

**RECRUITMENT FOR THE VACANCIES OF POSTS IN STAFF OF WESTERN PROVINCE PUBLIC SERVICE  
WESTERN PROVINCE DEPARTMENT OF EDUCATION AND IN INSTITUTIONS UNDER IT**

APPLICATIONS Are called for the following posts in Western Province Public Service Western Province Department of Education and in institutions under it.

01. Vacancies of Posts :

1. Laboratories Assistant
2. Watcher
3. Sanitary Labourer
4. Assistant Matron of Students' Hostel

- (i) *Qualifications* - Qualifications for each and every posts is mentioned below.
- (ii) *Residence* - applicants should be permanent residents of Western Province of at least 03 years.
- (iii) *Age Limit* - on the application date should not be less than 18 years. And more than 45 years. This maximum age limit doesn't effect to the persons who are already in the public/provincial Public Service.

02. Procedure to apply for the posts-applications prepared according to the sample application in the below of this notice should be sent before 31.05.2018 to Secretary, Ministry of Education, Western Province, No. 89, 4th Floor, Ranmagapaya, Kaduwela Road, Battaramulla through registered post. If already in the Public/Provincial Public service your applications should be sent through Head of Institution. It should be mentioned the name of the post to be applied on the left hand corner of the envelope.
03. Selection - after considering the forwarded applications qualified applicants will be recruited according to the number of vacancies through an interview.
04. One applicant can forward only one application for one post. And also disqualified applications will be rejected. All applicants should have competed all the qualifications on the due date.
05. Should be reluctant to work in any school in the Western Province.
06. This recruitments are permanent. Is pensionable. You should accept any principals and decisions taken by the government in future. And also, accordingly you should contribute to Widows' and Orphans' pension scheme. It should be paid contribution money from time to time for that as ordered by the government.
07. All decisions related to recruitment or non-recruitment are with the Secretary of Education Ministry, Western Province.

**01. Name of the post - Laboratories Assistant**

Education Qualifications -

Passed G. C. E. Ordinary Level in first attempt with credit passes for Sinhala/Tamil/English and Science including another subject;

and

Passed at least one subject in G. C. E Advanced Level except general knowledge test.

### **Recruitment Procedure -**

If received applications more than the vacancies will be recruited through an examination organized by an institution transferred authority by Ministry of Education, Western Province. As the number of vacancies are limited vacancies will be filled according to the marks obtained in the written examination.

Competitive written examination to be held for the recruitment of laboratories Assistant of Western Province will be as follows :

This examination will be set up with two papers.

- I. Subjective knowledge - Time 01 hr. (100 marks)
- II. General Knowledge - Time 01 hr. (100 marks)

In order to pass the written examination should obtain at least 40 marks for each paper and should pass the both subjects.

### **Syllabus :**

#### **Subject No. 01 - Subjective Knowledge**

This a paper prepared to examine the subjective knowledge relevant to do the duties of the post.

#### **Subject No. 02 - General Knowledge**

This a paper that examine general Knowledge by questioning details about the fields of economic, Social, Political, Cultural in nationally and internationally.

Examination fees is Rs. 400. This fees should pay to any Divisional Secretariat office in cash and should paste as not to be removed the receipt in the application and to be sent. This examination fees should be paid to Western Province income head 20.03.02.99 as to be credited to that income head. The paid examination fees will not be refund back under any circumstances. (It will be useful to keep a copy of that receipt)

The application should be completed with the same language that to be sit in for the examination.

And also one applicant can forward only one application. The signature of the applicant in the application should be certified by a Principal in a government school, a Justice of Peace, Commissioner of Oaths, Lawyer, famous Attorney at law, authorized officer in the armed forces, officer who held a *gazetteer* post in police, officer who held a permanent post in public provincial Public or statutory board with Rs. 240,360 annual salary.

### **Identity of an applicant :**

An applicant should prove his identity as satisfied by the examiner at the examination hall for every subject to be sit by him. For this only the following documents should be presented.

- I. National Identity issued by Department of Registration of Persons.
- II. Valid Passport.

### **Salary Scale - (Monthly)**

MN 1- 2016 Salary Rs. 27,140 - 10 X 300 - 11 X 350 - 10 X 495 - 10 X 660 - Rs. 45, 540/- According to Government Administration Circular salary to be paid on 01.01.2018, Rs. 21,532/- . Nature of the job ownership of laboratories of provincial schools and bear all responsibilities relevant to that and maintain well relationships with supervising officers about the details relevant to their field and other duties appoint by them.

