



PRADESHIYA SABHA, POLPITHIGAMA

Recruitment to Preliminary Technical/Preliminary Non Technical Posts

APPLICATIONS are invited from qualified candidates permanently resided in the area of authority of Pradeshiya Sabha, Polpithigama for the recruitment to Grade III of the following vacant posts in the Pradeshiya Sabha Polpithigama of the North Western Provincial Public Service.

<i>Serial No.</i>	<i>Name of the Post</i>	<i>Service Category</i>	<i>Number of Vacancies</i>	<i>Salary Scale</i>	<i>Education Qualifications</i>	<i>Technical skills and experience</i>
01	Driver	Preliminary Technical	02	PL3-2016 Rs. 25,790 - 10x270 -10x300 - 10x330 - 12x350 - Rs. 38,990	<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.	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 which could carry more than 32 passengers.

Serial No.	Name of the Post	Service Category	Number of Vacancies	Salary Scale	Education Qualifications	Technical skills and experience
					<p><i>For Internal Candidates :</i> Applicants those who already employed in a permanent post in Pradeshiya Sabha Polpithigama should have passed Grade 8 (year 9) from a school approved by the government.</p> <p>The educational qualifications specified in the recruitment procedure for the time being will be applicable personally only for the employees recruited on the basis of casual/substituted/contract.</p>	<p><i>Experience :</i> Should have 03 years experience as a driver. (experience should be confirmed by a certificate of service)</p>
02	Sanitary Labour	Preliminary Non Technical	01	PL1-2016 Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	<p><i>For External Candidates :</i> Should have passed at least two subjects at G. C. E. (O/L) Examination (Other than optional subjects)</p> <p>The educational qualifications specified in the recruitment procedure for the time being will be applicable personally only for the employees recruited on the basis of casual/substituted/contract.</p>	

03. *Age.*– Should not be less than 18 years and not more than 45 years as at the closing date of applications. (the maximum age limit will not be applicable for the candidates employed in permanent post in the Provincial Public Service).

04. *Conditions of Employment :*

- (i) This post is permanent. Should subject to a policy decision taken by the Government in respect of Pension scheme in the future.
- (ii) Should be abide by government policies, rules of the Hon. Governor of the North Western Provincial Council, rules, regulations and orders stipulated by North Western Provincial Public Service Commission and North Western Provincial Council from time to time, Establishment Code, Financial Regulations, other regulations, Circulars, instructions of the Government and Departmental orders.
- (iii) Contributions should be made to the widows, orphans pension scheme.
- (iv) Should be physically and mentally fit for performing the duties of the post and should have a excellent personality.
- (v) The post is subject to a three years probationary period and at the end of the probationary period actions will be taken to confirm.
- (vi) Should be abide by the Official Languages Policy.

- (vii) Efficiency Bar Examination should be passed before the lapse of three years from the date of first appointment.
- (viii) Should have completed all the qualifications required for the recruitment to the post at the closing date of applications.
- (ix) In case the educational qualifications or other qualifications furnished by you are found to be false or incorrect after the recruitment to the post, the appointment will be terminated without information in whatsoever manner.

05. *Other Qualifications :*

- (i) Should be a citizen of Sri Lanka.
- (ii) 03 year period of permanent residency within the area of authority of Pradeshiya Sabha Polpithigama within the period of immediate previous 03 years as at the closing date should be confirmed. (It should be confirmed through a letter issued by the Grama Niladari of the resided division which has been countersigned by the Divisional Secretary).
- (iii) Should have an excellent character and should be in good health.
- (iv) If the applicant is already employed in Public/Provincial Public Service he/she should not have been punished other than warned during the immediate previous 05 years at the closing date of applications are entertained and all the salary increments should have been earned during this period of immediate previous 05 years.
- (v) Preference will be given for the candidates those who already employed in the Pradeshiya Sabha Polpithigama on the basis of casual, substituted and contract (a satisfactory service period should be confirmed by a certificate of service).
- (vi) Should not have been convicted before a court of law under the Penal Code.

06. *Method of Recruitment.*— Recruitment will be made upon scrutinizing qualifications by holding structural interviews and in case the post of drivers by holding a practical test for examining the proficiency of the candidates.

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

08. Photocopies of the following certificates should be sent together with the application and originals should be submitted at the interview :

- (i) Certificate of Birth.
- (ii) Certificate of Education.
- (iii) National Identity Card.
- (iv) Valid Driving License for the post of driver.
- (v) Certificate of confirmation of residency issued by the Grama Niladhari and countersigned by the Divisional Secretary.
- (vi) Two certificates of character recently obtained.
- (vii) Certificates of professional experience and other qualifications.
- (viii) Certificate of the Head of the institute to confirm that the candidate is already employed.

09. *Candidates*.— Applications prepared in A4 size paper in accordance with the specimen form given hereto should be duly perfected and sent to over registered post to reach the "Secretary, Pradeshiya Sabha, Polpithigama" on or before 26.10.2018. 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 and imperfect applications will be rejected. Candidates those who are already employed public/provincial public service should send their applications thorough their head of the institute.

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

R. M. T. K. RATHNAYAKE,
Secretary,
Pradeshiya Sabha Polpithigama.

Pradeshiya Sabha Office,
Polpithigama,
25th September, 2018.

SPECIMEN APPLICATION
PRADESHIYA SABHA POLPITHIGAMA
RECRUITMENT TO THE POST OF

01. (a) Name with Initials :_____.
02. (b) Names denoted by the Initials :_____.
03. District of permanent Residency :_____.
04. Permanent Address :_____.
05. National Identity Card Number :_____.
06. Sex :_____. Marital status :_____.
07. Date of Birth : Year :_____, Month :_____, Date :_____.
- Age as at 26.10.2018 : Years :_____, Months :_____, Days :_____.
08. Are you Sri Lankan by descent or by registration ? :_____.
09. Nationality :_____.
10. Telephone Number :_____.
11. Education Qualifications :
- (i) G. C. E. (O/L) Examination :
- Index Number :_____. Year :_____. Month :_____.

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

(ii) G. C. E. (A/L) Examination :

Index Number : _____ . Year : _____ . Month : _____ .

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

12. Professional Qualifications (Should be confirmed thorough certificates) : _____.

13. Service Experience : _____.

14. Have you ever been convicted before a Court of a Law ? : _____.

15. If you are already employed in Pradeshiya Sabha Polpithigama or North Western Provincial Public Service :

(i) Present post held : _____.

(ii) Date of appointment to the said post : _____.

(iii) Nature of the appointment (permanent/substituted/casual/contract daily allowance) : _____.

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 any information is found to be false before or after I am appointed in accordance with the conditions of this recruitment procedure, I will be disqualified for being appointed and I will be dismissed from the service.

_____,
Signature of the applicant.

Date : _____.

Certificate of the Head of the Department for the candidates already employed in the Public Service :

Mr./Mrs./Ms. _____ is employed in this institute as a _____ if he/she is selected for this post he/she can/cannot be released from the service. I hereby certify that he/she has not been subjected to any punishment other than warning during the immediate previous 05 years and the application submitted by him/her is recommended and forwarded.

_____,
Signature of the Head of the Department.

Date : _____.