

HABARADUWA PRADESHIYA SABHA

Vacant Positions of Southern Provincial Public Service

APPLICATIONS are invited from suitably qualified permanent residents of the Southern Province for following vacant positions in Habaraduwa Pradeshiya Sabha in Southern Provincial Public Service.

01.

<i>Serial No.</i>	<i>Designation</i>	<i>Number of Vacant Positions</i>	<i>Salary Code Number</i>	<i>Salary Scale</i>	<i>Minimum Educational/Professional Skilled Qualifications</i>
01	Ayurvedic Dispenser Grade III	01	PL 2-2016	Rs. 25,250 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,450	I. Should have passed six (06) subjects of G. C. E. (O/L) in not more than two attempts. II. Should have to undergo three months job related training conducted by Management Development and Training Center of Wackwella and obtain the certificate within the three years probationary period. III. Experience in relevant field shall be an added qualification.
02	Office Peon (K.K.S.) Grade III	02	PL 1-2016	Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	I. Should have passed six (06) subjects of G. C. E. (O/L) with at least two credits in not more than two attempts.
03	Driver Grade III	01	PL 3-2016	Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990	I. Should have passed six (06) subjects of G. C. E. (O/L) in not more than two attempts. II. Should possess a Motor Vehicle license (for heavy vehicles) issued by Commissioner General of Motor Traffic and a certificate should be obtained for skills. Should have obtained at least 03 years work experience after obtaining the relevant certificate.
04	Library Assistant Grade III	02	PL 1-2016	Rs. 24,250 -10x250 -10x270 - 10x300 - 12x330 - Rs. 36,410	I. Should have passed six (06) subjects of G. C. E. (O/L) with at least two credits in not more than two attempts.
05	Work/Field Labours Grade III	04	PL 1-2016	Rs. 24,250 -10x250 -10x270 - 10x300 - 12x330 - Rs. 36,410	Passed Grade 08 (Year 09)
06	Health Laboureros Grade III	04	PL 1-2016	Rs. 24,250 -10x250 -10x270 - 10x300 - 12x330 - Rs. 36,410	Passed Grade 08 (Year 09)

02. *Age Limit.*– Age of applicant should be not less than 18 years and not more than 45 years for the closing date of applications (Upper age limit is not applicable for the applicants currently work in the public or provincial public service).

03. *General Qualifications :*

- (i) Applicants should be Sri Lankan citizens either by decent or by registration.
- (ii) Applicants should be permanent residents of the Southern Province at least 03 consecutive years immediately before the closing date of applications. (It should be confirmed by voter registry or a certificate issued recently by Divisional Secretary confirming the residence).
- (iii) Applicant should be in moral character and should be in good health.
- (iv) Applicant should not have been convicted by any court under penal code. (should submit a Police Certificate to prove that the applicant has not been convicted for a criminal offence).
- (v) All qualifications required should have been completed as at the closing date prescribed in the application. (Priority will be given for those who reside within the jurisdiction of the Habaraduwa Pradeshiya Sabha).

04. *General Conditions :*

- (i) The power to amend or cancel this notice or change or delay recruitment after or during the period of calling applications is vested in Hon. Chairman of the Habaraduwa Pradeshiya Sabha.
- (ii) Selected candidates should undergo government medical examination within 03 months of the recruitment. Appointment will be cancelled, if it is proved by the medical examination that the candidate is not physically and mentally fit for the appointed position.

05. *Conditions of Employment :*

- (i) This is a permanent and pensionable position. Pension scheme, pertaining to the above position is subject to State Policy Decisions to be taken by the state in due course. Contributions to the W and OP fund should be made.
- (ii) Selected candidates will be subjected a probationary period of three (03) years. Service will be confirmed at the end of the probationary period by considering the work, attendance and behavior within the said period.

06. *Conditions of Recruitment :*

- (i) In addition to the terms and conditions of the employment, you are abide by the rules and regulations of the Establishment Code and Financial Regulations of Sri Lanka, Departmental orders, Regulations and orders issued by the Southern Provincial Council and Southern Provincial Public Services Commission time to time.

07. *Recruitment Procedure.*– Suitably qualified applicants will be selected by a formal interview.

08. *Marking Scheme of the Interview :*

1. Structured Interview for the recruitment to "Primary Semi skilled" service category of the Departmental K. K. S. Service of the Southern Provincial Public Service.– Fields and marks to be provided.

	<i>Main fields considered for marking</i>	<i>Maximum Marks</i>	<i>Minimum Marks for the Selection</i>
1	Education Qualifications	30	50%
2	Professional Qualifications	10	
3	Experience	10	
4	Residency within limits of Pradeshiya Sabha	45	
5	Skills displayed at the interview	05	
	Total	100	

- v. Structured Interview for the recruitment to "Primary-unskilled" service category of the Departmental K. K. S. Service of the Southern Provincial Public Service.– Fields and marks to be provided.

