

PRADESHIYA SABHA RIDEEGAMA

APPLICATIONS are invited from qualified candidates permanently resided in the area of authority of Pradeshiya Sabha Rideegama.

Recruitments will be made for the relevant vacant posts in terms of the recruitment procedure of Preliminary Semi Technical, Preliminary Non Technical Service Category in the North Western Provincial Council Public Service approved by the Hon. Governor in the North Western Province on 19.11.2008 and 12.05.2009.

<i>Name of the post</i>	<i>Number of Vacancies</i>	<i>Service Category and salary scale</i>	<i>Educational Qualifications and other Qualifications</i>	<i>Professional Qualifications and Experience</i>
01. Crematorium Operator III	01	Preliminary Semi Technical PL2-2016 - Rs. 25,250 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - Rs. 38,450	<p><i>For external candidates :</i> Should have passed at least two subjects at G. C. E. (O/L) Examination. (Other than optional subjects.)</p> <p><i>For internal candidates :</i> Applicants those who already employed in a permanent post in Public service should have passed grade 8 (Year 9) from a school approved by the government.</p> <p>The educational qualifications of the recruitment procedure for the time being will be applicable personally only for the employees recruited for the Preliminary Semi Technical post on the basis of casual/substituted/Contract.</p>	* Should have at least a 02 year experience in the relevant field at a recognized institute. (Experience should be confirmed through certificate of service)
02. Crematorium Assistant III	01	Preliminary Non Technical PL1-2016 Rs,24,250 - 10 x 250 - 10 x 270 - 10 x 300 - 12 x 330 - Rs. 36,410	<p>* Should have passed at least two subjects at G. C. E. (O/L) Examination. (Other than optional subjects).</p> <p>The educational qualifications of the recruitment procedure for the time being will be applicable personally only for the employees recruited for the Preliminary Non Technical post on the basis of casual/substituted/contract.</p>	
03. Office Work Assistant III	01			

<i>Name of the post</i>	<i>Number of Vacancies</i>	<i>Service Category and salary scale</i>	<i>Educational Qualifications and other Qualifications</i>	<i>Professional Qualifications and Experience</i>
04. Working/Field labourer III	04	Preliminary Non Technical PL1-2016 Rs. 24,250 - 10 x 250 - 10 x 270 - 10 x 300 - 12 x 330 - Rs. 36,410	* Should have passed grade 8 (year 9) from a school approved by the government * The educational qualifications of the recruitment procedure for the time being will be applicable personally only for the employees recruited for the Preliminary Non Technical post on the basis of casual/substituted/contract.	

01. *Other qualifications required :-*

- (i) Should be a citizen of Sri Lanka,
- (ii) Should not be less than 18 years or not more than 45 years at the closing date of accepting applications. (this maximum age limit shall not be applicable for the applicants those who are already employed in the Provincial Public Service on the basis of permanent/casual/substituted/contract).
- (iii) Should have an excellent character and should be in good health.
- (iv) 03 years period of permanent residency within the area of authority of Pradeshiya Sabha Rideegama within the period of immediate previous 03 years as at the closing date should be confirmed. (It should be confirmed through a letter issued by the Grama Niladari of the resided division which has been countersigned by the Divisional Secretary.
- (v) If the applicant is already employed in Public/Provincial Public Service he/she should not have been punished other than warned during the immediate previous 05 years as at the closing date of applications are entertained and all the salary increments should have been earned during this period of immediate previous 05 years.

02. *Terms of employment :*

- (i) This post is permanent, pensionable.
- (ii) Should make contributions to widows' and Orphans' pensions scheme.
- (iii) All the employees should be abide by the government policies, rules and regulations imposed by North Western Provincial Public Service Commission and North Western Provincial Council and regulations of Establishment Code, Financial Regulations and other regulations stipulated by the Government, Circular instructions and Departmental Orders from time to time.
- (iv) This Post is subject to 03 year probation period. First efficiency bar examination should be passed during the first 03years.
- (v) The prescribed official language proficiency should be obtained during the first 05 years in terms of Public Administration Circular 01/2014 and incidental circulars.

03. *Method of application :*

- (i) Applications prepared in accordance with the specimen form given hereto should be duly perfected and sent over registered post to reach the following address on or before 25.04.2019

Secretary,
Pradeshiya Sabha, Rideegama,
Rideegama.

- (ii) The post applied should be written at the top left hand corner of the envelop in which the application is enclosed.
- (iii) Imperfect applications and applications received after the closing date will be rejected.
- (iv) Applicants those who already employed in public/provincial public service should send their applications through their heads of institutes.
- (v) Documents to be submitted together with the application

Certified copies of the following certificates should be annexed to the application and original copies should be furnished at the interview.

- (a) Certificate of Birth
- (b) Certificates of Education
- (c) Certificate of permanent residency issued by the Grama Niladhari (Should have been counter signed by the Divisional Secretary)
- (d) Two certificates of character recently issued
- (e) Certificates of other qualifications or service experience

Candidates who have fulfilled basic qualifications will only be called for the interview and imperfect applications and applications in which information specified in 03 V are not given will be reject without any notice.

J. A. AJITH KUMARASINGHE,
Secretary,
Pradeshiya Sabha, Rideegama.

Pradeshiya Sabha Rideegama,
Rideegama,
25th March, 2019.

Specimen Application

RECRUITMENT TO THE VACANT POSTS IN THE PRADESHIYA SABHA RIDEEGAMA UNDER NORTH WESTERN PROVINCIAL PUBLIC SERVICE - 2019

APPLICATION FOR THE POST OF

01. (i) Full name of the applicant :
- (ii) Name with initials :
02. National Identity Card Number :
03. Permanent Address :
04. Grama Niladhari Division :

05. Date of Birth :

Year : Month : Date :

06. Age :

Years : Months : Days :

07. Gender :

08. Marital Status :

09. Telephone Number :

10. Years of permanent residency within the area of authority of Pradeshiya Sabha Rideegama :

11. (i) Are you Sri Lankan Citizen? :

(ii) If so, state whether by descent or Registration ?
:

12. Educational Qualifications :

13. Professional Qualifications :

14. Other Qualifications :

15. Service Experience :

I 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 if these particulars are found to be false before or after I am selected to this post, I will be disqualified and I will be dismissed from the service without any compensation.

Signature of the applicant.

Date :

*Certificate of the Head of the Institute for the applicants
those who already employed*

I, hereby certify that the above, candidate, Mr./Mrs./Ms. is employed in this office as a in this institute/Department.

I, further certify that he/she has not been subject to any disciplinary punishment other than a warning within the period of immediate previous 05 years and he/she earned all the salary increments and if he/she is selected for the above post he/she can/cannot be released from the service. The application submitted by him/her is hereby recommended/not recommended and forwarded.

Date :
Signature.

Date :

Name :

Designation :

Address of the Institute :