

SEETHAWAKA PRADESHIYA SABHA

Recruitment to the Vacancies in Western Province Public Service

SEETHAWAKA Pradeshiya Sabha invites applications only from the permanent residents in the Western Province who have fulfilled the qualifications mentioned in this notice to recruit the following vacancies in the Western Province Public Service.

<i>Designation</i>	<i>Number of Posts</i>	<i>Monthly Salary Scale</i>	<i>Education and other qualifications</i>
Library Assistant	01	According to the gov.ad.cir 03/2016, PL-1-2016 Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 There is an Efficiency barrier before entering to the salary step (iv)	Shall have passed 06 subjects at least with two credit passes at the G. C. E. (Ordinary Level) at not more than two sittings and 05 subjects shall have passed in one sitting.

Recruitment conditions :

- Shall be a citizen of Sri Lanka,
- The applicant shall have been a permanent resident of the Western Province at least for three (03) continuous years immediately preceding the last date of calling for applications. (Should be confirmed the residence from a certificate issued by Divisional Secretary).
- The applicant should be of an excellent character and should be of physical fitness.
- Age should be not less than 18 years and not more than 45 years. But (this age limits are not applicable for the permanent public servants who are already employed in public service or Provincial Public Service).
- The applicant shall have not ever been convicted from any offence in a court of Law and should not be dismissed from Provincial Public Service.
- All permanent officers in the Public/Provincial Public Service shall have completed a successful service with obtaining all salary increments on time for five (05) continuous years immediately preceding the last date of calling for applications.
- Applicants shall have completed the minimum required qualifications relevant to each of the above posts.
- According to the Scheme of Recruitment, all applicants should be faced a formal interview and qualified applicants will be selected based on the highest marks they obtained.
- The secretary of the Seethawaka Pradeshiya Sabha has authority to cancel or to make revisions of this announcement or to do any change or to make delay in recruitment during the process of calling application.

Terms of employment :

- This post is pensionable and should be subject to the future policy decisions of the government on pension scheme.
- Contributions should be made to the 'Widows and Orphans'/Widowers and Orphans' contributory Pension Scheme and the contribution shall be subject to the time to time policy decisions of the government.
- Officers appointed to this post should be subjected to a probation period of three years (03) and at the end of 03 years, permanent appointments are granted to employees those who perform well.
- This appointment is subject to the Procedural Rules of Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Western Province Public Financial Regulations, Governor's orders, other regulations issued time to time by the Western Province Public Service Commission,

ordinances and provisions in the acts of Local Government Authorities and orders issued time to time by the Seethawaka Pradeshiya Sabha.

Submission of applications.— Applications should be prepared in accordance with the specimen form appended to this. For that papers in the size A4 should be used. The post applying should be mentioned on the top left hand corner of the envelope in which the application is enclosed. Duly completed applications should be sent to reach the Secretary, Seethawaka Pradeshiya Sabha, Hanwella under registered post on or before 23rd November 2018 complaints with regard to losses or delays of any application or any related document in the post will not be considered. Losses incurred by failure to submit application on the due date must be borne by the applicant.

Copies of following documents should produced with the applications :

- (i) Birth certificate,
- (ii) National Identity Card issued by the Department for Registration of Persons,
- (iii) Educational certificates or other certificates of higher education qualifications,
- (iv) Confirmation of the residence of the applicant which issued by the Grama Niladhari of the division and certified by the Divisional Secretary,
- (v) Certificate of service qualifications,
- (vi) Certificate of service experience.

K. A. CHANDANA PADMASIRI,
Secretary,
Seethawaka Pradeshiya Sabha,
Hanwella.

At the Head office of the Pradeshiya Sabha,
On 17th October, 2018.

SPECIMEN APPLICATION FORM

SEETHAWAKA PRADESHIYA SABHA, HANWELLA

RECRUITMENT TO THE POST OF LIBRARY ASSISTANT IN THE WESTERN PROVINCE PUBLIC SERVICE

1. Name with initials :_____.
2. Name in full :_____.
3. District of permanent residence :_____.
4. Permanent address :_____.
5. National Identity Card No. :_____.
6. Gender Male/Female :_____.
7. Date of Birth : Date :_____, Month :_____, Year :_____.
8. Telephone No. :_____.
9. The status of your citizenship : state whether by birth or by registration :_____.
10. Educational Qualifications (particulars of passed examinations) :_____.
The highest level/grade passed :_____.
11. Professional Qualifications (should be proved by certificates) :_____.
12. Service Experience :_____.
13. Have you ever been convicted from any offence in a court of Law :_____.

I solemnly declare that all the particulars furnished by me in this application are true and correct to my knowledge. I am aware that if this declaration or any particulars contained in this application are found to be false, I am liable to be disqualified and if so found after appointment, I am liable to be dismissed from the service.

_____,
Signature of the Applicant.

Date : _____.

