

PALINDANUWARA PRADESHIYA SABHA

Filling Vacancies in the Western Province Public Service

APPLICATIONS are hereby called from the candidates who are permanently residing in the Western Province, who possess requisite qualifications prescribed in this notification to be recruited to the under mentioned vacant post in the Palindanuwara Pradeshiya Sabha of the Western Province Public Service.

| 01 | Designation | No. of Vacancies | Salary Scale | Educational Qualification | Nature of Designation |
|----|------------------|------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| 1 | Office Assistant | 01 | PL 1-2016 Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 | Should have passed general certificate of Education Examination Ordinary Level at least in not more than two sittings with 02 credits and having passed six (06) subjects (should have passed 05 subjects at one sitting) | Permanent and pensionable |

02. *Physical Qualifications.*— Should possess adequate mental and physical fitness to function in the duties of the post.

03. *Other Qualifications required :*

- (i) Should be a Sri Lankan citizen,
- (ii) Should be a permanent resident of the Western Province for a period of 03 years continuously preceding the final date of the receipt of applications,
- (iii) Should be a person of good character and should be of sound physical and mental fitness,
- (iv) Should not be a person, who had been convicted in a court of law under the penal code,
- (v) Should have fulfilled all requisite qualifications for the post in each and every way as at date mentioned in the *Gazette* notification.

04. *Age.*— Should not be less than 18 years and not more than 45 years on the last date of receipt of the application.

05. *Mode of Recruitment.*— Recruitment will be made on the hierarchy of the highest marks obtained based on a structural interview.

06. *Submission of Applications :*

- (i) Applicants should perfect the application in accordance with the specimen application from specified here and should be sent under registered post on or before 07.11.2018 to the "Secretary, Palindanuwara Pradeshiya Sabha".
- (ii) The words "Application for the post of Office Assistant should be mentioned on the top left hand corner of the envelope in which the application is enclosed.
- (iii) Copies of the under mentioned certificates should be attached and sent with the application :
 - (a) Birth Certificates,
 - (b) Educational Certificate,
 - (c) School Leaving Certificate,
 - (d) Grama Niladari Certificate to prove residence (counter signed by the Divisional Secretary),
 - (e) Recently obtained 02 character certificate.

The Secretary of the Pradeshiya Sabha, Palindanuware has the right to delay or to change the recruitment or cancel or amend this notification after or whilst calling application.

Secretary,
Palindanuware Pradeshiya Sabha.

08th June, 2018.

Specimen Application Form

PALINDANUWARA PRADESHIYA SABHA

APPLICATION FOR THE POST OF OFFICE ASSISTANT III IN THE PALINDANUWARA PRADESHIYA SABHA

01. Applicant's Name with initials :_____.
02. Names denoted by initials :_____.
03. Permanent Address :_____.
04. Grama Niladhari Division :_____.
05. District :_____.
06. Date of Birth : Year :_____, Month :_____, Date :_____.
07. On the final date of receipt of application (2018) Age :
Year :_____. Month :_____. Days :_____.
08. Sex :_____.
09. Whether Married/Unmarried :_____.
10. Whether a Sri Lanka If so, whether by descent or by registration :_____.
11. National Identity Card No. :_____.
12. Telephone Number :_____.
13. Educational Qualifications :_____.

I do hereby declare that the above particulars furnished by me in this application are accurate, to the best of my knowledge and belief. I am aware of the fact that I am liable for dismissal from service if found false before or after recruitment without any compensation.

_____,
Signature of Applicant.

Date :_____.