



UDUNUWARA PRADESHIYA SABHA

Recruitment to the Posts Vacant in the Udunuwara Pradeshiya Sabha under Central Provincial Public Service

APPLICATIONS are invited from the citizens of Sri Lanka and permanent residents of the Udunuwara Pradeshiya Sabha administrative area and having required qualifications to fill the following vacancies of institutionised posts on permanent basis in the Udunuwara Pradeshiya Sabha under Central Provincial Public Service.

Serial No.	Name of the Posts	Number of Vacancies	Salary Scale	Educational and other Qualifications
01	Driver	01	Rs. 25,790 -10x270 -10x330 -12x350 - Rs. 38,990 PL-3-2016 salary code 1st step considered as initial salary scale (Efficiency Bar before coming to the Fourth Salary Step)	<p>1. Should have passed the G. C. E. (O/L) Examination in six (06) subjects with two (02) Credit passes in not more than two sittings and five (05) subjects should have passed in one sitting.</p> <p>2. <i>Professional qualifications.</i>– Should have obtained valid C, C1, D, D1, G Driving licence issued by the Motor Traffic Commissioner General.</p> <p>3. <i>Experience.</i>– Must have 03 years experience in driving after obtained the Driving License.</p> <p>4. <i>Physical Fitness.</i>– All candidates should be with good eye sight and physically and mentally fit to perform the duties during day and night. Height should be 5' 02 1/2"</p> <p>5. <i>Other.</i>– Good knowledge of Road Traffic Rules and Signals.</p>
02	Tube Well Technician	01	Rs. 25,250 - 10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,450 PL-2-2016 salary code 1st step considered as initial salary scale (Efficiency Bar before coming to the Fourth Salary Step)	<p>1. Should have passed the G. C. E. (O/L) or National Certificate of General Education (N. C. G. E.) Examination in six (06) subjects with two (02) Credit passes with Sinhala/ Tamil in not more than two (02) sittings.</p> <p>2. (a) <i>Professional Qualifications :</i> Should have obtained the certificate in 2nd level (NVQ 2) or 3rd level (NVQ 3) ; or (b) Should have obtained the certificate after following related professional course not less than one year conducted by the Department of Technical Education and Training (DTET) ; or (c) Should have obtained the certificate after following related professional course not less than one year conducted by the National Youth Services Council (NYSC) ; or (d) Should have obtained the certificate after following related professional course not less than one year conducted by the Vocational Training Authority (VTA) ; or</p>

Serial No.	Name of the Posts	Number of Vacancies	Salary Scale	Educational and other Qualifications
				<p>(e) Should have obtained the certificate after following related professional course for one year conducted by the National Apprentice Training Department (NATD) ;</p> <p>or</p> <p>(f) Should have obtained the certificate after following related professional course not less than one year at the Vocational Training Institution registered under Tertiary and Vocational Education Commission.</p> <p>Must have experience in the related field.</p>
03	Office Assistant	01	Rs. 24,250 - 10x250 -10x270 - 10x300 - 12x330 - Rs. 36,410 1st Step PL-1-2016 salary code considered as initial salary scale (Efficiency Bar before coming to the Fourth Salary Step)	<i>Educational Qualifications :</i> Should have passed G. C. E. (O/L) Examination in six (06) subject in more than two (2) sittings with two Credit passes and five (5) subjects should have passed in one (1) sitting
04	Library Assistant	01	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 -Rs. 36,410 PL-1-2016 salary code 1st step salary code Considered as initial salary scale (Efficiency Bar before coming to the Fourth Salary Step)	<i>Educational Qualifications :</i> Should have passed G. C. E. (O/L) Examination in six (06) subject in more than two (2) sittings with two Credit passes and five (5) subjects should have passed in one (1) sitting
05	Health Labourer	02	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 -Rs. 36,410 PL-1-2016 salary code 1st step Considered as initial salary scale (Efficiency Bar before coming to the Fourth Salary Step)	<p><i>Educational Qualifications :</i> Should have passed G. C. E. (O/L) Examination in six (06) subjects in not more than two (2) sittings with two Credit passes and five (5) subjects should have passed in one (1) sitting</p> <p>If no applicants to this post with the above qualification the required qualification would be reduce and action will be taken to recruit with the qualification of having passed Grade 05.</p>

02. *Required other qualifications :*

1. Shall not be less than 18 years and not more than 45 years at the closing date of application (The age limit will not be applied for those who are already in the Central Provincial Public Service).
2. Should be a citizen of Sri Lanka by birth or by registration.
3. Should be a permanent residence for 03 years in the administrative area of Udunuwara Pradeshiya Sabha.
4. Should have excellent character and physically fit.

5. Should not have been convicted by any courts under penal code.
6. Should not have been dismissed from the service of Government/Local/Corporation or should not have retired under P. A. C. 44/90.
7. Preference will be given to those who are now working as Casual/Temporary basis in the Udunuwara Pradeshiya Sabha.
8. If the applicants have fulfilled the basic required qualifications for specified post, should have the professional qualifications.
9. Should have fulfilled all required qualifications in every aspect to recruit at the closing date of 30.11.2018.

03. *Service and Employment conditions :*

1. This post is permanent and pensionable and should be subject to the policy decisions taken by the Government in the future on Pension Scheme.
2. Contributions should be made towards Widows/and Orphans/Widower/Orphan Pension Scheme.
3. Post is subject to 03 years probation periods.
4. These posts are pertaining to the Provincial Public Service and appointments are limited only to the specified Local Government Institution.

