

PRADESHIYA SABHA – HORANA

APPLICATIONS are hereby called from the residents within Western Province, who have satisfied qualifications indicated in this notification for recruitment to the following posts existing in Pradeshiya Sabha, Horana.

<i>Serial No.</i>	<i>Designation</i>	<i>Number of Vacancies</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>	<i>Other Qualifications</i>	<i>Method of Recruitment</i>
01	Preschool Teacher	02	As per P. A. Circular 3/2016-MN-1 Rs. 27,140-10x300 -11x350 -10x495 - 10x660 - Rs. 45,540	<p><i>Recruitment under open stream.</i>– should have passed in G. C. E. (O/L) examination with 6 subjects in one sitting with credit passes to Sinhala/Tamil/English language, Mathematics and two other subjects and passed at least one subject at G. C. E. A/L examination except (General Knowledge)</p> <p><i>Recruitment under limited stream.</i>– Should have passed in G. C. E. O/L examination in 6 subjects in not more than two sittings with credit passes to Language and Mathematics (Should have passed five subjects out of these subjects in one sitting)</p>	<p><i>Recruitment under open stream.</i>– Should have obtained a certificate following a course on child education and child development of which duration is not less than 6 months and conducted by a Government institution, which train Nursery Teachers or Pre-school or Teachers Training Institution recognized by the Government (Registered under Government)</p> <p><i>Recruitment under limited stream.</i>– Should have obtained a certificate following a course on child education and child development of which duration is not less than 6 months and conducted by a Government institution, which train Nursery Teachers or Pre-school or Teachers Training Institution recognized by the Government (Registered under Government)</p> <p>Should be employees, who have been confirmed in the service and receiving salary in</p>	<p>By a written test and a general interview.</p> <p>By a written test and a General interview</p>

Serial No.	Designation	Number of Vacancies	Salary Scale	Educational Qualifications	Other Qualifications	Method of Recruitment
					primary service grade and have completed an active service of 5 years. Should have not been subjected to any disciplinary punishment.	
02	Shop Administrator	01	As per P. A. Circular 3/2016-MN-1 Rs. 27,140-10x300 -11x350 -10x495 - 10x660 - Rs. 45,540	<i>Recruitment under open stream.</i> – Should have passed in G. C. E. (O/L) examination with 6 subjects in one sitting with credit passes to Sinhala/Tamil/English language, Mathematics and two other subjects and passed at least one subject at G. C. E. (A/L) examination except (General Knowledge) <i>Recruitment under limited stream.</i> – Should have passed in G. C. E. (O/L) examination in 6 subjects in not more than two sittings with credit passes to Language and Mathematics (Should have passed five subjects out of these subjects in one sitting)	<i>Recruitment under open stream.</i> – Should have sound physical and mental fitness to perform the duties of the post. <i>Recruitment under limited stream.</i> – Should be the employees who receive salaries under salary code PL-1- and PL-2 at a Local Government Institution, have been confirmed in the service and have completed an active service period of 5 years. The period of service of the employee should have been confirmed in writing by the Head of Institution.	By a written test and a general interview.
03	Driver	01	As per P. A. Circular No. 3/2016 - Rs. 25,790 -10x270 - 10x300 -10x330 12-350 - Rs. 38,890	<i>Recruitment under open stream.</i> – Should have passed in G. C. E. (O/L) examination in 6 subjects in not more than two sittings with credit passes to Language and	<i>Recruitment under open stream.</i> – Should have possessed a valid driving license issued by the Commissioner-General of Motor Traffic with regard to	By a Professional test and general interview.

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				Mathematics (Should have passed five subjects out of these subjects in one sittings)	Driving of Private/ hiring cars and station wagons which are less than 24 CWT of tare weight. (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) Shall have a fair knowledge on the Highway Code. Should have sound physical and mental fitness to perform the duties of the post.	
04	Dispenser	01	As per P. A. Circular No. 3/2016 PL-2 Rs. 25,250 -10x270 -10x300 - 10x330 - 12x350 - Rs. 38,450	<i>Recruitment under open stream.</i> – Should have passed in G. C. E. (O/L) examination in 6 subjects in not more than two sittings at least with two credit passes (Should have passed five subjects out of these subjects in one sitting) <i>Recruitment under Limited stream.</i> – Should have passed in G. C. E. (O/L) examination in 6 subjects in not more than two sittings at least with two credit passes (Should have passed five subjects out of these subjects in one sitting)	<i>Recruitment under open stream.</i> – Should have completed a service experience in not less than one year relevant to the field at a Government Ayurveda Dispensary or any registered Ayurveda Dispensary recognizer by the Government. <i>Recruitment under open stream.</i> – Should have complete a service experience in not less than one year relevant to the field at a Government Ayurveda Dispensary or any registered Ayurvedic Dispensary recognizer by the Government. Should be the employee who have completed permanent service of 5 years.	By a General Interview

