



MEDA DUMBARA PRADESHIYA SABHA

Open and Limited Recruitment to the Grade III Driver Posts

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

01. Posts Vacant : Driver
Name of the Post : Vehicle Driver
Number of Vacancies : 02
Category of Service : Primary (Skilled)
Grade of Recruitment : Grade III

Salary Scale.— Salary entitled According to the PL 03-2016 of Public Administration Circular No. 03/2016 to the Driver post of the Central Province Public Service mentioned below:

Rs. 25,790-10x270-10x300-10x330-12x350- Rs. 38,990 (As per the salaries according to the Schedule II of the above Circular Rs. 23,126/- as at 01.01.2019, will be paid according to the Provisions of the Circular)

02. *Qualifications for Open and Limited Recruitment :*

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.

Professional Qualifications.— Possession of a Driving License to drive motor vehicles and trailers exceeding 34 cwt. tare weight and transport bus carrying not exceeding 32 passengers and

Possession of a Class A or Class D new Driving License, issued by the Commissioner General of Motor Traffic before 03 years of the date of recruitment.

Experience.— Should possess minimum 03 years experience as a driver after obtaining driving license. (proven by certificates)

Physical Qualifications.— Every applicant should possess a sound physical and moral condition to serve in day and night with good eye sight.

Minimum height should be 05 feet and 2 ½ inches.

Other Qualifications :

- i. Applicant should be a citizen of Sri Lanka.
- ii. Applicants should permanent residents of the authority areas of Meda Dumbara Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency at the closing date of application. If called for interview the residency should be proven by the Voter Register or the Grama Niladhari certificate counter signed by the District Secretary.
- 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.

03. *Age Limit.*— Age limits is not less than 18 years and not more than 45 years. The maximum age limit is not applicable to those who are presently serving in this Council.

04. *Method of Recruitment :*

Open Recruitment.— The recruitment will be made according to the merit order of the achievement of competency skills in a trade test, among those who scored highest marks in the written examination, who possess all qualifications required.

Limited Recruitment : Applicable to the staff presently working permanently in this Council.

Successful applicants scored highest marks in the structural interview after scrutinizing educational, professional and general qualifications, physical and moral fitness should qualified in a trade test conducted by a motor traffic examiner.

05. *Order of Recruitment* :

1. Written Examination conducted according to the syllabus

<i>Question Paper</i>	<i>Time Duration</i>	<i>Total Marks</i>	<i>Minimum marks required for a pass</i>
1. Highway Code and basic knowledge in motor mechanism	01 hour	100	40%
2. Basic knowledge in motor mechanism	01 hour	100	40%

II. 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. (The maximum marks given is 100)

III. Recruitment will be made according to the merit order among those scored highest competencies.

06. *Terms of Employment* :

- (i) Contribution should be made to widow's /widower's and orphan's pension scheme.
- (ii) 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.
- (iii) Should abide to the provisions of the Circular issued by the Public Administration regarding the implementation of Official Languages policies.
- (iv) In addition to the terms and conditions of recruitment, appointees should comply with regulations of Establishment Code, the Financial Regulations, Local Government service circulars of the Central Provincial Government Service, orders that may be laid down from time to time by Meda Dumbara Pradeshiya Sabha.
- (v) Should face a medical test conducted by a qualified medical officer within one month of the appointment. If the physical condition is found not satisfactory, the appointment will be terminated.

07. *Order of Application* :

- I. Applications prepared according to the specimen given below, should be sent under Registered cover, to The Secretary, Meda Dumbara Pradeshiya Sabha, Teldeniya, on or before 15.02.2019. Acknowledgement of application will not be made.
- II. The post applied for, should be marked clearly on the top left hand corner of the envelop enclosing the application.
- III. 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 lost in post.
- IV. Copies of the documents to prove qualifications should be attached with applications and the first copies should be forwarded when called for interview.

08. *Method of Filling Applications :*

- I. Applications prepared according to the specimen given below on both sides of A4 paper, covering No. 01-09 in first page, No.10-14 in the second page and the rest in the third page, Applications should be type written or clearly hand written.
- II. Applicant's signature should be attested by a Principal of a Government school, a Justice of Peace, a Commissioner of Oaths, a Notary Public, a Commissioned Officer of the Armed Forces, a high rank officer of the Police Service or a permanent Government servant drawing more than Rs. 240,360/- as annual salary.
- III. If any details furnished by the applicant found false before or after appointment, the candidature or appointment will be terminated. Furthermore, if any factual matters were found purposely hidden, the post will be terminated.
- IV. The applicants those who are presently serving in Government or Provincial Government service should forward their applications through their head of the Institution.

09. The Secretary to the Meda Dumbara Pradeshiya Sabha reserves all such powers to delay or alter such recruitment or cancel the notification after calling application or during such process.

10. The announcement published in the Part IV (b) of the *Gazette* of the Democratic Socialist Republic of Sri Lanka, No. 2036, dated 08.09.2018 regarding the posts vacant in the Meda Dumbara Pradeshiya Sabha is hereby cancelled.

SUMANA WIJERATNE,
Secretary,
Meda Dumbara Pradeshiya Sabha.

Meda Dumbara Pradeshiya Sabha,
Teldeniya.
31st December, 2018.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE RECRUITMENT TO THE GRADE III..... POST IN THE MEDA DUMBARA
PRADESHIYA SABHA

Mark ✓ in the related cage

01. (i) Name with Initials : _____.
(ii) Names denoted with Initials : _____.

02. Private Address : _____.

03. Telephone Number : _____.

04. Date of Birth : Year : Month : Date :

05. Age as at the closing date of application : Years : Months : Days :

06. National Identity Card Number :

07. Are you a citizen of Sri Lanka ? Yes : No:

If so, by Descent or

by Registration ? :

08. Sex : Male / Female : Female : Male :

09. Civil Status : Married / Single : Married : Single :

10. Period of permanent residency in the Meda Dumbara Pradeshiya Sabha area : years

11. Educational Qualifications : Details of G. C. E. (O/L) Examination (according to the Distinction, credit passes in order) :

1st Attempt
Index No. : _____ . Year : _____ .

2nd Attempt
Index No. : _____ . Year : _____ .

	<i>Subjects</i>	<i>Pass</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

	<i>Subject</i>	<i>Grade</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

12. Professional Qualifications and Experience

13. Other Qualifications :

14. If you are serving in this Pradeshiya Sabha,

III. State present post held :

IV. Date appointed to that post :

15. I do hereby declare that the particulars furnished by me in this application are true and correct to the best of my knowledge and belief. I am aware that I am liable to be disqualified before the appointment, if the information furnished by me are found to be false as per the condition of recruitment, and I am liable to be dismissed without any compensation, if it is detected after selection to the post.

_____,
Signature of Applicant.

Date : _____.

16. Attestation of the Signature of the Applicant;

I hereby certify that that applicant Mr./ Mrs./ Miss who submits this application is known to me personally and that he/she place his/her signature in my presence on today.

_____,
Signature of Attester.

Date : _____;

Name : _____;

Designation : _____;

Address : _____.

17. Recommendation of Head of the Department for candidates currently employed in Public/ Provincial Public Service :

I certify that the applicant, Mr./Mrs./ Miss is currently employed at this Department/ Institution of as a and no disciplinary action (other than warnings) has been taken against her/him for the nearest years and if she/he is selected for this post she/he can be released from the current position that she/he holds.

_____,
 Signature of the Head of the Institution.

Date : _____;
 Name : _____;
 Designation : _____;
 Official Seal : _____.