

PRADESHIYA SABHA NARAMMALA

Recruitment for Non Technical, Semi Technical and Technical posts in the Preliminary Grade

APPLICATIONS are invited from qualified candidates permanently resided in the area of authority of Pradeshiya Sabha Narammala for the recruitment of following vacant posts in the Pradeshiya Sabha Narammala as set out in the following Schedule.

Name of the post	Number of vacant posts	Salary scale	Educational and other qualifications
1. Working field labour	03	Rs. 24,250-10x250-10x270-10x300-12x330-Rs. 36,410.00 Circular No. 3/2016 Salary Code PL-01-2016	Should have passed at least two subjects at G.C.E. (O/L) Examination. (Other than optional subjects.)
2. Watcher	02	Rs. 24,250-10x250-10x270-10x300-12x330- Rs. 36,410.00 Circular No. 3/2016 Salary Code PL-01-2016	Should have passed at least two subjects at G.C.E. (O/L) Examination. (Other than optional subjects.)
3. Driver	01	Rs. 25,790- 10x270-10x300-10x330-12x350-Rs. 38,990.00 Circular No. 3/2016 Salary Code PL-03-2016	<p><u>For External candidates</u></p> <p>(a) Should have passed at least 06 subjects with credits for at least two subjects at the G. C. E. (O/L) Examination in not more than two sittings (Other than optional subjects.) Should have passed at least 05 subjects in one sitting.</p> <p><u>For internal candidates</u></p> <p>(b) Applicants those who already employed in a permanent post in Provincial Public Service should have passed grade) 8 year (9 from a school approved by the government.)</p> <p><u>Other qualifications</u></p> <p>Should have obtained a proficiency certificate (Grade A License) issued by the Commissioner of Motor Traffic for driving Heavy Motor Vehicles and Heavy Trailers heavier than 34 hundreds and busses which could carry more than 32 passengers and should have 03 year experience as a driver. (experience should be confirmed by a certificate of service.)</p>

02. General conditions on recruitment :-

- I. Candidates should be citizens of Sri Lanka.
- II. Candidates should be permanent residents of the area of authority of Pradeshiya Sabha Narammala. (03 year permanent residency should be confirmed.)
- III. Candidates should not be less than 18 years of age and not more than 45 of age as on the closing date of applications.

- IV. Special preference will be given for the employees already employed in the Pradeshiya Sabha Narammala on the basis of contract, temporary, casual and substituted.
- V. Candidates should have an excellent character and should be in good health and should not be convicted before a court of law under penal code.
- VI. If the Candidate is already employed in the provincial public service he/she should not have been punished other than warned within the immediate previous 5 years and should have earned all the salary increments within the immediate previous 5 years as at the closing date of applications.
- VII. Candidates should not have been convicted before a court of law.
- VIII. Qualified candidates are selected through a structural interview.

03.Terms of employment :-

- I. This post is permanent. Pension scheme will be decide according to the policy decision made by the government in the future.
- II. Entitled to the widow and orphans scheme.
- III. The appointment in subject to 3 year probation period.

04.All the employees should be abide by the regulations of Establishment Code, Departmental Orders of the Government and other regulations stipulated by the North Western Provincial Council or the North Western Provincial Public Service Commission issued from time to time other than the conditions given this recruitment procedure and regulations.

Documents to be submitted together with the application.– Certified copies of the following certificates should be annexed to the application and original copies should be furnished at the interview.

- I. Certificate of Birth.
- II. Certificate of Education.
- III. Certificate of permanent residency (Certificate of Grama Niladhari courter signed by the Divisional Secretary).
- IV. Two certificates of character recently issued (One should be issued by Grama Niladhari).
- V. Certificate of professional experience and other qualifications (candidates employed in the public service or provincial public service should submit their applications through their heads of Departments.),
- VI. Candidates who have fulfilled basic qualifications will only be called for the interview.

Method of application.– Applications prepared in accordance with the specimen form given hereto should be duly perfected and sent to over registered post to reach the Secretary, Pradeshiya Sabha, Narammala on or before 14.09.2018. The post applied should be written at the top left hand corner of the envelop in which the application is enclosed. Application received after the closing date will be rejected.

The secretary to the Pradeshiya Sabha, Narammala reserves the absolute power to delay, alter or cancel this notification while or after these applications are invited.

B. A. METHTHANANDA,
Secretary,
Pradeshiya Sabha Narammala,
Narammala.

At the Pradeshiya Sabha Narammala,
08th August, 2018.

Specimen application

RECRUITMENT TO THE POST OF IN THE TECHNICAL/ NON TECHNICAL/ SEMI TECHNICAL CATEGORY OF THE PRELIMINARY GRADE IN THE PRADESHIYA SABHA NARAMMALA

1. Full name of the applicant :_____.
2. Name was initial :_____.
3. Permanent address :_____.
4. District of permanent residence :_____.
5. Date of birth :- Year: Month: Date:
6. Age as on the closing date of application :- Years: Months:..... Days:
7. National identity card number :_____.
8. Marital status :_____.
9. Sex :_____.
10. If you are a Sri Lanka citizen please state whether by descent or by registration? :_____.
11. Educational Qualifications :- (annex the photocopies of certificates)
 G. C. E. O/L examination : Year passed :_____ . Index Number :_____.

<i>Subject</i>	<i>Pass</i>	<i>Subject</i>	<i>Pass</i>

G. C. E. A/L Examination :- Year passed Index Number

<i>Subject</i>	<i>Pass</i>	<i>Subject</i>	<i>Pass</i>

12. 1. Education qualifications and other qualifications :_____.
2. Professional qualifications :_____.
3. Service experience :
 - I. Present place of work :_____.
 - II. Present post held :_____.
 - III. Date of appointment to the above post :_____.
 - IV. Previous places of work and posts held :_____.
13. Have you ever been convicted before a court of law? :_____.

I 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 if these particulars are found to be false before I am selected to this post I will be disqualified and if found after I am selected I will be dismissed from the service without any compensation.

_____,
 Signature of the applicant.

Date :_____.

Certificate of the Head of the Institute for the applicants those who already employed :

I hereby certify that the above candidate, Mr./Mrs./Ms. is employed in this office as a If he/she is selected for the above post he/she can/cannot be released from the service. He/she has not been subject to any disciplinary punishment other than a warning within the period of immediate previous 05 years the application submitted by him/her is hereby recommended and forwarded.

_____,
Signature.

Date :_____.