## 02. Name of Post - Watcher

### *Education Qualifications :*

Passed not less than 06 subjects at once in G.C.E. Ordinary Level with 02 credits of the given subjects.

For the Watchers when the above Qualifications are not fulfilled will be recruited from the applicants who passed grade 8/9.

### *Nature of Job :*

Responsibility to protect all physical goods of the school premises and things of school environment.

### *Salary Scale (Monthly) :*

PL 1 - 2016 Salary Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410

According to Administration Circular 03/2016 salary to be paid on 01.01.2018 Rs. 19,242

## 03. Name of Post - Sanitary Labourer

*Education Qualifications :-* Passed not less than 06 subjects at once in G. C. E. Ordinary Level with 02 credits of the given subjects.

For the sanitary labourers when the above qualifications are not fulfilled will be recruited from the applicants who passed grade 8/9.

### *Nature of Job :*

Cleaning wash rooms daily, removing garbage, animals' garbage, cleaning the drainage system, removing blocks in garbage pits.

### *Salary Scale - (Monthly) :*

PL1- 2016 Salary Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410

According to Administration Circular 03/2016 salary to be paid on 01.01.2018 Rs. 19,242

## 04. Name of Post - Assistant Matron of Students' Hostel

### *Education Qualifications :*

Passed G. C. E Ordinary Level in first attempt with credit passes for Sinhala/Tamil/English and Science including another two subjects.

And

Passed at least one subject in G. C.E. Advanced Level except general knowledge test.

### *Professional Qualifications :*

Giving first aid, followed a course not less than 03 months in government or in a government registered institution on nursing.

### *Experience :*

Should prove with certificates more than 06 months experience in government or private institution providing services related to giving first aids and nursing.

*Nature of job :*

Helping matron of students' hostel in the entire process of students of hostels, all duties related to kitchen and find out about equipment of the kitchen and protection, protect goods of students and government, maintain regularly water, electricity and cleaning of hostels, find out about sick students and give first aids immediately when needed.

*Salary Scale - (Monthly) :*

MN 1 - 2016 Salary Rs. 27,140 - 10x300 - 11x350 - 10x495 - 10x660 - Rs. 45,540.

According to Administration Circular 03/2016 Salary to be paid on 01.01.2018 Rs. 21,532.

The originals of the following certificates should be presented at the interview :

*Educational Certificates :*

- Educational Certificates
- Birth Certificate
- Grama Niladhari Certificate countersigned by Divisional Secretary
- Certificates of Professional Qualifications and Experience

**S. G. Wijayabandhu**  
Secretary of Provincial Education,  
Western Province.

**Application for Recruitment for the Vacancies of Posts in Minor Staff of Western Province Public Service Western Province Department of Education and in institutions under it**

(Office use only)

01. (i) Name with initials : \_\_\_\_\_.  
(ii) Full Name : \_\_\_\_\_.
02. Permanent Residence : \_\_\_\_\_ District : \_\_\_\_\_.
03. Permanent Address : \_\_\_\_\_.
04. Male/Female : \_\_\_\_\_.
05. Civil Status : \_\_\_\_\_.
06. Post Applied for : \_\_\_\_\_.
07. (i) Birthday : year : \_\_\_\_\_ month : \_\_\_\_\_ Date : \_\_\_\_\_.  
Age on the date of : 31st May, 2018  
\_\_\_\_\_ years; \_\_\_\_\_ months ; \_\_\_\_\_ Days  
(ii) Citizen of Sri Lanka from birth or registration : \_\_\_\_\_.
08. Educational and Professional Qualifications: \_\_\_\_\_.
- (a) Highest Educational Qualification :  
(Certified copies of Report Card and Examination certificates are attached herewith.)

Passed year and Examination No. : \_\_\_\_\_

<i>Subject</i>	<i>Grade</i>
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

- (a) Professional Qualifications : \_\_\_\_\_
- (b) Service Experience : \_\_\_\_\_

09. Give details if punished by law for any criminal act.

.....  
.....

10. I, hereby certify that details mentioned here is true and accurate for the best of my knowledge. Further I know that if it is revealed that I have provided any false information according to the terms of recruitment and if revealed before the interview my candidature can be cancelled and if revealed after the selection can be terminated from the service.

