

PRADESHIYA SABHA NAWAGATHTHEGAMA

Vacant posts in Pradeshiya Sabha Nawagaththegama

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

| Serial No. | Name of the Post | Number of Posts | Salary Scale | Educational Qualifications |
|------------|------------------|-----------------|---|---|
| 01 | Electrician | 01 | PL-3-2016 Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990 | <p><i>For External Candidates :</i> 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><i>For Internal Candidates :</i> 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. (Educational qualifications specified in the recruitment procedure for the time being will be personally applicable only for the employees recruited on casual, substituted and contract basis)</p> <p><i>Professional Qualifications and Experience :</i></p> <ol style="list-style-type: none"> 1. Should have obtained a proficiency certificate at the level of N. V. Q. 4 issued by an Institute of Technical/Vocational Training recognized by the Commission of Tertiary Education ; <p style="text-align: center;"><i>And</i></p> <ol style="list-style-type: none"> 2. Should have obtained a 03 year experience in the relevant field at a recognized institute. (experience should be confirmed by certificates of service). |
| 02 | Driver | 01 | Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990 | <p><i>For External Candidates :</i> 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 sittings.</p> <p><i>For Internal Candidates :</i> 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. (Educational qualifications specified in the recruitment procedure for the time being will be personally applicable only for the employees recruited on casual, substitute and contract basis.</p> |

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| | | | | <p><i>Professional Qualifications and Experience :</i></p> <p>1. 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 buses capable of carrying more than 32 passengers ;</p> <p style="text-align: center;"><i>And</i></p> <p>2. Should have 03 year experience as a driver. (Experience should be confirmed by a certificate of service)</p> |

02. *Other required qualifications :*

- Candidates should not be less than 18 years of age and not more than 45 of age as on the closing date of applications. (Maximum age limit will not be applicable for the candidates employed in a permanent post in the North Western Provincial Public Service).
- Candidates should be citizens of Sri Lanka by descent or registration.
- Candidates should be permanent residents of the area of authority of Pradeshiya Sabha Nawagaththegama for a period of not less than 03 years. (Permanent residency should be confirmed by a Certificate of Grama Niladhari countersigned by the Divisional Secretary).
- Candidates should have an excellent character and should be in good health.
- Candidates should not be convicted before a court of law under the Penal Code.
- Officers those who are already employed in the Provincial Public Service on the basis of Permanent/Casual/Temporary/Contract are eligible for applying the above posts and they should not have been punished (other than warned) within the immediate previous 5 years and should have earned all the salary increments and he/she should have a satisfactory service within the immediate previous 5 years as at the closing date of applications.
- The candidates should fulfill the minimum qualifications specified against each post.

03. *Terms of employment :*

- This post is permanent and pensionable.
- Contributions should be made to the widows and orphans scheme.
- This post is subject to a 3 year probation period.
- All the employees should be abide by the regulations of Establishment Code, Financial Regulations of the Democratic Socialist Republic of Sri Lanka, Departmental Orders and other regulations of the Government or the Provincial Council issued from time to time.

04. *Method of Recruitment :*

- Qualified candidates are selected through a written test/structured interview.
- Certified copies of the following certificates should be annexed to the application and original copies should be furnished at the interview.
 - Certificate of Birth,
 - Certificate of Education,
 - Certificate of permanent residency countersigned by the Divisional Secretary,
 - 02 certificates of character recently issued (one should be issued by Grama Niladhari),
 - Certificates of professional experience if any,

(f) In case drivers are recruited the candidate should pass the proficiency test of driving conducted by a panel consists of a representative from the Department of Local Government, a Motor Vehicle Examiner of the Department of Motor Traffic and a Police Officer.

03. Candidates who have fulfilled basic qualifications will only be called for the interview.

05. *Method of Application.* – Applications prepared in accordance with the specimen form given hereto should be duly perfected and sent over registered post to reach the Secretary, Pradeshiya Sabha, Nawagaththegama on or before 16.11.2018. The post applied should be written at the top left hand corner of the envelope in which the application is enclosed. Application received after the closing date will be rejected.

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

H. M. S. HERATH,
Secretary,
Pradeshiya Sabha Nawagaththegama.

Pradeshiya Sabha Nawagaththegama,
26th September, 2018.

SPECIMEN APPLICATION

PRADESHIYA SABHA NAWAGATHTHEGAMA

APPLICATION FOR THE POST OF

01. Name of the applicant with initials :_____.
- Names denoted by initials :_____.
02. Postal Address :_____.
03. Date of Birth : _____, Year : _____, Month : _____, Date : _____.
04. Age as at the closing date of applications : Years : _____, Months : _____, Days : _____.
05. National Identity Card Number :_____.
06. Sex :_____.
07. Marital status :_____.
08. Nationality :_____.
09. Are you Sri Lankan ? If so state whether by descent/registration ? :_____.
10. Education Qualifications (Annex the copies of certificates) :_____.
11. Are already employed in Public Service ? If so state your post, place of work and the nature of the appointment; whether permanent/casual/temporary :_____.
12. Experience and professional qualifications :_____.

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 :_____.

13. Certificate of the Head of the Institute :

(For the applicants those who already employed in Public Service/Provincial Public Service on the basis of permanent/casual/temporary/contracted)

I hereby certify that the above candidate, Mr./Mrs./Ms is employed in this office as a on the basis of permanent/temporary/casual/contract since the date of and her service, attendance and conduct is satisfactory and the all particulars specified under the numbers of 1-8 above have been personally checked by me as per the records in this office and those particulars are true and she put her signature before me on 2018.

_____,
 Signature of the Head of the Department.

Date :_____.

Full name of the person who attesting the application :_____.

Designation :_____.

Address :_____.