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					Should not have been subjected to any disciplinary punishment during this period.	
05	Sanitary/Health Labourer	01	As per P. A. Circular No. 3/2016 PL-1 Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed in Grade 8 (year 9)	Should have sound physical and mental fitness to perform the duties of the post	Candidates, who have satisfied prescribed qualifications, will be called for a structured interview.
06	Work/Field Labourer	03	As per P. A. Circular No. 3/2016 PL-1 Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed in Grade 8 (year 9)	Should have sound physical and mental fitness to perform the duties of the post	Candidates, who have satisfied prescribed qualifications, will be called for a structured interview.
07	Heavy Machine Operator	01	As per P. A. Circular No. 3/2016 PL-3 Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990	<i>Recruitment under open stream.</i> — Recruitment under open stream.— Should have passed in G. C. E. (O/L) examination in 6 subjects in not more than two sittings at least with two credit passes (Should have passed five subjects out of these subjects in one sitting)	<i>Recruitment under open stream.</i> — Should have possessed a valid certificate of competence issued by the Commissioner-General of Motor Traffic or Driving license with regard to Driving of Heavy Motor Vehicles more than 34 CWT of tare weight, Heavy Trailers and buses of which seating capacity is more than 32 (A driving license in vehicle Class A or a driving license in Class D under new procedure shall have been obtained) Should have obtained a certificate relevant to level 4 of NVQ for driving of heavy	Candidates, who have satisfied prescribed qualifications, will be called for a structured interview.

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				Recruitment under limited stream.– Should have passed in G. C. E. (O/L) examination in 6 subjects in not more than two sittings at least with two credit passes (Should have passed five subjects out of these subjects in one sitting)	<p>vehicles issued by Tertiary Education and Vocational Education Commission.</p> <p>Should have a basic knowledge on motor mechanism.</p> <p>Should have possessed one year experience on operating heavy vehicles.</p> <p>Recruitment under open stream.– Should have possessed a valid certificate of competence issued by the Commissioner- General of Motor Traffic or Driving license with regard to Driving of Heavy Motor Vehicles more than 34 CWT of tare weight, Heavy Trailers and buses of which seating capacity is more than 32. (A driving license in vehicle Class A or a driving license in Class D under new procedure shall have been obtained)</p> <p>Should have obtained a certificate relevant at level 4 of NVQ for driving of heavy vehicles issued by Tertiary and Vocational Education Commission.</p> <p>Should have a basic knowledge on motor mechanism</p>	

Serial No.	Designation	Number of Vacancies	Salary Scale	Educational Qualifications	Other Qualifications	Method of Recruitment
					Should have been confirmed in a post under PL-1/PL-2 at a Local Government Institution and completed 3 years service in a post of Heavy Machine operator and experience of 06 months on operating heavy vehicles.	
08	Electrician	01	As per P. A. Circular No. 3/2016 -PL-2 Rs. 25,250 -10x270 -10x300 - 10x330 - 12x350 - Rs. 38,450	<p><i>Recruitment under open stream.</i> – Should have passed in G. C. E. (O/L) examination in 6 subjects in not more than two sittings at least with two credit passes (Should have passed five subjects out of these subjects in one sitting)</p> <p><i>Recruitment under Limited stream.</i> – Should have passed in G. C. E. (O/L) examination in 6 subjects in not more than two sittings at least with two credit passes (Should have passed five subjects out of these subjects in one sitting)</p>	<p><i>Recruitment under open stream.</i> – Should have possessed skills at least at level 2 of NVQ in National Vocational skills as determined by Tertiary and Vocational Education Commission for the post of Electrician. Should have an experience not less than 6 months in the relevant field. (Should be proved by certificates)</p> <p><i>Recruitment under Limited stream.</i> – Should have possessed skills at least at level 2 of NVQ in National Vocational skills as determined by Tertiary and Vocational Education Commission for the post of Electrician. Should have an experience not less than 6 months in the relevant field (Should be proved by certificates)</p> <p>Should be an employee, who has served in a post in Primary Grade at a relevant Local Government</p>	Candidates, who have satisfied prescribed qualifications, will be called for a structured interview.