04. *Method of recruitment :*

1. Post of Driver :
 - Recruitment Percentage
 - Open recruitment 70%
 - Limited recruitment 30%

Open recruitment :

01. Recruitment will be made on the results of the written and the professional tests and who obtained the highest marks and fulfilled the required qualifications in order of merit.
02. *Written examinations.* – Recruitment will be made on the results of the written examination and will be called for the professional test and who obtained the highest marks among the candidates based on vacancies.

Particulars of written examinations :

<i>Question Papers</i>	<i>Time</i>	<i>Total Marks</i>	<i>Minimum percentage which should be for pass</i>
Basic Knowledge of Road Traffic laws and Motor Mechanism	01 hour	100	40%
Basic Knowledge of Motor Mechanism	01 hour	100	20%

- * This examination will be conducted by the Secretary of Udunuwara Pradeshiya Sabha.
- * Minimum percentage for pass in each subject would be 40% of the total marks.
- * Scheme of Examination :

<i>Name of the question paper</i>	<i>Subjects</i>
Knowledge of Road Traffic Laws and Motor Mechanism	Basic knowledge of Road Traffic Laws and Motor Mechanism
Basic Knowledge of Motor Mechanism	Basic Knowledge of Motor Mechanism

03. *Professional Test :*

	<i>Marks will be allocated at the test as follows</i>	<i>Maximum Marks</i>	<i>Minimum marks required to be obtained for pass</i>
01	Skills of Driving and skill to operate the Engine	40	Only the applicants who passed the written examination and obtained 40% or more of the total marks should appear for the professional test to ascertain the Driving skills conducted by the practical examination Board. After examine all the qualifications and only those who obtained highest marks among the candidates will be recruited in order of merit.
02	Practical knowledge of Motor mechanism	40	
03	Basic knowledge of Motor mechanism	20	
	Total marks	100	

Limited Recruitment.— This is relevant to the employees who are already working in the Udunuwara Pradeshiya Sabha and the post is permanent and having required qualifications.

2. Qualified applicants will be referred to an interview to test the Physical and Mentally fitness and Educational Professional and General qualifications and then will be referred to structured interview and those qualified according to the results should get qualified at a test conducted by Motor Vehicle Inspector.

04. *Structured Examination :*

	<i>Method of allocated marks after examination</i>	<i>Marks</i>	<i>Minimum marks required for pass</i>
01	Skills of Driving and Engine operations	40	Only the applicants who passed the written examination and obtained 40% or more of the total marks should appear for the professional test to ascertain the Driving skills conducted by the practical examination Board. After examine all the qualifications and only those who obtained highest marks among the candidates will be recruited in order of merit.
02	Practical knowledge of Motor mechanism	40	
03	Basic knowledge of Motor mechanism	20	
	Total marks	100	

(ii) *Other posts :*

01. Qualified applicants will be recruited based on existing vacancies, through the structured interview.

- (iii) Copies of the following certificates should be attached together with the applications. Original certificates should be submitted at the interview :

- * Birth certificate,
- * Educational Qualifications,
- * Certificate issued by the Grama Seva Niladhari in prove the residency (counter signed by the Divisional Secretary) only the candidates who have fulfilled the required qualifications will be called for interview.
- * Experience and professional qualifications if any (those who are already in the Local Government Service should forward their applications through the heads of Institutions)

- (iv) Only the candidates who have fulfilled the required qualifications will be called for interview.

06. *Applications :*

- (i) Candidates should prepare their applications in accordance with the specimen form and send by registered post addressed to the "Secretary, Udunuwara Pradeshiya Sabha, Gelioya. On or before 30.11.2018. The name of post in which they are applying should be indicated at the top of left hand corner of the envelope.
- (ii) Incomplete applications will be rejected. The secretary of the Pradeshiya Sabha has authority to delay or cancel the recruitments during the period of calling the applications or after calling the applications.

W. T. K. WILAMUNE,
Secretary,
Udunuwara Pradeshiya Sabha.

Udunuwara Pradeshiya Sabha Office,
Gelioya,
22nd October, 2018.

SPECIMEN APPLICATION FORM

UDUNUWARA PRADESHIYA SABHA

RECRUITMENT FOR THE POST OF IN THE UDUNUWARA PRADESHIYA SABHA UNDER CENTRAL
PROVINCIAL PUBLIC SERVICE

01. (i) Name with initials (In English Capital Letters) :_____.

(ii) Full Name (In English Capital Letters) :_____.

(iii) Full Name (In Sinhala/Tamil) :_____.

(iv) National Identity Card No. :

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02. (i) Permanent Address :_____.

(ii) Telephone Number :

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03. (i) Date of Birth : Date :_____. Month :_____. Year :_____.

(ii) Age as at closing date of the applications : Dates :

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 Months :

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 Years :

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04. Gender : (Indicate relevant number in the cage) :

Male - 0

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Female - 1

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05. Are you citizen of Sri Lanka (by Birth or by Registration) :_____.

06. Educational Qualifications :

Name of the Examination :_____.

Year :_____. Index Number :_____.

Results :

	Subjects	Grade		Subjects	Grade
01			06		
02			07		
03			08		
04			09		
05			10		

Name of the Examination :_____.

Year :_____.

Index Number :_____.

Results :

<i>Subjects</i>	<i>Grade</i>	<i>Subjects</i>	<i>Grade</i>

07. Experience and the professional qualifications :_____.

If you are presently working in the Udunuwara Pradeshiya Sabha, mention the period of service :_____.

I certify that the particulars furnished by me true and correct. I am aware that the particulars furnished by me found to be false before the selection liable for disqualification and dismissal without compensation if found false after the recruitment.

_____,
Signature of Applicant.

Date :_____.

Recommendation of Head of the Institution.

(Only those who are in service)

I certify that the particulars furnished in this application are correct and agree to release from the post holding presently and working as a

_____,
Signature of Head of the Institution.

Date :_____.