



AKURANA PRADESHIYA SABHA

Calling Applications for Filling the Vacancies

APPLICATIONS are hereby invited from among those persons who are permanent residents of the Akurana Pradeshiya Sabha, who possess under mentioned qualifications in order to recruit to the under mentioned vacant posts in the Akurana Pradeshiya Sabha.

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

02. *Posts of Vacancies :*

2.1 Drivers - Grade III - Number of Vacancies : 04 (Skilled)

2.1.1 *Salary Scale.*— PL 3-2016- Rs. 25,790 -10x270 - 10x300 -10x330 - 12x350 - Rs. 38,990.

2.2 Method of Recruitment :

2.2.1 Recruitment Ratio

System	Percentage
Open	70%
Limited	30%

2.2.2 *Method of Recruitment.*— The recruitment will be made according to the merit order of the achievement of scored highest marks in the written examination, who possess all qualifications required.

2.2.3 *Written Examination.*— According to the clause 01 of the Statute the recruitment will be made for the existing vacancies according to the merit order of the marks scored in the written examination.

2.2.4 Trade Test :

Testing heads for marks	Maximum marks	Minimum marks obtainable for a pass
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	

2.2.5 Qualifications :

I. *Educational Qualifications.*— Should have passed minimum 06 subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting.

II. A driving license issued by the Commissioner General of the Motor Traffic to drive lorry/tractor in the related group of motor vehicles. Should possess a transport bus driving license exceeding 34cwt. tare weight and carrying not exceeding 32 passengers. (Should possess "A" class driving license or "B" class new driving license issued by the Commissioner General of Motor Traffic prior 03 to years of the recruitment)

A driving license issued by the Commissioner General of the Motor Traffic to drive motor vehicles related to the post applied for. Should possess a private hiring vehicle and station wagon driving license with competency certificate 24cwt. tare weight. (Possess a "C" class or "C1" new class driving license issued by the Commissioner General of Motor Traffic prior 03 to years of the recruitment)

III. *Experience.*— Should possess minimum 03 years of experience after obtaining driving license.

2.2.6 Physical Qualifications :

(i) Every applicant should possess a sound physical and moral condition to serve in day and night with good eye sight.

(ii) Minimum height should be 05 feet and 2 1/2 inches.

2.2.7 *Other Qualifications* :

- (i) Applicant should be a citizen of Sri Lanka by descent or by registration.
- (ii) Applicants should permanent residents of the authority areas of the Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency.
- (iii) Should possess a fair knowledge on Highway Code.
- (iv) All the qualifications required for the recruitment should be completed at the closing date of application mentioned in the *Gazette* notification.

2.2.8 *Age* :

- (i) Minimum age limit is 18 years.
- (ii) Maximum age limit is 45 years.

2.3 **Electrician - Grade III - Number of Vacancies : 01 (Semi skilled)**

2.3.1 Salary Scale.– PL2-2016 - Rs. 25,250 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,450.

2.3.2 *Qualifications* :

- I. **Educational Qualifications.**– Should have passed minimum 06 subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting.
- II. **Competencies/Skills.**– Should possess competency skills for the post of electrician, decided by the Authority.
 - (a) Every applicant should have the Level 2 (NVQ 2) or Level 3 (NVQ 3) of the National Vocational Qualifications, related to the profession ; or
 - (b) Should have followed a related professional course not less than one year conducted by the Department of Technical Education and Training (DTET) ; or
 - (c) Should have followed a related professional course not less than one year conducted by the National Youth Services Council (NYSC) ; or
 - (d) Should have followed a related professional course not less than one year conducted by the Vocational Training Authority (VTA) ; or
 - (e) Should have followed a related professional course not less than one year conducted by the National Apprentice Training Department (NAITA) ; or
 - (f) Should have followed a related professional course not less than one year conducted by the Tertiary and Vocational Education Commission.
- III. **Experience.**– Having experience in the related field. (Training period should be counted minimum 02 years in the related field).

2.3.3 *Others* :

- (i) Applicant should be a citizen of Sri Lanka.
- (ii) Age limits is not less than 18 years and not more than 45 years (The upper age limit will not applicable those who are persently employed permanently in Government or Local Government Institution)
- (iii) Should establish a period of minimum 03 years permanent residency within the jurisdiction of the Local Government Institution.
- (iv) Applicants should have an excellent moral character and physically sound to serve in any part of the Island.

2.4 Field Work Labourers - Grade III - Number of Vacancies : 04 (unskilled)

2.4.1 Salary Scale.- PL-1-2016 - Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

2.4.2 *Qualifications* :

I. *Educational Qualifications*.- Should have passed minimum 06 subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. (According to the Statute amended, in case of applicants not found with required qualifications. Grade 5 pass shall be considered)

2.4.3 *Physical Qualifications* :

I. Applicants should have an excellent moral character, with good eyesight and physically sound to serve in any part of the island.

2.4.4 *Others* :

- (i) Applicant should be a citizen of Sri Lanka with excellent moral character.
- (ii) Applicants should permanent residents of the authority areas of the Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency.
- (iii) All the qualifications required for the recruitment should be completed at the closing date of application mentioned in the *Gazette* notification.