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					Institution and completed 05 years service and completed satisfactory service of 5 years after passing relevant efficiency bar	

03. *General Conditions for recruitment :*

- (i) Should be a citizen of Sri Lanka,
- (ii) Should be of an excellent character and sound physical health,
- (iii) Should be a permanent resident within Western Province for a period of 3 years immediately preceding the closing date of applications. Special concerned will be paid to the Candidates, who are the permanent residents within the area of Pradeshiya Sabha, Horana.
- (iv) Should be a person, who has not been punished by a court under Penal Code or Criminal Procedure.
- (v) Should be a person, who has not been dismissed from Public Service or Provincial Public Service or sent on retirement under Public Administration Circular No. 44/90.
- (vi) Candidates, who apply for the post of Preschool Teacher and Shop Administrator under open stream, should be not less than 18 years of age and not over than 30 years of age as at the closing date of applications. However the condition for age limits should not be applicable for Candidates already holding a permanent post in Public or Provincial Public Service.
- (vii) All the candidates except those, who apply for above two posts, shall be not less than 18 years and not over than 45 years of age as at the closing date of applications. However these conditions should not be applicable for candidates already holding a permanent post in Public or Provincial Public Service.
- (viii) Candidates apply for the post of Heavy Vehicle Driver should be of the height of 05 feet.
- (ix) Special attention will be paid for those, who are already serving at satisfactory level under casual, substitute or project basis at Pradeshiya Sabha, Horana.
- (x) The Secretary of Pradeshiya Sabha retains the powers to determine any matter, which is not covered by the notification for calling applications and further he has the power to revise or cancel this notification on relevant reasonable grounds.

04. *Conditions for engagement in service :*

- (i) This post is permanent and pensionable and it should be subjected to the policy decisions taken by Government in due course on pension scheme. Contributions should be paid to Widows/Widowers and Orphans' Fund.
- (ii) The candidate should be subjected to a probationary period of three years from the date of appointment and the employees appointed on promotions should be subjected to one year under supervision.
- (iii) Selected employees should be bound, in addition to these conditions and regulations for recruitments, by orders of the Government of Sri Lanka, regulations of the Establishments Code, Financial Regulations, Departmental Orders, regulations and orders issued from time to time by Western Provincial Council, Public Service Commission of Western Province, or Pradeshiya Sabha, Horana.
- (iv) Selected candidates should be bound by the Official Languages Policy.

05. *Method of application.*— The application should be prepared in accordance with the specimen (at the size of 12"x8") and it should be sent by registered post to the address "Secretary, Pradeshiya Sabha, Horana" on or before 27.12.2018. The post applied for should be indicated on the top left corner of the envelope in which the application is enclosed. (Candidates, who are already in public service, should send their applications through the respective Head of Institution.) Application received after closing date will be rejected.

Copies of the following certificates should be attached to the application and originals should be submitted at the interview :

- (i) Certificate of birth,
- (ii) Educational certificates and certificates to prove experience,
- (iii) Certificate of residence issued recently by Grama Niladhari to prove the residency in the area,
- (iv) Two characters received recently,
- (v) Certificates to prove other qualifications,
- (vi) Service certificate, if already in Public Service,
- (vii) A copy of the National Identity Card to prove the identity.

N. B.— Secretary, Pradeshiya Sabha retains all the powers to postpone, cancel or revise this notification.

Secretary,
Pradeshiya Sabha, Horana.

Pradeshiya Sabha, Horana

SPECIMEN APPLICATION FOR THE POST OF

01. (i) Name with initials :_____.
- (ii) Names denoted by initials :_____.
02. Permanent address :_____.
03. Grama Niladhari Division :_____.
04. District :_____.
05. Date of Birth : Year :_____. Month :_____. Date :_____.
06. Age as at the closing date of application (..... 2018) :
Years :_____. Months :_____. Days :_____.
07. Sex :_____.
08. Whether a citizen of Sri Lanka ? If so by descent or registration ? :_____.
09. Number of the National Identity Card :_____.
10. Telephone Number :_____.
11. Marital Status :_____.
12. Educational Qualifications :
12.1 The grade passed by the candidate for the last time :
12.2 G. C. E. (O/L) examination :
I. Year :_____. Month :_____.
- II. Index Number :_____.
- III. Results :

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

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

- I. Year :_____. Month :_____.
II. Index Number :_____.
III. Results :

<i>Subject</i>	<i>Pass</i>
1.	
2.	
3.	
4.	

14. Professional Qualifications and experience :_____.
15. Other Qualifications :_____.
16. Have you ever been convicted in a court for any offence ? :_____.
17. Are you already serving at this Pradeshiya Sabha under permanent, casual, substitute, temporary or project basis ? If so, indicate the period of service and other particulars :_____.
18. Post :_____.
19. Period of service : Years :_____. Months :_____. Days :_____.
20. Have you been subjected to a disciplinary punishment during the previous five years ? :_____.

I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge. I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

_____,
Candidate.

Date :_____.

Attestation of the Head of Institution in respect of a candidate, who is already in service :

Mr./Mrs./Ms the candidate, is presently employed in this institution in the capacity of He/She can/cannot be released from the present post if selected for a post. It is hereby certified that he/she has not been subjected to any disciplinary punishment and further the application submitted by him/her is recommended and submitted.

_____,
Signature of the Head of Institution.

Date :_____.