



## SEETHAWAKAPURA URBAN COUNCIL – AVISSAWELLA

### Vacancies in Western Provincial Public Service

APPLICATIONS are called from permanent residents within the Western Province, who possess minimum qualifications mentioned in this respective vacancy notifications, for the positions currently vacant in the Seethawakapura Urban Council, Provincial Public Service and Western Province.

2.0 The applications should be in the form of the specimen appended to this notification and should duly be prepared on A4 size paper (12"X8") and should be sent to "Secretary, Seethawakapura Urban Council, Avissawella", on or before 23.11.2017 by registered post or hand over to the above address. "The Position Applied" should be clearly indicated on the top left-hand corner of the envelope enclosing the Application. Incomplete, unduly filled applications and applications that will be received after the above date shall be rejected.

<i>Serial No.</i>	<i>Position Vacant</i>	<i>Number of Vacancies</i>	<i>Salary Scale</i>	<i>Educational and other qualifications</i>
01	Library Assistant	01	Rs.24,250-10x250-10x270-10x300-12x330- Rs. 36,410/- PL-1-2016 (Salaries shall be paid in pursuant to the provisions of schedule II of the Public Administration Circular No. 03/2016)	Should have passed G.C.E (Ordinary Level) Examination in not more than two sittings in 06 subjects with at least two credit passes (of this, at least 5 subject should have been passed in one sitting)

Serial No.	Position Vacant	Number of Vacancies	Salary Scale	Educational and other qualifications
02	Karyala Karya Sahayaka	01	Rs.24,250-10x250-10x270-10x300-12x330- Rs. 36,410/- PL-1-2016 (Salaries shall be paid in pursuant to the provisions of Schedule II of the Public Administration Circular No. 03/2016)	Should have passed G.C.E (Ordinary Level) Examination in not more than two sittings in 06 subjects with at least two credit passes (of this, at least 5 subject should have been passed in one sitting)
03	Work/ Field Labourer	01	Rs.24,250-10x250-10x270-10x300-12x330- Rs. 36,410/- PL-1-2016 (Salaries shall be paid in pursuant to the provisions of Schedule II of the Public Administration Circular No. 03/2016)	Should have passed grade 8 (Year Nine)
04	Health Labourer	01	Rs.24,250-10x250-10x270-10x300-12x330- Rs. 36,410/- PL-1-2016 (Salaries shall be paid in pursuant to the provisions of Schedule II of the Public Administration Circular No. 03/2016)	Should have passed grade 8 (Year Nine)

3.0 Age limits :

(I) Should not less than 18 years and not more than 45 years at the closing date of the application.

4.0 Selection Criteria.– Pursuant to the Public Administration Circular No. 24/95, all positions mentioned in I, II, III hereunder, shall be recruited upon a structured interview.

I. Post of Library Assistant

The main areas for which marks shall be given	Maximum points	Minimum marks to be required to be considered for recruitment
Additional educational qualifications obtained, other than the required educational qualifications for recruitment.	20	50%
General knowledge on periodic incidents and circumstances	75	
Personality	05	

II. Post of Karyala Karya Sahayaka

The main areas for which marks shall be given	Maximum points	Minimum marks to be required to be considered for recruitment
Additional educational qualifications obtained, other than the required educational qualifications for recruitment.	20	50%
General knowledge on periodic incidents on National and International context	75	
Personality	05	

### III. Post of Work/Field Labourer and Health Labourer

<i>The main areas for which marks shall be given</i>	<i>Maximum points</i>	<i>Minimum marks to be required to be considered for recruitment</i>
Work experience in a Local Government Establishment on casual/substitute/contractual basis (5 marks for each year)	15	50%
Other certificates obtained for relevant service experience.	05	
General knowledge on periodic incidents on National and International/ Context	75	
Personality	05	

#### 5.0 Conditions of Service :

- I. This post is permanent and pensionable.
- II. Shall contribute to Widows' and Orphans' Pension scheme and Widower's and Orphans' pension scheme.
- III. Selected candidates should be subjected to a probationary period of three (03) Years. The selected candidates shall be made permanent if the performance, attendance and conduct shall be found to be satisfactory during the probationary period.
- IV. The selected applicants shall be required to comply with provisions of the Establishment Code, Financial Regulations of the Western Provincial Council, Orders of the Honorable Governor, other Regulations and Orders that has already been issued or may be issued by the Provincial Public Services Commission from time to time and to the orders of the Commissioner of Local Governance and the Head of the Sri Lanka Institute of Local Governance.

