none"> 1. A valid driving license for driving of heavy vehicles (Should have possessed a valid driving license issued by the Commissioner General of Motor Traffic with regard to driving of Motor Vehicles and Heavy Trailers which are more than 34CWT of tare weight and motor coaches of which can carry more than 32 passengers or a driving license in vehicle class A or a driving license in class D under new procedure) 2. Should be of the minimum height of 5 ft. 3. Should have acquired a certificate equivalent to the Level 04 of NVQ issued by the Tertiary and Vocational Education Commission. 4. Should have obtained a basic knowledge on Motor Mechanism. 	<p>Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990</p> <p>PL 3-2016</p>	Verification of basic qualifications will be made by a structured Interview Board. (For this purpose knowledge on Highway Code, mechanical operations and its maintenance, practical knowledge and personality will be assessed)

<i>Serial No.</i>	<i>Service Category and Designation</i>	<i>Number of Vacancies</i>	<i>Educational and other Qualifications</i>	<i>Salary Scale and Salary Code</i>	<i>Recruitment</i>
			<p><i>Experience :</i></p> <ol style="list-style-type: none"> 1. Should have been confirmed in a post in a local government institution under PL 1/PL 2 2. Should have completed a service of 03 years in a post mentioned in 1 above. 3. Should have gained an experience of six months for operating heavy machines for the Post of Heavy Machine Operator. 		
09	<p>Management Assistant Non-Technical Service Category</p> <p>Market Supervisor Grade III</p>	01	<p>Should have passed G. C. E. (O/L) Examination in Six subjects with Two Credit passes for Language and Mathematics in not more than two sittings. (Should have passed Five subjects out of these in one sitting)</p> <p><i>Experience :</i></p> <p>Should be employees who receive salaries under Salary Code PL-1 and PL-2 of a Local Government Institution and have been confirmed in the service and completed five years' service after confirmation. The service period should be confirmed by the Head of Institution.</p>	<p>Rs. 27,140 - 10x300 - 11x350 - 10x495 - 10x660 - Rs. 45,540</p> <p>MN 1-2016</p>	<p>Recruitment will be made by the results of a written test and a structured interview board.</p> <p><i>Written test :</i></p> <ol style="list-style-type: none"> 01. General knowledge and intelligence test. 02. A test to assess knowledge in relation to the field. <p>Service period to be completed in addition to the compulsory service period after confirmation, service on acting basis or performing duties and knowledge in relation to the field and personality will be assessed by the structured interview.</p>

Conditions for Recruitment :

- (i) The candidate should be a citizen of Sri Lanka,
- (ii) The candidate should be a resident, who is permanently and continuously residing within Western Province for a period of 3 years.
- (iii) More consideration will be given to the candidates who are permanent residents within the area of Pradeshiya Sabha, Horana.
- (iv) Should be not less than 18 years and not more than 45 years of age as at the closing date of applications. (The maximum age limit will not be applied for the candidates who are already in Public Service.

-
- (v) More attention will be paid for the employees who are already serving in Pradeshiya Sabha on casual, substitute or contract basis.
 - (vi) Candidates should be of excellent character and with sound physical and mental condition to perform the duties of the post.
 - (vii) Should be a person who has not been convicted and punished by a Court under Penal Code.
 - (viii) Should be a person who has not been dismissed from the service of a Public or Local Government Institution.
 - (ix) Should be a person who has not retired under Public Administration Circular No. 44/90.
 - (x) The candidate will be directed for a formal interview and practical test according to the exigency of service and qualified candidates will be selected on the highest marks secured by them at the above.
 - (xi) Candidates should have satisfied minimum qualifications prescribed for recruitment each and every way as at the date mentioned in the *Gazette* notification.
 - (xii) Vacancies in the posts mentioned under number 06 to 09 will be filled from the candidates applied under limited stream.
 - (xiii) The Secretary of the Pradeshiya Sabha, Horana reserves the right to delay or change the recruitments or cancel or revise this notification due to making revisions to new procedures of recruitment to these posts of Western Province or any substitution of procedures after or whilst calling applications.

