



PRADESHIYA SABHA - MATARA

APPLICATIONS are invited from qualified applicants for the recruitment for following vacancies of Office Employee in Matara Pradeshiya Sabha.

<i>Designation</i>	<i>No. of Vacancies</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>	<i>General Qualifications</i>
Office Employee	01	P. L.1 2016 As per Pub. Admin. Circular 03/2016. Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed G. C. E. (O/L) in six subjects with Two Credit passes in not more than two sittings.	* Should be a citizen of Sri Lanka. * Should bear a moral character. * Should be a permanent resident with the area of Matara Pradeshiya Sabha within 03 years as at closing date of applications. * Residence has to be proved with a certificate issued by Grama Niladari and counter signed by Divisional Secretary. * All educational qualifications should have been completed as at the date of calling applications mentioned in the <i>Gazette</i> .

Other :

01. Priority will be given to those who are already in the service of Matara Pradeshiya Sabha on permanent/casual/substitute/temporary/contract basis.
02. Age should be not less than 18 years and not more than 45 years as at the closing date of applications. (Maximum age limit will not apply for those who are in the permanent service at present).
03. Applicant should not have been convicted and punished by any court of law under Penal Code and should not be a person who has been dispelled from Provincial Public Service.
04. The Secretary of Matara Pradeshiya Sabha reserves the right of delaying or changing or cancelling or amending this recruitment or this notice on or after calling applications.

Method of Recruitment :

01. Selection will be made through an interview.
02. Only qualified persons will be called for the interview.

Service conditions :

1. This post is permanent and pensionable.
2. Contribution will be made to Widow/Widower and Orphans Pension Scheme.
3. Appointment will be subject to probation period of 03 years and permanent appointments will be awarded only for servants whose works, attendance and conduct are satisfactory at the end of such probation period of 03 years.
4. All appointees shall adhere to serve according to Establishment Code, Financial Regulations, Departmental Orders and regulations and orders which will be enacted from time to time by the Government or Southern Provincial Council.

How to apply:- Application prepared in A4 paper as per the specimen given here should reach on or before 04.12.2017 to "Secretary" Pradeshiya Sabha, Matara under registered post. On the top left hand corner of the envelope in which the application is enclosed post applied for has to be mentioned. Incomplete or delayed applications will be rejected.

Copies of following certificates should be attached with the application and originals have to be submitted at the interview :

01. Certificate of Birth,
02. Educational certificates,

03. Recent Grama Niladari's certificate to prove the residence (Counter signed by Secretary),
04. 02 recent character certificates,
05. Certificates on experience,
06. Service certificate if employed in Matara Pradeshiya Sabha.

Secretary,
Matara Pradeshiya Sabha.

Matara Pradeshiya Sabha,
Matara,
30th October, 2017.

For office use

Application for the Post of Office Employee of Matara Pradeshiya Sabha

01. Applicant's name (With initials) :_____.
02. Names denoted by initials :_____.
03. Permanent Residential Address :_____.
04. Telephone Number :_____.
05. District :_____.
06. Date of Birth : Year :_____. Month :_____. Date :_____.
07. National Identity Card No. :_____.
08. Age as at closing date of application : Years :_____. Months :_____. Days :_____.
09. Sex :_____.
10. Civil status :_____.
11. Race :_____.
12. Are you a citizen of Sri Lanka ? If so by decent or registration :_____.
13. Educational Qualifications : O/L, A/L

<i>Subject</i>	<i>Grade obtained</i>	<i>Subject</i>	<i>Grade obtained</i>

14. Experience and professional qualifications :_____.
15. If you are already employed in Matara Pradeshiya Sabha.
 1. Present Post :_____.
 2. Date of appointment to that post :_____.
 3. Type of that appointment (Permenant/temporary/casual/substitute/contract) :_____.

I do hereby certify that above details furnished by me are true and correct. I am aware that I will be disqualified if any information is found fault before selection and I will be subject to be dispelled from the service paying no compensation if such an information found fault after the appointment.

_____,
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 employed in this Department/Institution as The particulars furnished by him/her are true and he/she can be/cannot be released from the service if selected for above post. He/she has not been subject to any disciplinary punishment and this application is recommended and submitted/not submitted.

_____,
 Signature and Official stamp of the
 Head of Department/Institution.

Name :_____.

Designation :_____.

Department/Institution :_____.

Date :_____.