#### 6.0 Other General qualifications :

- I. Should be a citizen of Sri Lanka.
- II. Every Applicant shall be physically and mentally fit to and perform duties of the post
- III. Should be a Permanent Resident of the Western Province for a period of consecutive three years at the closing date of the application.
- IV. Applicants shall be of excellent character.
- V. Required qualifications for this examination shall have been completed in every aspect by 23.11.2017, the date of Application.

7.0 *Conditions.*— The secretary of the Seethawakapura Urban Council reserves rights to delay the recruitment, make revisions or cancellation or make amendment to the Vacancy Notification during or after calling for applications.

#### 8.0 Applicants are required to annex certified copies of the following documents with their applications :

- I. Birth Certificate
- II. Copy of the National Identity Card/Passport
- III. Two character certificate obtained recently (within last 06 Months)
- IV. Confirmation of Residence issued by Gram Niladhari (within last 06 Months) and signed by the Divisional Secretariat, recently.
- V. Educational and Professional certificates
- VI. Certificate of work experience

B. DHARMANI WIJERATHNA,  
Secretary,  
Seethawakapura Urban Council,  
Avisawella.

At Seethawakapura Urban Council,  
On 19<sup>th</sup> day of October 2017.

SPECIMEN FORM OF APPLICATION

SEETHAWAKAPURA URBAN COUNCIL – AVISSAWELLA

WESTERN PROVINCE PUBLIC SERVICE ..... POST RECRUITING

01. Name with Initials :\_\_\_\_\_.
- 1.1 Names denoted by initials :\_\_\_\_\_.
02. District of permanent residence :\_\_\_\_\_.
03. Permanent Address :\_\_\_\_\_.
04. National Identity Card No. :\_\_\_\_\_.
05. Gender :\_\_\_\_\_.
06. Marital Status :\_\_\_\_\_.
07. Date of Birth :\_\_\_\_\_.
- Age at 23.11.2017 :  
Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.
08. State whether you are a Sri Lankan by birth or by registration :\_\_\_\_\_.
09. Educational Qualifications (Details of the Examinations Passed) :
- I. Grade/Year you have passed :\_\_\_\_\_.
- II. GCE (O/L) Examination :
- Year and Month of the Examination :\_\_\_\_\_. Year and Month of the Examination :\_\_\_\_\_.
- Index Number :\_\_\_\_\_. Index Number :\_\_\_\_\_.

Subjects Passed

Subjects	Pass

Subjects Passed

Subjects	Pass

10. Professional Qualifications (To be certified by certificates) :\_\_\_\_\_.
11. Service Experience for the post you are applying for (To be certified by certificates) :\_\_\_\_\_.
12. Service Experience :\_\_\_\_\_.
- I. Name of Institution where you are currently employed :\_\_\_\_\_.
- II. Current Position :\_\_\_\_\_.
- III. Date of appointment for the above position :\_\_\_\_\_.
- IV. Details of previous employment Place, position held (If any) :\_\_\_\_\_.
13. Have you ever been convicted or bound over by civil court? :\_\_\_\_\_.
14. I declare that information given in this form is true to the best of my knowledge and belief. I, also do understand and aware that if the particulars that I have furnished are found to be inaccurate or false, I am ineligible and shall be dismiss from the appointment.

\_\_\_\_\_,  
Signature of Applicant.

Date :\_\_\_\_\_.