

MAHANUWARA KADAWATH SATHARA AND GANGAWATA KORALE PRADESHIYA SABHA

APPLICATIONS are hereby called for recruitment to the following vacant posts existing in the Mahanuwara Kadawath Sathara and Gangawata Korale Pradeshiya Sabha, who possess the under mentioned qualifications.

<i>Serial No.</i>	<i>Posts</i>	<i>Number of Vacancies</i>	<i>Service</i>
1	Driver III	01	Driver Services (Primary and Skilled) of the Local Government Institutions – Central Province
2	Sanitary Labourers III	01	Primary Services (unskilled) of the Local Government Institutions – Central Province
3	Work/ Field Labourers III	01	

02. *Salary Scale.*– The Salary Scale entitled for these posts are mentioned below:

	<i>Post</i>	<i>Salary Code No</i>	<i>Salary Scale</i>	<i>Efficiency Bar</i>
1	Driver III	PL 3 – 2016	Rs. 25,790-10 x 270-10 x 300 - 10x330 - 12 x 350 – 38,990/- Entitle for the salary mentioned in the Schedule II of the Public Administration Circular No. PL 03, and dated 25.02.2016. The salary scale will come in to effect fully, from 01.01.2020	Should be completed within three years of recruitment.
2	Sanitary Labourers III	PL 1 – 2016	Rs. 24,250-10 x 250-10 x 270 - 10x300 - 12 x 330 – Rs. 36,410/-	Should be completed within three years of recruitment.
3	Work/ Field Labourers III		Entitle for the salary mentioned in the Schedule II of the Public Administration Circular No. PL 03, and dated 25.02.2016. The salary scale will come in to effect fully, from 01.01.2020	

03. *Terms of Employment :*

- These posts are permanent and pensionable.
- Contribution should be made to widow's/ widower's and orphan's pension scheme.

Applicants should abide the Government policy decisions regarding the pension scheme, taken in future.
- These appointments will be subjected to a period of probation for 03 years.
- In addition to the Official Language, joined in the Government Service, the other Official Languages proficiency shall be obtained within 05 years of recruitment, under Public Administration Circular No. 01/2014, dated 21.01.2014.
- In addition to the Service Statue, procedure of Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, Government, Provincial Council, Department of Local Government and the Secretary to the Pradeshiya Sabha laid down time to time, with terms and conditions of recruitment, appointments should comply with orders that may be laid down by the Central Province Public Service Commission.
- The conditions mentioned in the Chapter II of the Establishment Code, related to the recruitment, will be applicable.

04. Qualifications Required :

04.01. Required qualifications for the Post of Driver

Basic Qualifications :

- (i) Should be a citizen of Sri Lanka.
- (ii) Should establish most immediate 03 years of permanent residency within the authority areas of Mahanuwara Kadawath Sathara and Gangawata Korale Pradeshiya Sabha to the closing date the applications are accepted. (if sufficient applications not found in authority areas, only the adjoining Local Government Institution residents will be considered)
- (iii) The age limit is not less than 18 years and not more than 45 years at the closing date of applications. (Upper age limit will not applicable to the applicants those who are presently employed permanently in Government institutions).
- (iv) Should have an excellent moral character.
- (v) Should possess a sound knowledge in Highway Code.
- (vi) All the qualifications required to the recruitment should be completed at the closing date of application.

Educational Qualifications :

- (i) Should have passed minimum six subjects, in not more than two sittings in the General Certificate of Education Ordinary Level Examinations, with minimum 02 Credit passes. Out of that, 05 subjects should be passed in same sitting.

Professional Qualifications :

- (i) Should possess Grade D driving license and G 1 driving license issued by the Commissioner General of Motor Traffic. (Possessing J Grade driving license is treated as additional qualifications)

Physical Qualifications :

- (i) Should have an excellent eye sight and physically sound.
- (ii) Minimum height 05 feet and 02 ½ inches.

Experience :

- (i) Shall count minimum three years experience after obtaining driving license. (Experience should be proven by certificates)

04.02. Qualifications for Sanitary Labourers and Work/ Field Labourers

Basic Qualifications :

- (i) Should be a citizen of Sri Lanka with excellent moral character.
- (ii) Should establish most immediate 03 years of permanent residency within the authority areas of Mahanuwara Kadawath Sathara and Gangawata Korale Pradeshiya Sabha to the closing date the applicants are accepted. (if sufficient applications not found in authority areas, only the adjoining Local Government Institution residents will be considered)
- (iii) The age limits is not less than 18 years and not more than 45 years at the closing date of applications. (Upper age limit will not applicable to the applicants those who are presently employed permanently in Government institutions).

- (vi) All the qualifications required to the recruitment should be completed at the closing date of application.
- (v) For Sanitary Labourers, should possess experience in Government or private institutions working in Waste Management, and for Work/ Field Labourers should possess experience in Government or private institutions in Road Cleaning and Maintenance.

