

PATHA DUMBARA PRADESHIYA SABHA

Filling the Vacancies of the Central Province Public Service

APPLICATIONS are hereby invited from among those persons who possess the prescribed qualifications are permanent residents of the authority areas of Patha Dumbara Pradeshiya Sabha, in order to recruit to the vacant posts in the Patha Dumbara Pradeshiya Sabha, in the Central Province Public Service.

<i>Serial No.</i>	<i>Designation</i>	<i>No. of Vacancies</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
01	Vehicle Driver Class III	01	P. L. 3/2016 III Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990 (Salaries will be paid according to the provisions of the Schedule II of the P. A. C. 3/2016)	Should have passed minimum six subjects, in not more than two sittings in the General Certificate of Education Ordinary Level with two credit passes and passed five subjects in one and same sitting and Should possess a motor vehicle license to related grades issued by the Commissioner General of Motor Traffic (Motor Coach Heavy Vehicle driving licence) In addition to that should possess National Vocational Qualification Level 4 (NVQ 4), issued by a Government recognized institution and Machine Operator licence (Special attention will be given to those who have the ability to operate back-hoe loader and tractor ; and Should possess minimum 03 years experience as a driver after obtaining driving license ; and Should possess a sound physical condition to serve in day and night ; and Minimum height should be 05 feet and 2 1/2 inches.
02	Library Attendant Class III	01	3/2016 - PL 1 Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed minimum six subjects, in not more than two sittings in the General Certificate of Education Ordinary Level with two credit passes and passed five subjects in one and same sitting.
03	Water Workers Class III		3/2016 - PL 1 Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed at least Grade 8 (Year 9) in a Government School.
04	Sanitary Labourers Class III		3/2016 - PL 1 Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed at least Grade 8 (Year 9) in a Government School.
05	Road Labourers Class III		3/2016 - PL 1 Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed at least Grade 8 (Year 9) in a Government School.

02. *General Conditions of Recruitment :*

1. Applicants should be citizens of Sri Lanka by descent or by registration.
2. Applicants should permanent residents of the authority areas of Patha Dumbara Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency immediate preceding to the closing date of application. (Should forward the residency certificate).
3. 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 in Patha Dumbara Pradeshiya Sabha.
4. Should possess the minimum qualifications prescribed for every post herein.
5. Suitable applicants who score highest marks will be selected according to the results, by checking qualifications through a formal interview.
6. For those who applied for the post of driver, should face a trade test conducted by the Commissioner of Motor Traffic and an oral test related to the Highway Rules.
7. The Patha Dumbara Pradeshiya Sabha reserves all such powers to delay or alter such recruitment or make alteration or cancel this notification after calling application or during such process.
8. Officers already serving in the Patha Dumbara Pradeshiya Sabha should forward their applications through the Head of Institution.

03. *Other General Conditions :*

1. Applications out of the authority areas will be considered for recruitment when suitable applicants not forwarded their applications for the posts.

04. *Terms of Employment :*

1. The posts are permanent and pensionable.
2. Contribution should be made to widow's/widower's and orphan's pension scheme.
3. These appointments will be subjected to a period of probation for 03 years. Those who already serving in Government/Provincial Public Service in a permanent posts shall be recruited under acting basis for 01 year.
4. Should be complied to the provisions in practice already complied or complied in future for the implementation of language policy and particularly Official Languages Act.
5. In addition to the terms and conditions of recruitment, appointees should comply with regulations of Establishment Code of Sri Lanka, the Financial Regulations of the Central Province, orders that may be laid down by the Departments, the Central Provincial Council or the Central Province Public Service Commission or the Patha Dumbara Pradeshiya Sabha, from time to time.
6. Applicants should have an excellent moral character and physically sound. Should face a medical examination conducted by a Government medical personnel within a month of appointment. If the physical condition is found not suitable, the appointment will be cancelled.
7. Should not have been convicted by a Court of Law under Penal Code.
8. Should not be dismissed by the Government or Porvincial Public Services or should not a pensioner, retired under 44/90 Public Administration Circular.

05. *Method of Application.*— Applications prepared according to the specimen given below in the announcement should be sent on or before the 09.06.2018 to the Secretary, Patha Dumbara Pradeshiya Sabha, Pitiyefedera, Wattagama under registered post. The post applied for should be clearly marked on the left hand side of the envelope enclosing application. (Officers already serving in the Government, Provincial Public Services should forward their applications through their Heads of Institutions). Applications should be prepared in a 8.27" x 11.69" sized (A4) paper, using its both sides. No response will be shown on wrong addressed returned applications and lost applications in post. Late and incomplete applications will be rejected.

The applications should be enclosed with certified copies of the following documents :

1. Certificate of Birth,
2. National Identity Card/Passport,
3. Certificates of Educational Qualifications,
4. Certificate of residential proof counter signed by the Divisional Secretary, issued by the Grama Niladhari of the permanent residency division,
5. Experience certificates,
6. Service certificates,
7. Two recent character certificates.

Secretary,
Patha Dumbara Pradeshiya Sabha.

Patha Dumbara Pradeshiya Sabha Office,
2018.

SPECIMEN APPLICATION FORM

FILLING THE VACANCIES IN CENTRAL PROVINCIAL PUBLIC SERVICES PATHA DUMBARA PRADESHIYA SABHA

APPLICATION FOR THE POST OF

01. Name with Initials : _____.
Names denoted by Initials : _____.
02. Permanent Address : _____.
03. Date of Birth : Year : _____, Month : _____, Date : _____.
04. Age at the closing date of application : Years : _____, Months : _____, Days : _____.
05. Martial Status : Married/Single : _____.
06. Race : _____.
07. Citizen of Sri Lanka by descent or by registration ? : _____.
08. Educational Qualifications :
G. C. E. (O/L) Examination :
Year Passed : _____ Index Number : _____.

<i>Subject</i>	<i>Pass</i>	<i>Subject</i>	<i>Pass</i>
1.		5.	
2.		6.	
3.		7.	
4.		8.	

09. (i) Other Educational Qualifications :———.
- (ii) Professional Qualifications :———.
- (iii) Experience :———.
- (iv) Copies of all certificates related to the qualifications should be attached with the application :———.
10. Have you been convicted for any offense by a Court of Law ? :———.

I do hereby declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I am aware that I am liable to be disqualified before the appointment if the information furnished by me are found to be false and I am liable to dismiss without any compensation if it is detected after selection to the post.

_____,
Signature of Applicant.

Date :———.

Recommendation of the Head of the Institution
(If already occupied in the Public Service only)

I hereby recommend the application of Mr./Mrs./Miss serving in this Institution/ Department as on permanent/casual/substitute/contract basis and I further state that she/he can be released/cannot be released if selected.

_____,
Signature of the Head of the Department.

Name :———.

Designation :———.

Date :———.