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

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

***Certification of Head of Institution***

This applicant Mr./Mrs./Ms..... is working permanently in this Department ..... If selected for the above post he/she can/cannot be released from the service. He/she is not being subject to any disciplinary action during him/her service (except advising) as well as there are no any unfinished disciplinary action against him/her and I certify this application.

\_\_\_\_\_;  
Signature of Head of Department/Institution  
or Authorized Officer.

Name : \_\_\_\_\_;  
Name of Post : \_\_\_\_\_;  
Department/Institution : \_\_\_\_\_;  
Date : \_\_\_\_\_.

### Sample Application

Western Province Public Service

බස්නාහිර පළාත් රාජ්‍ය සේවයේ කළමනාකරණ සහකාර තාක්ෂණික නොවන - බණ්ඩ 2 සේවා ගණයේ රසායනාගාර සහකාර පුරප්පාඩු සඳහා බඳවා ගැනීමේ තරග විභාගය - 2017

#### Competitive Examination for the Recruitment of Laboratories Assistant to fill vacancies under Ministry of Education (Western Province) - 2017

- **Subject to be sit for the Examination - Sinhala - 2, Tamil -3, English - 4**   
(Should be the medium apply for the vacancy of Laboratories Assistant. Mention the No. in the box.)
- Town sit for examination  
Colombo - 1  
Gampaha - 2 Mention the No. of town in the box.   
Kalutara - 3

1.0

- 1.1 Name with initials (In block Capital Letters)  
(Eg. - GUNAWARDHANA. M.G.B.S. K.)  
.....  
.....
- 1.2 Name with initials (In Block Capital Letters)  
.....  
.....
- 1.3 Full Name (In Sinhala/Tamil)  
.....  
.....

2.0

- Current Address (In Block Capital Letters)  
.....  
.....  
(Admission will be posted to this Address)
- 2.1 Current address (In Sinhala/Tamil)  
.....  
.....
- 2.2 Permanent Address (In Block Capital Letters)  
.....  
.....
- 2.3 Telephone No.: Office ..... Private:.....

3.0

- 3.1 Male/Female :  
Female - 1  
Male - 0   
(Mention the relevant No. in the box)
- 3.2 Birthday - Year:  Month:  Date:
- 3.3 Age for the date of ..... 2017
- 3.4 Civil Status : Single - 1  
Married - 2  (Mention the relevant No. in the box)

4.0 Details of Educational Qualifications :

4.1 Results of G. C. E. Ordinary Level :

First attempt : Year :

Examination No.:

<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

4.2 Results of G. C. E. Advanced Level:

Year:	Examination No. :
<i>Subjects</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

- 5.0 5.1 Paid Examination Fees (In Letters) :..... 5.2 Receipt No.:.....  
 5.3 Issued Divisional Secretariat Office :..... 5.4 Date :.....

Stick the receipt of payment as not to be removed here.

I, hereby mention that the details mentioned here is true and accurate for the best of my knowledge. I know that I will be terminated from the service if it is revealed that I am not suitable for this position after recruitment. And also I mention that I accept the rules and regulations of Examination Commissioner General /Ministry of Education (W.P.) for conducting the examination. I will not change any information later that mentioned here.

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

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

06. Certification of Applicant's Signature :

The applicant of this application Mr./Mrs./ Ms .....is known by me personally and placed his/her signature in front of me. I certify that the relevant examination fees is paid and receipt is attached herewith.

\_\_\_\_\_,  
 Signature of certified Officer.  
 (Official Seal)

Date :\_\_\_\_\_.  
 Full name of certified officer:\_\_\_\_\_.  
 Post:\_\_\_\_\_.  
 Address:\_\_\_\_\_.

(If the applicant is an employee of Public/Provincial Public Service with a pensionable post the following should be completed by the Head of department)

**Certification of Head of Department** (Delete the unnecessary words.)

Mr./Mrs/Ms. ....application is forwarded. He/She is a permanent/temporary/casual employee of this Ministry/Department and he/she can/cannot be released if selected.

\_\_\_\_\_  
Signature of Head of Department/Authorised Officer.  
Official Seal.

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

Post:\_\_\_\_\_.

Ministry/Department :\_\_\_\_\_.