SEETHAWAKA PRADESHIYA SABHA

Recruitment to the Vacancies in Western Province Public Service

SEETHAWAKA Pradeshiya Sabha invites applications only from the permanent residents in the Western Province who have fulfilled the qualifications mentioned in this notice to recruit the following vacancies in the Western Province Public Service.

<i>Designation</i>	<i>Number of Posts</i>	<i>Monthly Salary Scale</i>	<i>Education and other qualifications</i>
Health Labourers (Grade III)	04	According to the gov.ad.cir., 03/2016, PL-1-2016 Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 There is an Efficiency barrier before entering to the salary step (iv)	should have passed at least Grade 8 (year 9)
Field work Labourers (Grade III)	11	According to the gov.ad.cir., 03/2016, PL-1-2016 Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 There is an Efficiency barrier before entering to the salary step (iv)	should have passed at least Grade 8 (year 9)

Recruitment conditions :

- Shall be a citizen of Sri Lanka,
- The applicant shall have been a permanent resident of the Western Province at least for three (03) continuous years immediately preceding the last date of calling for applications. (Should be confirmed the residence from a certificate issued by Divisional Secretary).
- The applicant should be of an excellent character and should be of physical fitness.
- Age should be not less than 18 years and not more than 45 years. But (this age limits are not applicable for the permanent public servants who are already employed in public service or Provincial Public Service).
- The applicant shall have not ever been convicted from any offence in a court of Law and should not be dismissed from Provincial Public Service.
- All permanent officers in the Public/Provincial Public Service shall have completed a successful service with obtaining all salary increments on time for five (05) continuous years immediately preceding the last date of calling for applications.
- Applicants shall have completed the minimum required qualifications relevant to each of the above posts.

- (viii) According to the Scheme of Recruitment, all applicants should be faced a formal interview and qualified applicants will be selected based on the highest marks they obtained.
- (ix) The Secretary of the Seethawaka Pradeshiya Sabha has authority to cancel or to make revisions of this announcement or to do any change or to make delay in recruitment during the process of calling application.

Terms of employment :

- (i) This post is pensionable and should be subject to the future policy decisions of the Government on pension scheme.
- (ii) Contributions should be made to the 'Widows and Orphans'/Widowers and Orphans' contributory Pension Scheme and the contribution shall be subject to the time to time policy decisions of the Government.
- (iii) Officers appointed to this post should be subjected to a probation period of three (03) years and at the end of 03 years, permanent appointments are granted to employees those who perform well.
- (iv) This appointment is subject to the Procedural Rules of Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Western Province Public Financial Regulations, Governor's orders, other regulations issued time to time by the Western Province Public Service Commission, ordinances and provisions in the acts of Local Government Authorities and orders issued time to time by the Seethawaka Pradeshiya Sabha.

Submission of applications.— Applications should be prepared in accordance with the specimen form appended to this. For that papers in the size A4 should be used. The post applying should be mentioned on the top left hand corner of the envelope in which the application is enclosed. Duly completed applications should be sent to reach the Secretary, Seethawaka Pradeshiya Sabha, Hanwella under Registered Post on or before 23rd November, 2018. Complaints with regard to losses or delays of any application or any related document in the post will not be considered. Losses incurred by failure to submit application on the due date must be borne by the applicant.

Copies of following documents should produced with the applications :

- (i) Birth certificate,
- (ii) National Identity Card issued by the Department for Registration of Persons,
- (iii) Educational certificates or other certificates of higher education qualifications,
- (iv) Confirmation of the residence of the applicant which issued by the Grama Niladhari of the division and certified by the Divisional Secretary,
- (v) Certificate of service qualifications,
- (vi) Certificate of service experience.

K. A. CHANDANA PADMASIRI,
Secretary,
Seethawaka Pradeshiya Sabha,
Hanwella.

At the Head office of the Pradeshiya Sabha,
On 17th October, 2018.

SPECIMEN APPLICATION FORM

SEETHAWAKA PRADESHIYA SABHA, HANWELLA

RECRUITMENT TO THE POST OF FIELD WORK LABOUR/HEALTH LABOUR (GRADE III) IN THE WESTERN PROVINCE PUBLIC SERVICE

1. Name with initials :_____.
2. Name in full :_____.

3. District of permanent residence :_____.
4. Permanent address :_____.
5. National Identity Card No. :_____.
6. Gender - Male/Female :_____.
7. Date of Birth : Date :_____ Month :_____ Year :_____.
8. Telephone No. :_____.
9. The status of your citizenship : state whether by birth or by registration :_____.
10. Educational Qualifications (particulars of passed examinations) :_____.
- The highest level/grade passed :_____.
11. Professional Qualifications (should be proved by certificates) :_____.
12. Service Experience :_____.
13. Have you ever been convicted from any offence in a court of Law :_____.

I solemnly declare that all the particulars furnished by me in this application are true and correct to my knowledge. I am aware that if this declaration or any particulars contained in this application are found to be false, I am liable to be disqualified and if so found after appointment, I am liable to be dismissed from the service.

_____,
Signature of the Applicant.

Date :_____.

