



MEDA DUMBARA PRADESHIYA SABHA

Post Vacant

THE applications are called for recruitment to the following post in Meda Dumbara Pradeshiya Sabha from qualified permanent residents who possess the following qualifications, living within the administrative limits of Meda Dumbara Pradeshiya Sabha.

02. Applicants considering the under mentioned facts, should prepared their applications according to the specimen given below. Completed applications should be posted under Registered Cover to the Secretary, Meda Dumbara Pradeshiya Sabha, Meda Dumbara, on or before 30.09.2017.

<i>Serial No.</i>	<i>Designation</i>	<i>No. of Vacancies</i>	<i>Salary Scale</i>	<i>Type of service</i>
01	Driver	01	Rs. 24,250 – 10x250 – 10x270 - 10x300 - 12x330 Rs. 36410/- (monthly)	Skilled

Educational Qualifications (For External Applicants) :

- (a) Should have passed the General Certificate of Education (Ordinary Level) minimum 6 subjects with 2 Credit Passes, in not more than two sittings, out of that 05 subjects in one and same sitting.

For Internal Applicants :

- (b) Those who are already permanent in Provincial Council Public Service, should have passed Grade 8 (Year 9) in a Government approved school.
- (ii) Those who have recruited on casual / substitute / contract or service contract basis shall possess educational qualifications individually, existed procedures of recruitments.
- (iii) Competency / Skills and Experience
- (iv) Possess a driving license to operate heavy motor vehicle and trailer with driving competencies, over 34 cwt tare weight and a bus carry more than 32 passengers. (A class motor vehicle driving license) issued by the Commissioner of Motor Traffic.

Should possess minimum 03 years experience as a driver, after obtaining driving license, (Proven by certificates). The suitable candidates shall be selected by a trade test related to the post, confirming the competencies.

03. Other Qualifications Required :

- (i) Possessing professional skills related to the posts shall be treated as special qualifications.

04. Method of Recruitment :

- (i) Applicants shall face a structural interview and the selection will be made after verification of qualifications.

05. Terms of Employment :

- (i) These posts are permanent and pensionable. Should make contribution to the widow's/ widower's and orphans fund.
- (ii) The selected appointments will be subjected to a period of probation for 03 years and if the work, conduct and attendance were in not satisfactory manner, the appointments will be terminated without making permanency.

06. 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 limits will not applicable to the applicants those who are presently employed in Government or Local Government Institutions).
- (ii) Applicants should be citizens of Sri Lanka by descent or by registration.
- (iii) Applicants should have an excellent moral character and physically sound.
- (iv) Should not have been convicted by a Court of Law under penal code.
- (v) Should establish a period of minimum 03 years permanent residency within the Meda Dumbara Pradeshiya Sabha authority areas by the Grama Niladhari's certificate, attested by the Divisional Secretary.
- (vi) Preference will be given to those who are already in service.

07. Method of Application.— Applications prepared according to the specimen given below , should be sent under Registered cover, to The Secretary, Meda Dumbara Pradeshiya Sabha, Meda Dumbara, on or before 30.09.2017. The post applied for should be marked clearly on the top left hand corner of the envelope enclosing the application. (Those who are already in Government or Provincial Public Service, shall send their applications through their Heads of the Departments)

08. The applications should be enclosed with copies of the following documents. (First copies should be submitted in the interview) :

- (i) Certificate of Birth
- (ii) Certificates of Educational Qualifications
- (iii) Residential certificate issued by the Grama Niladhari, Counter signed by the Divisional Secretary
- (iv) 02 recent character certificates. (One from the Grama Niladhari of the Division)
- (v) Professional Certificates, if any
- (vi) Service certificates (Only for those who are serving in Government or Provincial Public Service)

09. The Secretary to the Meda Dumbara Pradeshiya Sabha reserves all such powers to delay or alter such recruitment or cancel or amend this notification after calling application or during such process. In the event of inconsistency in the Tamil and English translation, the Sinhala text shall prevail.

SUMANA WIJERATNA,
Secretary,
Meda Dumbara Pradeshiya Sabha.

Meda Dumbara Pradeshiya Sabha Office,
05th August, 2017.

Specimen Application Form

APPLICATION FOR THE POST IN THE MEDA DUMBARA PRADESHIYA SABHA

01. (a) Name with Initials :_____.
- (b) Names denoted with Initials :_____.
02. Private Address :_____.
03. Date of Birth : Year :_____. Month :_____. Date :_____.
- Age as at 30.09.2017 : Years :_____. Months :_____. Days :_____.
04. National Identity Card No. :_____.
05. Are you a citizen of Sri Lanka ? If so, by Descent or by Registration? :_____.
06. Sex: Male/Female :_____.
07. Civil Status: Married / Single :_____.
08. Educational Qualifications: G.C.E. (O/L) Index No. :_____. Year :_____.
- (Should be attached the copies of certificates)
09. Period of permanent residency in the Meda Dumbara Pradeshiya Sabha area :_____. years :_____.
10. Other Qualifications :_____.
11. Professional Qualifications and experience :_____.
12. If you are serving in the Council, give details of service :_____.

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 is found to be false as per the condition of recruitment, and I am liable to be dismissed 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

13. I hereby certify the application of Mr. / Mrs. / Miss serving in this Institution as
..... in permanent/ casual/ substitute/ contract basis and I further state that she/ he has not
been subjected to any inquiry on disciplinary ground (except warnings) and if he/she is selected for the post, he/she can/
cannot be released and his/ her application is hereby forwarded with recommendation.

_____,
Signature of the Head of the Department.

Name :_____.

Designation :_____.

Department :_____.

Official Seal :_____.

Date :_____.