

## MINIPE PRADESHIYA SABHA

APPLICATIONS are hereby called from citizens of Sri Lanka for recruitment to the following vacant posts prevailing in the Minipe Pradeshiya Sabha, from permanent residents of Minipe Pradeshiya Sabha, who possess under mentioned qualifications.

01. The applicants who apply for the following vacancies prevail in the Minipe Pradeshiya Sabha, shall possess the general qualifications given below.

- (a) Applicants should be citizens of Sri Lanka and a permanent resident of Central Province. Applicants should be 03 years permanent residents of Minipe Pradeshiya Sabha authority area prior to the calling date of application.
- (b) The applicants' age should not less than 18 years and not more than 45 years on the closing date of application. The upper age limit is not applicable those who are in Local Government Service.
- (c) The selected should submit them to a medical examination within one month time, conducted by a qualified Medical Officer and if the candidate found to be physically unfit during such a medical examination, the appoint may be cancelled.
- (d) Should not have been convicted by a Court of Law under the Penal Code.
- (e) And should not be dismissed from the Government or Local Government Services.
- (f) Should possess all required qualifications at the closing date of applications.
- (g) Should possess a sound physical and moral condition to serve in day and night with good eye sight. Should have a sound physical condition to serve any part of the island.

### 02. Posts Vacant.

#### 02.1 Sanitary Labourers III (Primary Unskilled) Number of Vacancies : 01

<i>Designation</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
Sanitary Labourers III	Under P. A. C. 3/2016 P. L. 1/2016 Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 (Monthly)	Should have passed minimum six subjects including Sinhala or Tamil Language in not more than two sittings in the General Certificate of Education Ordinary Level Examination with minimum two Credit passes, securing 05 passes in one and same sitting ; or  In case of no applicants with above qualifications, the minimum qualification is considered as a pass in Grade 5.

#### 02.2 Watchman III (Primary Unskilled) Number of Vacancies : 01

<i>Designation</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
Watchman III	Under P. A. C. 3/2016 P. L. 1/2016 Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 (Monthly)	Should have passed minimum six subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with minimum 02 Credit passes, securing 05 passes in one and same sitting.

02.3 Library Attendant III (Primary Unskilled) Number of Vacancies : 01

<i>Designation</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>
Library Attendant III	Under P. A. C. 3/2016 P. L. 1/2016 Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 (Monthly)	Should have passed minimum six subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with minimum 02 Credit passes, securing 05 passes in one and same sitting.

02.4 Vehicle Driver III (Primary Unskilled) Number of Vacancies : 03

<i>Designation</i>	<i>Salary Scale</i>
Sanitary Labourers III	Under P. A. C. 3/2016 P. L. 1/2016 Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990 (Monthly)

Method of Recruitment Recruitment Ratio

<i>System</i>	<i>Percentage</i>
Open	70%
Limited	30%

2.4.1 Open Recruitments :

*Educational Qualifications.*— Should have passed minimum six subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with minimum 02 Credit passes, securing 05 passes in one and same sitting.

*Professional Qualifications :*

- \* Should possess a motor vehicle driving license to related grade issued by the Commissioner General of Motor Traffic.
- \* In addition to the above licenses, should possess a certificate (NVQ 4) of training in operating machines related to the post from a Government approved institute.
- \* Should possess minimum 03 years experience as a driver after obtaining driving license (proven through certificates).
- \* Minimum height should be 05 feet and 2 1/2 inches.
- \* Should possess a sound physical and mental condition to serve in day and night with good eye sight.
- \* Should possess a fair knowledge on Highway Code.

2.4.1 Limited Recruitments.— Applicable to those who presently serve in a Local Government Institution possessing basic qualifications.

*Educational Qualifications.*— Should have passed minimum six subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with minimum 02 Credit passes, securing 05 passes in one and same sitting.

*Professional Qualifications :*

- \* Should possess a motor vehicle license to related grade issued by the Commissioner General of Motor Traffic.

- \* In addition to the above licenses, should possess a certificate (NVQ 4) of training in operating machines related to the post from a Government approved institute.
- \* Should possess minimum 03 years experience as a driver after obtaining driving license, proven through certificates.
- \* Minimum height should be 05 feet and 2 1/2 inches.
- \* Should possess a sound physical and mental condition to serve in day and night with good eye side.
- \* Should possess a fair knowledge on Highway Code.

03. *Terms of Engagement :*

- (i) These posts the permanent and pensionable.
- (ii) Should make contribution to the Widows'/Widowers' and Orphans Pension Scheme.
- (iii) The selected appointments will be subjected to a period of probation for three years and if the work, conduct and attendance were not in a satisfactory manner, termination will be done from the service without making permanent.
- (iv) Special preference will be given to those who possess field experience related to the post.

04. *Method of Recruitment :*

- (i) The recruitment will be made according to the merit order of the achievement of competency skills other than vehicle driver posts, among those who scored highest marks in the written examination, who possess all qualifications required.