SEETHAWAKA PRADESHIYA SABHA

Recruitment to the Vacancies in Western Province Public Service

SEETHAWAKA Pradeshiya Sabha invites applications only from the permanent residents in the Western Province who have fulfilled the qualifications mentioned in this notice to recruit the following vacancies in the Western Province Public Service.

<i>Designation</i>	<i>Number of Posts</i>	<i>Monthly Salary Scale</i>	<i>Education and other qualifications</i>
Driver	05	According to the Gov.Ad.Cir 03/2016, PL-3-2016 Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990 There is an Efficiency barrier before entering to the salary step (iv)	Should have passed G. C. E. (O/L) examination in six (06) subjects at least with two Credit passes including Sinhala/Tamil language at not more than two sittings. 01. Shall have possessed a valid driving license issued by the Commissioner General of the Motor Traffic with regard to driving of private/hiring cars and station wagons tare of which less than 24CWT (A driving license in vehicle Class C and C1 or a driving license in Class B under new procedure shall have been obtained at least before three (03) years from the date of recruitment) 02. Shall have a fair knowledge on the Highway Code.

Recruitment conditions :

- (i) Shall possess 3 year experience as a driver of motor vehicles. (The experience shall be provided by certificates).
- (ii) Shall be the minimum height of 5 ft.
- (iii) Shall be of sound physical health and good eye sight so as to perform duties during day and night. This should be proved by a proper certificate issued by a Government medical officer.
- (iv) Shall be a citizen of Sri Lanka.
- (v) The applicant shall have been a permanent resident of the Western Province at least for three (03) continuous years immediately preceding the last date of calling for applications. (Should be confirmed the residence from a certificate issued by Divisional Secretary).
- (vi) The applicant should be of an excellent character and should be of physical fitness.
- (vii) Age should be not less than 18 years and not more than 45 years. But (this age limits are not applicable for the permanent public servants who are already employed in public service or Provincial Public Service).
- (viii) The applicant shall have not ever been convicted from any offence in a court of Law and should not be dismissed from Provincial Public Service.
- (ix) All permanent officers in the Public/Provincial Public Service shall have completed a successful service with obtaining all salary increments on time for five (05) continuous years immediately preceding the last date of calling for applications.
- (x) Applicants shall have completed the minimum required qualifications relevant to each of the above posts.
- (xi) According to the Scheme of Recruitment, all applicants should be faced a formal interview and qualified applicants will be selected based on the highest marks they obtained.
- (xii) The Secretary of the Seethawaka Pradeshiya Sabha has authority to cancel or to make revisions of this announcement or to do any change or to make delay in recruitment during the process of calling application.

Terms of employment :

- (i) This post is pensionable and should be subject to the future policy decisions of the Government on pension scheme.
- (ii) Contributions should be made to the 'Widows and Orphans'/Widowers and Orphans' contributory Pension Scheme and the contribution shall be subject to the time to time policy decisions of the Government.
- (iii) Officers appointed to this post should be subjected to a probation period of three (03) years and at the end of 03 years, permanent appointments are granted to employees those who perform well.
- (iv) This appointment is subject to the Procedural Rules of Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Western Province Public Financial Regulations, Governor's orders, other regulations issued time to time by the Western Province Public Service Commission, ordinances and provisions in the acts of Local Government Authorities and orders issued time to time by the Seethawaka Pradeshiya Sabha.

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- (iv) Confirmation of the residence of the applicant which issued by the Grama Niladhari of the division and certified by the Divisional Secretary,
- (v) Certificate of service qualifications,
- (vi) Certificate of service experience.

K. A. CHANDANA PADMASIRI,
Secretary,
Seethawaka Pradeshiya Sabha,
Hanwella.

At the Head office of the Pradeshiya Sabha Seethawaka,
On 17th October, 2018.

SPECIMEN APPLICATION FORM

SEETHAWAKA PRADESHIYA SABHA, HANWELLA

RECRUITMENT TO THE POST OF DRIVER IN THE WESTERN PROVINCE PUBLIC SERVICE

1. Name with initials :_____.
2. Name in full :_____.
3. District of permanent residence :_____.
4. Permanent address :_____.
5. National Identity Card No. :_____.
6. Gender - Male/Female :_____.
7. Date of Birth : Date :_____ Month :_____ Year :_____.
8. Telephone No. :_____.
9. The status of your citizenship : state whether by birth or by registration :_____.
10. Educational Qualifications (particulars of passed examinations) :_____
The highest level/grade passed :_____.
11. Professional Qualifications (should be proved by certificates) :_____.
12. Service Experience :_____.
13. Have you ever been convicted from any offence in a court of Law :_____.

I solemnly declare that all the particulars furnished by me in this application are true and correct to my knowledge. I am aware that if this declaration or any particulars contained in this application are found to be false, I am liable to be disqualified and if so found after appointment, I am liable to be dismissed from the service.

_____,
Signature of the Applicant.

Date :_____.