Educational Qualifications :

- (i) Should have passed minimum six subjects in not more than two sittings in the G.C.E. Ordinary Level Examination Level with minimum two Credit passes. Out of that 05 subjects shall count in same sitting.
- (ii) If there are no sufficient applicants found with qualifications required, the qualification will be reduced to Grade 05, according to the Amendment 01 of the Service Statute, dated 22.09.2015.

Physical Qualifications :

- (i) Every applicant shall possess excellent eye sight and physically sound.
- (ii) Should possess good health condition to serve in any part of the Island.

05. Method of Recruitment :

- 05.01. The applicants, who possess all the qualifications required for recruitment, will be called for a structural interview. The date and time of the interview will be notified later. Applicants should be kept ready with following certificates to forward in the interview, with photo copies.
 - (i) First copy of Birth Certificate
 - (ii) National Identity Card
 - (iii) Driving License for the post of Driver
 - (iv) First copies of Educational Qualifications
 - (v) School Leaving Certificates
 - (vi) A recent certificate from the Grama Niladhari
 - (vii) Two recent character certificates
 - (viii) Certificate to prove the Professional competencies
 - (ix) Service certificates and Lettes
- 05.02. The most qualified for the post Sanitary/ Labourers and Work/ Field Labourers the highest scorer of merit from the structured interview shall be selected and enlisted.
- 05.03. All the applicants who faced the structural interview for the post of driver, shall be subjected to a written test. The highest scorers from the written examination shall subjected to a trade test, and the most qualified in the trade test shall be selected under merit and enlisted.

06. Method of Application :

- 06.01. If applying few vacancies, shall submit one application for every post.
- 06.02. Applications prepared according to the specimen given below on both sides of A4 paper, should be sent only under Registered cover, to **The Secretary, Mahanuwara Kadawath Sathara and Gangawata Korale Pradeshiya Sabha, Ampitiya**, on or before 23.03.2018.
- 06.03. The post applied should be marked clearly on the top left hand corner of the envelop enclosing the application.
- 06.04. The incomplete applications and not received within prescribed date will be not considered.

- 06.5. Applicant's signature should be attested by a Principal of a Government school, a Justice of Peace, a Commissioner of Oaths, a Notary Public, a Commissioned Officer of the Armed Forces, a high rank officer of the Police Service or a permanent Government servant drawing more than Rs. 2,37,060/- as annual salary.
- 06.6. Officers already in the Government service or Provincial Public Services should forward their applications through their Heads of Institutions.
- 06.7. The Secretary to the Mahanuwara Kadawath Sathara and Gangawata Korale Pradeshiya Sabha shall decide the number of vacancies and effective date of appointments. And the Secretary to the Pradeshiya Sabha reserve all such powers to delay or alter such recruitment or cancel or amend this notification after calling applications or during such process.

Secretary,
Mahanuwara Kadawath Sathara and
Gangawata Korale Pradeshiya Sabha,
Ampitiya.

Office of the Mahanuvara Kadawath Sathara,
and Gangawata Korale Pradeshiya Sabha,
20th February 2018.

For office use

Mahanuwara Kadawath Sathara and Gangawata Korale Pradeshiya Sabha

RECRUITMENT TO THE POST OF

01. 1.1. Name with Initials :_____.
- 1.2. Names denoted by the Initials :_____.
02. 2.1. Permanent Address :_____.
- 2.2. Official Address if presently working in Government service :_____.
03. 3.1. Date of Birth :_____.
- 3.2. Age as at the closing date of application : Years :_____. Months :_____. Days :_____.
04. National Identity Card Number :_____.
05. Telephone Number :_____.
06. Sex : Male/ Female :_____.
07. Educational Qualifications :
- 7.1. School Attended :
- 7.2. G.C.E. (Ordinary Level) Examination
- Year: Index No:

[illegible]

08. Professional Qualifications :————.

09. Experience of service :————.

10. 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 are found to be false as per the condition of recruitment, and I am liable to dismiss, if it is detected after selection to the post.

_____,
Signature of Applicant.

Date :————.

11. Attestation of the Signature of the Applicant :

I hereby certify that the applicant Mr./Mrs./Miss who submits this application is known to me personally and that he/she place his/her signature in my presence on today.

_____,
Signature of Attestor.

Date :————.

Name :————.

Designation :————.

Address :————.

(Place the Official Seal)

12. Recommendation of Head of the Department for candidates currently employed in Public/ Provincial Public Service :

I certify that the applicant, Mr./Mrs./Miss is currently employed at Ministry/ Department/ Institution of as aand no disciplinary action has been taken against her/him for the nearest years and if she/he is selected for this post she/he can be released from the current position that she/he holds.

_____,
Signature of the Head of the Department/Ministry/Institution.

Date :————.