General Conditions for Engagement in Service :

- (i) This post is permanent and pensionable. (Appointments will be granted subjected to policy decisions which would be taken by the government in future).
- (ii) Candidates who are recruited will be subjected to a probation period of 3 years. Permanent employees will be subjected to a probation period of one year.
- (iii) Should be bound by the Official Language Policy.
- (iv) Payments of salaries under salary scales applicable to each post will be paid from 01.01.2016 as per the Schedule II of the Public Administration Circular No. 3/2016. These salary scales will be fully implemented from 01.01.2020.
- (v) In addition to the above candidates should be bound by the provisions of the Establishments Code, Financial regulations, Orders of Hon. Governor of Western Province, other orders imposed from time to time by the Provincial Public Service Commission, Departmental orders and regulations and orders issued from time to time by Pradeshiya Sabha.

04. *Method of application.*— Applications should be prepared as per the specimen indicated in this notification using the paper of size A4 and the post applied for should be indicated on the top left corner of the envelope in which the application is contained. The duly perfected applications should be sent by registered post to Secretary, Horana Pradeshiya Sabha, Kananwila, Horana before 06.10.2017. The candidates who are already in Public or Provincial Public Service should send their applications through the Head of the respective Institution. Incomplete applications and applications which are received after the closing date will be rejected without any notice.

Copies of the following documents should be sent along with the applications :

- (i) Certificate of birth,
- (ii) A photocopy of the National Identity Card,
- (iii) Educational certificates/School leaving certificate,
- (iv) Certificate of residence issued by Grama Niladhari and counter signed by the Divisional Secretary,
- (v) Certificates to prove other qualifications,
- (vi) Certificate on service experience,
- (vii) Two character certificates issued recently,
- (viii) Police report.

05. Number of the candidates to be called for interview/practical test will depend on the number of existing vacancies and such calling should not be considered as an eligibility for an appointment.

The Secretary of Pradeshiya Sabha, Horana reserves the right to take final decision regarding all matters not provided for these recruitments.

ANOMA ABEYSINGHA,
Secretary and officer for exercising and executing the powers of the Council,
Pradeshiya Sabha, Horana.

31st August, 2017.

PRADESHIYA SABHA, HORANA

SPECIMEN APPLICATION FOR THE POST OF

01. (i) Name with initials :_____.
(ii) Names denoted by initials :_____.
02. Permanent address :_____.
03. Grama Niladhari Division :_____.
04. District :_____.
05. Date of Birth : Year :_____, Month :_____, Date :_____.
06. Age as at the closing date of applications (06.10.2017) : Years :_____. Months :_____. Days :_____.
07. Sex :_____.
08. Whether a citizen of Sri Lanka ? If so, indicate whether it is by descent or registration :_____.
09. Number of the National Identity Card :_____.
10. Contact Number :_____.
11. Marital status :_____.
12. Educational Qualifications :
12.1 The class by which the candidate has passed for the last time :_____.
12.2 G. C. E. (O/L) Examination :
(i) Year :_____. Month :_____.
(ii) Index Number :_____.
(iii) Results :

<i>Subject</i>	<i>Pass</i>	<i>Subject</i>	<i>Pass</i>

13. G. C. E. (A/L) Examination :
(i) Year :_____. Month :_____.
(ii) Index Number :_____.
(iii) Results :

<i>Subject</i>	<i>Pass</i>

-
14. Professional qualifications and experience :———. .
15. Other qualifications :———. .
16. Have you ever been convicted by a court for an offence ? :———. .
17. Do you serve at present under this Pradeshiya Sabha on casual, substitute, temporary or project basis ? If so indicate the period of service and other particulars :———. .
18. Date of first appointment :———. .
19. Post :———. .
20. Period of service : Years :———. . Months :———. . Days :———. .
21. Have you ever been subjected to any disciplinary punishment during the past five years ? :———. .

I do hereby certify that the particulars given by me in this application are true and correct to the best of my knowledge. Further I am aware that if any particulars contained herein are found to be false I am liable in terms of the terms for recruitment to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

_____,
Signature of Candidate.

Date :———. .

Attestation of the Head of Institution for the candidates who are already in service

Mr./Mrs./Miss is serving in the post of of this institution, he/she can/ cannot be released from service if he/she is selected for the above post. It is hereby certified that he/she has not been subjected to any punishment and therefore the application submitted by the candidate is hereby submitted after recommendation.

_____,
Signature of the Head of Institution.

Date :———. .