



## KELANIYA PRADESHIYA SABHA

### Posts Vacant in Western Provincial Public Service

APPLICATIONS are invited for recruitment to following posts mentioned in the schedule vacant in the Kelaniya Pardeshiya Sabha from those who have qualifications and permanent residents within the Western Province.

#### SCHEDULE

<i>Serial No.</i>	<i>Posts</i>	<i>Nos. of Posts</i>	<i>Salary Scale</i>	<i>Educational Qualification</i>
01	Official Office Assistant Grade III (Official Employees Service)	01	PL 1-2016 According to P.A.C. No. 03/2016 Rs.24,250-10x250-10x270-10x300-12x330 –Rs. 36,410	Should have passed six (6) subjects with two Credit passes in the G. C. E. (O/L) Examination not more than two sittings. (Should have passed five (05) subjects in one sitting)
02	Watcher Grade III (Official Employees Service)	01	PL 1-2016 According to P.A.C. No. 03/2016 Rs.24,250-10x250-10x270-10x300-12x330 –Rs. 36,410	Should have passed six (6) subjects with two credit passes in the G. C. E. (O/L) Examination not more than two sittings. (Should have passed five (05) subjects in one sitting)

<i>Serial No.</i>	<i>Posts</i>	<i>Nos. of Posts</i>	<i>Salary Scale</i>	<i>Educational Qualification</i>
03	Library Assistant Grade III  (Non Preliminary Technical Service)	01	PL 1-2016 According to P.A.C. No. 03/2016 Rs.24,250-10x250-10x270-10x300- 12x330 –Rs. 36,410	Should have passed six (6) subjects with two credit passes in the G. C. E. (O/L) Examination not more than two sittings. (Should have passed five (05) subjects in one sitting)
04	Cremation Room Operator Assistant Grade III  (Non Preliminary Technical Service)	01	PL 1-2016 According to P.A.C. No. 03/2016 Rs.24,250-10x250-10x270-10x300- 12x330 –Rs. 36,410	Should have passed minimum Grade 8 (Year 9)
05	Work Field Labourer Grade III  (Non Preliminary Technical Service)	07	PL 1-2016 According to P.A.C. No. 03/2016 Rs.24,250-10x250-10x270-10x300- 12x330 –Rs. 36,410 (P. A. C. No. 03/2016) (PL 1-2016)	Should have passed minimum Grade 8 (Year 9)
06	Sanitary Labourer Grade III  (Non Preliminary Technical Service)	02	PL 1-2016 According to P.A.C. No. 03/2016 Rs.24,250-10x250-10x270-10x300- 12x330 –Rs. 36,410 (P. A. C. No. 03/2016) (PL 1-2016)	Should have passed minimum Grade 8 (Year 9)

2. *Terms of Services :*

01. This post is permanent. You should be subjected to Policy Decision taken by Government on retirement belonging to you in future;
02. Those who are selected is subjected to a 3 years probation period;
03. In the probation period, if the attendance, work and conduct would be satisfy, you will be permanent in the service end of the probation period.
04. Those who are recruited from Junior Services should be in one year acting period.

3. *Common Qualifications :*

01. Should be a Citizens of Sri Lanka;
02. Should be a continuous 3 years permanent residents within the Western Province on the closing date of application (Residents should be proved by the Certificate issued by Divisional Secretary or by Electoral List Ledger);
03. Should be not less than 18 years and more than 45 years on the closing date of applications (Age limit will not be applicable those who are already in the Public/ Provincial Public Service);
04. Only those who have completed required qualifications will be called for an interview.
05. You should not be punished as crime under Penal Code in the court.
06. Should have good characters and good health.

4. *Mode of Sending Applications :*

01. Applicants should prepare the applications according to specimen form in a A4 size paper using both sides and send to reach "Secretary, Kelaniya Pradeshiya Sabha, Bulugaha Junction, Kelaniya" on or before 05.11.2018 by Registered Post or by hand.

02. You should completely mention Name of the Post you applied;
03. Copies of Following Documents should be attached with application and applications should be rejected not do so:-
- \* Birth Certificate;
  - \* Educational Certificates;
  - \* Certificate of Divisional Secretary for proving the permanent resident;
  - \* Two Character Certificates recently obtained (One of these should be received from Grama Niladhari)
  - \* If you have service period as served on the basis as Casual, Substitute, Contract in an Institute of Local Government, should be proved it by relevant documents.
  - \* Any other certificate on experience received from relevant any other post.

L. A. MANJULA SAMANTHI,  
Secretary,  
Kelaniya Pradeshiya Sabha.

Office of Pradeshiya Sabha,  
Kelaniya,  
19th September, 2018.

SPECIMEN FORM

KELANIYA PRADESHIYA SABHA

POST OF .....IN THE WESTERN PROVINCE PUBLIC SERVICE FOR RECRUITING

01. Name with Initials : \_\_\_\_\_.  
Names denoting by Initials : \_\_\_\_\_.
02. Permanent Address : \_\_\_\_\_.
03. District residing permanently : \_\_\_\_\_.
04. National Identity Card Number : \_\_\_\_\_.
05. Date of Birth: Year : \_\_\_\_\_ Month : \_\_\_\_\_ Date : \_\_\_\_\_.
06. Age on Closing Date: Years : \_\_\_\_\_ Months : \_\_\_\_\_ Days : \_\_\_\_\_.
07. Sex : \_\_\_\_\_.
08. Married or Unmarried : \_\_\_\_\_.
09. Are you Citizen of Sri Lanka by decent or by registration? : \_\_\_\_\_.
10. Educational Qualification (should attach copies of certificate:-
- (i) Grade/Year you have passed : \_\_\_\_\_.
  - (ii) C. C. E. (O/L) Examination :-  
Year you have passed : \_\_\_\_\_ . Index Number : \_\_\_\_\_.

<i>Serial No.</i>	<i>Subject</i>	<i>Pass</i>	<i>Serial No.</i>	<i>Subject</i>	<i>Pass</i>
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

11. Professional Qualification (Should be proved with Certificates) :————.

12. Service Experience :————.

13. Have you convicted in the court :————.

I declare the information furnished by me in the application are true and accurate to the best of my knowledge and belief and I am aware that if any statement is found to be false, I am liable to be disqualified and also liable to be dismissed from service if I found to be false after my appointment to the post.

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

Date :————.

*If the Applicants are in the Public Service/ Provincial Public Service, Certificate of Head of Institution :*

I certify that the applicant, Mr./Mrs./Miss..... has been serving in this department as a ..... He/She can be /cannot be released from his service if he/ she is recruited to this post. While certifying that he/she has not subjected to whatever disciplinary action (except warning). I recommend and submit this application.

\_\_\_\_\_,  
 Signature of Head of the Department.

Name :————.

Designation :————.

Department/Institution :————.

(Official Stamp)

Date :————.