2.4.5 *Age* :

- (i) Minimum age limit is 18 years.
- (ii) Maximum age limit is 45 years.
(The maximum age limit is not applicable for the those who are serving permanently in a Local Government Institution)

2.5 Sanitary Labourers - Grade III - Number of Vacancies : 05 (unskilled)

2.5.1 Salary Scale.- PL-1-2016 - Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

2.5.2 *Qualifications* :

I. *Educational Qualifications*.- Should have passed minimum 06 subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. (According to the Statute amended, in case of applicants not found with required qualifications. Grade 5 pass shall be considered)

2.5.3 *Physical Qualifications* :

I. Applicants should have an excellent moral character, with good eyesight and physically sound to serve in any part of the island.

2.5.4 *Others* :

- (i) Applicant should be a citizen of Sri Lanka with excellent moral character.
- (ii) Applicants should permanent residents of the authority areas of the Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency.
- (iii) All the qualifications required for the recruitment should be completed at the closing date of application mentioned in the *Gazette* notification.

2.5.5 *Age* :

- (i) Minimum age limit is 18 years.
- (ii) Maximum age limit is 45 years.
(The maximum age limit is not applicable for those who are serving permanently in a Local Government Institution)

2.6 Watcher - Grade III - Number of Vacancies : 01 (unskilled)

2.6.1 *Salary Scale*.– P.L.-1-2016 - Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410.

2.6.2 *Qualifications* :

- I. *Educational Qualifications*.– Should have passed minimum 06 subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. (According to the Statute amended, in case of applicants not found with required qualifications. Grade 5 pass shall be considered)

2.6.3 *Physical Qualifications* :

- I. Applicants should have an excellent moral character, with good eyesight and physically sound to serve in any part of the Island.

2.6.4 *Others* :

- (i) Applicant should be a citizen of Sri Lanka with excellent moral character.
- (ii) Applicants should permanent residents of the authority areas of the Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency.
- (iii) All the qualifications required for the recruitment should be completed at the closing date of application mentioned in the *Gazette* notification.

2.6.5 *Age* :

- (i) Minimum age limit is 18 years.
- (ii) Maximum age limit is 45 years.
(The maximum age limit is not applicable for the those who are serving permanently in a Local Government Institution)

03. *Terms of Employment* :

- (i) The posts are permanent and pensionable. (should abide to the Government Pension Scheme taken in the future by the Government).
- (ii) Contribution should be made to widow's/widower's and orphan's pension scheme.
- (iii) These appointments will be subjected to a period of probation for 03 years. If the service found unsatisfactory within the probation period of service, the appointment will be terminated without making the appointment permanent.
- (iv) Preference will be given to those who possess field experience in the related fields.
- (v) Should not have been a person convicted by a Court of Law under Penal Code.

04. *Method of Recruitment* :

- (i) He recruitment will be made according to the merit order of the marks scored in the structural interview after scrutinizing all qualifications and filled the prevailing vacancies among the most suitable, other than the driver post.
- (ii) When the recruitments held, special preference will be given to those who serve in the Akurana Pradeshiya Sabha.

05. *Method of Application* :

- (i) Applications prepared on A4 paper, according to the specimen given below, should be sent under Registered cover, to **The Secretary, Akurana Pradeshiya Sabha, Alawathugoda** on or before 23.11.2018.
- (ii) The post applied for, should be marked clearly on the top left hand corner of the envelope enclosing the application. Delayed, incomplete or not qualified applications with the qualifications mentioned above, are subject to be rejected. The Council shall not take any responsibility on applications delayed in post.

06. Copies of under mentioned documents, certified by the applicant should be enclosed with application :

- (i) Certificate of Birth,
- (ii) Certificates of Educational Qualifications,
- (iii) Certificate of residency, issued by the Grama Niladhari (certified by the Divisional Secretary),
- (iv) Two recent character certificates (one should be issued by the Grama Niladhari of your Division),
- (v) Experience certificates,
- (vi) A copy of Driving License - those who applied for the post of driver,
- (vii) A copy of National Identity Card.

07. The Secretary to the Akurana Pradeshiya Sabha reserve all such powers to delay or alter such recruitment or cancel or amend this notification after calling applications or during such process.

08. Any form of misconduct using influence or force for selection may cause disqualification.

09. The applicants those who are presently serving in Government or Provincial Government Service should forward their applications with the recommendation, through their head of the Institution.

T. S. RAJAPAKSE,
Secretary,
Akurana Pradeshiya Sabha.

Akurana Pradeshiya Sabha Office,
Alawathugoda,
02nd November, 2018.

SPECIMEN APPLICATION FORM

FILLING THE VACANCIES IN THE CENTRAL PROVINCE GOVERNMENT SERVICE - AKURANA PRADESHIYA SABHA

APPLICATION FOR THE POST OF

01. Name with Initials : _____.
02. Names denoted by Initials : _____.
03. Permanent Address : _____.
04. Permanent Residential District : _____.
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. Maximum Educational Qualifications obtained ? : _____.

11. 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.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

12. (i) Other Educational Qualifications : _____.
 (ii) Professional Qualifications : _____.
 (iii) Experience (Proven by certificates) : _____.
13. If you are serving in this Pradeshiya Sabha, state present post held : _____.
 Permanent /Casual/Temporary/Contract/Substitute : _____.
 Date appointed to that post : _____.
14. Have you been convicted for any offense by a Court of Law ? : _____.
15. Applicants applied for the driver post should filled this Section :
1. Driving License No. : _____.
 2. Validity Date of License : _____.
 3. Class of the License : _____.

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 : _____.