<i>Main Fields carry Marks</i>	<i>Maximum Marks 100</i>	<i>Minimum marks obtainable for a pass</i>
Additional Educational Qualifications	40	Applicant scored highest marks will be selected for the posts
Experience	55	
Skills seen in the Interview	05	
Total Marks	100	

(ii) *Recruitment to the Vehicle Driver Posts :*

- \* The open recruitment will be made according to the merit order of the achievement of competency skills, among those who scored highest marks in the written examination, who possess all qualifications required through a trade test according to the vacancies available.
- \* Limited recruitments will be made from those who are qualifying in the interview checking physical, moral, educational and general qualifications along with the result of the structural interview should be succeeded in a trade test conducted by a Motor Traffic Inspector.

Written Examination conducted for the Open Recruitment :

<i>Question Paper</i>	<i>Syllabus</i>	<i>Time Duration</i>	<i>Total Marks</i>	<i>Minimum marks required for total marks</i>
1. Highway Code and basic knowledge in motor mechanism	A multiple choice question paper on basic knowledge in highway code and motor mechanism	01 hour	100	40%
2. Basic knowledge in motor mechanism	A multiple choice question paper on basic knowledge in motor mechanism	01 hour	100	20%

*Trade Test System :*

<i>Testing heads for Marks</i>	<i>Maximum Marks</i>	<i>Minimum marks obtainable for a pass</i>
1. Driving skills/Motor operating skills	40	Those who scored 40% or more out of the total marks in the written examination shall appear for the trade test conducted by a board of examiners assessing the competencies of vehicle driving. The selection will be made on merit among those who qualified and scrutinizing after all qualifications required.
2. Practical knowledge in highway code	40	
3. Basic knowledge in motor mechanism	20	
Total Marks	100	

(iii) Applications prepared according to the specimen given below in the announcement should be sent on or before 03.12.2018 to the **Secretary, Minipe Pradeshiya Sabha, Hasalaka** under registered post.

(iv) The post applied for should be clearly marked on the left hand side of the envelope enclosing application. Late and incomplete applications and applications without basic qualifications will be rejected. The Pradeshiya Sabha will take no response on lost applications in the post.

(v) Preference will be given to those who are presently serving in this Council.

05. *Copies of Certificates.*— The applications should be enclosed with copies of the following documents. (Photocopies are most preferable) :

- (i) Certificate of Birth.
- (ii) Certificates of Educational Qualifications.
- (iii) Certificate of residential proof issued by the Grama Niladhari certified by the Divisional Secretary.
- (iv) Two recent character certificate (one from Grama Niladhari).
- (v) Those who apply for the posts vehicle driver, should attach a copy of driving license.

06. The Secretary to the Minipe Pradeshiya Sabha reserves all such powers to delay or alter such recruitment or cancel or amend this notification after calling application or during such process.

07. Seeking influence in any way of selection or compel for selection for informal manner will cause disqualification.

W. G. D. K. WICKRAMASINGHE,  
Secretary,  
Minipe Pradeshiya Sabha.

Minipe Pradeshiya Sabha Office,  
Hasalaka.

**Specimen Application Form**

FILLING THE VACANCIES IN THE CENTRAL PROVINCE GOVERNMENT SERVICE

MINIPE PRADESHIYA SABHA

APPLICATION FOR THE POST OF .....

01. Name with Initials :\_\_\_\_\_.

Names denoted by Initials :\_\_\_\_\_.

02. Permanent Address :\_\_\_\_\_.

03. Permanent Residential District :\_\_\_\_\_.
04. National Identity Card Number :\_\_\_\_\_.
05. Date of Birth : Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.
06. Age at the closing date of application : Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.
07. Sex : Male/Female :\_\_\_\_\_.
08. Marital Status : Married/Single :\_\_\_\_\_.
09. Citizen of Sri Lanka by descent or by registration ? :\_\_\_\_\_.
10. Educational Qualifications : (Attach copies of certificates) :  
G. C. E. O/L Examination :  
Year Passed :\_\_\_\_\_ Index Number :\_\_\_\_\_.

<i>Subject</i>	<i>Pass</i>	<i>Subject</i>	<i>Pass</i>
1. ....	.....	5. ....	.....
2. ....	.....	6. ....	.....
3. ....	.....	7. ....	.....
4. ....	.....	8. ....	.....

11. (i) Other Educational Qualifications :\_\_\_\_\_.  
(ii) Professional Qualifications :\_\_\_\_\_.  
(iii) Experience :\_\_\_\_\_.
12. If you are serving in this Pradeshiya Sabha, state present post held :\_\_\_\_\_.  
Permanent/casual/temporary/contract/substitute :\_\_\_\_\_.  
Date appointed to that post :\_\_\_\_\_.
13. Have you been convicted for any offense by a court of law ? :\_\_\_\_\_.

I do 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 I am liable to be disqualified before the appointment if the information furnished by me are found to be false and I am liable to dismiss without any compensation if it is detected after selection to the post.

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

Date :\_\_\_\_\_.

*Recommendation of the Head of the Institution if already occupied in the Public Service :*

I do hereby recommend and forward the application of Mr./Mrs./Miss ..... serving in this Institution/Department as ..... And I further state that she/he has not been subjected to any inquiry on disciplinary ground.

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

Name :\_\_\_\_\_.  
Designation :\_\_\_\_\_.  
Official seal :\_\_\_\_\_.  
Date :\_\_\_\_\_.