

THIHAGODA PRADESHIYA SABHA

Recruitment for Vacancies of Southern Provincial Public Service (Local Government)

Serial No.	Designation	Service Category	No. of Vacancies	Salary Scale	Minimum Educational Qualifications and Experience/ Extra Qualifications
01	Work Field Labourer	Grade III Non Skilled	02	As per P.A. C. 03/2016 PL- 01 2016 Rs. 24,250 - 250 x 10 - 270 x 10 - 300 x 10 - 330 x 12 - Rs.36,410	Should have Passed Grade 8 (year 9)

02. Other Qualifications required :-

- Age should not be less than 18 years and not more than 45 years as at closing date of applications. This maximum limit of age is not applicable for those who are already employed in the Public Service or Provincial Public Service and they should submit their applications through their heads of Department.
- Applicant should be a citizen of Sri Lanka by decent or registration
- Applicant should be a permanent resident for the recent past 03 years within Matara District.
- Applicants should bear an excellent moral character and be in good health
- Applicants should not have been convicted by any court of law under Penal Code.
- Applicants should not have been dispelled from the Service
- Applicants should have completed all qualifications required as at closing date of applications

03. General Conditions of recruitment :

- The post is permanent and pensionable. Nevertheless pension scheme will be subject to policy decisions taken by the Government in the future
- Recruited employees should contribute into Widows/Widowers and Orphanage Pension scheme.
- Recruited employees are subject to a probation period of Three years. Employees who are already confirmed in the Public Service are subject to an acting period of one year.
- Recruited employees should adhere to official language policy
- Payments of salaries are paid for each designations from 01.01.2016 as per schedule II of Public Admin. Circular 03/2006. The said salary scale will completely take effect from 01.01.2020.
- Priority will be given to those who are currently serving at Thihagoda Pradeshiya Sabha on temporary/casual/substitute/contract/registered basis.
- All appointees shall adhere to serve according to Constitution of Republic of Sri Lanka, Establishment Code, Financial Regulations, Orders of Hon. Governor of Southern Provincial Council, Departmental Orders, Orders which will be enacted from time to time by the Southern Provincial Public Service Commission, Departmental Orders, regulations and Orders issued by Thihagoda Pradeshiya Sabha from time to time.
- All recruited employees should be bound to orders of procedure in recruiting to Non Skilled service primary category of junior employee service of Southern Provincial Public Service bearing No. 239 approved on 16.04.2013 by Hon. Governor of Southern Provincial Council and regulations and amendments that will be made to that.

04. *Method of Application.* – Applicants should send their applications which can be prepared on A4 paper as per the specimen given at the end of this notice on or before 05.12.2017 to "Secretary" Thihagoda Pradeshiya Sabha, Thihagoda along with certified copies of the following documents. On the top left hand corner of the envelop post applied for has to be mentioned. Incomplete, illegible and late applications will be rejected with no notice. (Applicants who are already in the public/Provincial Public service should send their application through their heads of Department).

Following documents should be sent along with the application.

1. Certificate of Brith;
2. Photo copy of the National Identity Card;
3. Educational Certificates/School leaving certificate;
4. Grama Niladri certificate counter signed by Divisional Secretary to prove the residence Obtained within 06 months);
5. Police certificate to prove the you have not been convicted by any court of law for any criminal offence and no such an inquiry against you at the moment.;
6. Certificates of vocational or service experience (if any);
7. Two recent testimonials.;

5. Secretary of Thihagoda Pradeshiya Sabha reserves the powers of delaying or changing this recruitment during or after calling for applications or cancelling or amending this notice.

In case of any confuse of meaning in the English an Tamil translation, Sinhala meaning will be given priority.

Powers to take the final decision about all other matters which are not stated herein regarding this recruitment are reserved with the Secretary of thihagoda Pradeshiya Sabha.

H. H. ASANKA KUMARI,
Secretary,
Thihagoda Pradeshiya Sabha.

Office of Thihagoda Pradeshiya Sabha,
23rd October, 2017.

SPECIMEN APPLICATION

THIHAGODA PRADESHIYA SABHA.

APPLICATION FOR THE POST OF.....

1. (i) Applicant's name with initials :_____.
(ii) Names denoted by initials :_____.
2. Permanent Address :_____.
3. District of Permanent Residence :_____.
4. Divisional Secretary's Division of Permanent Residence :_____.
5. Date of Birth : Year :_____. Month :_____. Date :_____.
6. Age as at closing date of applications (As at 23.10.2017) :
Years :_____. Months :_____. Days :_____.
7. Sex :_____.
8. National Identity Card No. :_____.
9. Telephone Number :_____.
10. Civil Statues :_____.
11. Are you a citizen of Sri Lanka? If so by decent or registration :_____.

12. Educational Qualifications (Details of Examinations passed) :_____.

12.1 Final Class passed :_____.

12.2 G. C. E. (O/L) Examination :

(i) Year :_____. Month :_____.

(ii) Index Number :_____.

(iii) Result :_____.

<i>Year</i>	<i>Pass</i>

<i>Year</i>	<i>Pass</i>

12.3 G. C. E. (A/L) Examination

(i) Year :_____. Month :_____.

(ii) Index Number :_____.

(iii) Result :_____.

<i>Year</i>	<i>Pass</i>

13. Qualifications about vocational or Service experience (Should prove by certificates) :_____.

14. If you are already employed :

(i) Present Designation :_____.

(ii) Place of Work :_____.

(iii) Date and type of appointment :_____.

15. Have you ever been convicted by any court of law for any criminal offence ? if so give details :_____.

16. Certificate of the applicant :_____.

I do hereby certify that above details furnished by me are true and correct. I am aware that I will be dispelled from the service if any information is found false after the selection without any compensation.

_____,
Applicant's Signature.

Date :_____.

Certificate of the Head of Department/Institution for the applicants who are already in the service :

The Applicant Mr/Miss/Mrs..... has been working in this Department/Institution as..... His/her work are Satisfactory and he/she has not been subject to any disciplinary punishment. He/She can be/cannot be relased from the service if selected for above post. and this application is recommended and submitted.

_____,
Signature of Head of Department

Date :_____.