	<i>Main fields considered for marking</i>	<i>Maximum Marks</i>	<i>Minimum Marks for the Selection</i>
1	Education Qualifications	30	50%
2	Professional Qualifications	10	
3	Experience	10	
4	Residency within limits of Pradeshiya Sabha	45	
5	Skills displayed at the interview	05	
	Total	100	

(ii) *Driver :*

Recruitment will be done on the basis of a structured interview and results of a test conducted to confirm professional qualifications. All recruitments for this service category must be strongly based on the provisions of this service minute.

(i) *Method of marking of structured interview :*

	<i>Main fields considered for marking</i>	<i>Marks</i>
1	G. C. E. (O/L) - for ordinary passes	Marks 8x1 = 8 Marks
2	G. C. E. (O/L) - for credit passes	Marks 8x2 = 16 Marks (Maximum)
3	G. C. E. (A/L)	Marks 4
4	Professional Knowledge	Marks 10
5	Personality	Marks 5
6	Training or experience on the relevant job	Marks 15 (02 marks per year)
	Total	50 Marks

50% of marks is allocated for the structured interview and not less than 40% (20 or more marks) should be obtained to pass.

(ii) *Professional Test :*

50% of marks is allocated for the professional interview and not less than 40% (20 or more marks) should be obtained to pass.

09. *Method of Application.*– Duly completed applications should be submitted together with photocopies of certificates mentioned below. Original of certificates should be presented along with the National Identity Card in the interview.

- (i) Birth Certificate,
- (ii) Educational Certificates,
- (iii) A copy of the voter register and the certificate issued recently by Grama Niladhari and counter-signed by Divisional Secretary confirming the residence,
- (iv) Two testimonials, recently obtained (one testimonial should be from the Grama Niladharee),
- (v) Certificates of work experience,
- (vi) Service Certificate (For those who are currently serving for the Public or Provincial Public Service),
- (vii) Valid Driving License (only for the applicants for the post of Driver).

The applications must be self-prepared on both sides of A4 size paper, including qualifications mentioned in this notice and sent to the Secretary, Pradeshiya Sabhawa, Habaraduwa by registered post on or before 31.05.2019. The post

applied should be mentioned in the top left corner of the envelope the application is enclosed. Applicants those who currently serve in the public should forward their applications through the respective heads of the organization. One applicant can apply for all 03 posts, but applications for different posts should be forwarded separately. Applications, which has not been prepared according to given instructions, or incomplete applications will be rejected without prior notice.

Applications prepared according to the specimen application attached in this notice should be forwarded only by registered post to The Chairman, Pradeshiya Sabha, Habaraduwa on or before 31.05.2019.

The post applied should be clearly mentioned as "Application for the post of " in the top left corner of the envelope the application is enclosed.

Eg.– Application for the post of Driver.

(Application should be prepared on A4 Papers. Incomplete, unclear or late applications will be rejected without prior notice)

Those who are currently serving public or Provincial Public Service should forward their applications through respective Heads of Institutions.

In the event of any inconsistency between the Sinhala, Tamil and English texts of this notice, the Sinhala text shall prevail.

10. All powers of delaying recruitment or changing or cancellation of this notice or substituting procedures after calling applications, lying with the Chairman of Habaraduwa Pradeshiya Sabha.

The Chairman,
Habaraduwa Pradeshiya Sabhawa.

Office of the Habaraduwa Pradeshiya Sabha,
On 04th April, 2019.

HABARADUWA PRADESHIYA SABHA

APPLICATION FOR THE POST OF IN HABARADUWA PRADESHIYA SABHA OF
SOUTHERN PROVINCIAL PUBLIC SERVICE

01. Name with Initials :_____.
02. Names denoted by Initials :_____.
03. Permanent Address :_____.
04. District :_____.
05. Date of Birth : Year :_____, Month :_____, Date :_____.
06. National Identity Card :_____.
07. Gender :_____.
08. Age as at the closing date of application : Years :_____, Months :_____, Days :_____.
09. Civil Status :_____.
10. Nationality :_____.
11. Citizen of Sri Lanka - By decent or by registration ? :_____.

12. Educational Qualifications (Examinations Passed) :

I. Passed Year/Grade : _____.

II. G. C. E. (O/L) Examination :

Index Number : _____.

Year and Month : _____.

Subjects Passed :

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>

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

Index Number : _____.

Year and Month : _____.

Subjects Passed :

<i>Subject</i>	<i>Grade</i>

13. Professional Qualifications (Should be confirmed by certificates) : _____.

14. Experience : _____.

15. Have you ever been convicted by a court of Law ? If so, please provide details : _____.

16. Details should be furnished for the duration of service and the Status of the Appointment (Permanent/Substitute/Casual/Contract/Temporary) along with a service certificate, If you currently work in Habaraduwa Pradeshiya Sabha as Permanent/Substitute/Casual/Contract/Temporary basis : _____.

17. Other Qualifications (Should be confirmed by certificates if available) : _____.

I hereby declare that the information furnished by me here is true and correct. I am truly aware that I will be subject to disqualification, if the above mentioned information is found to be false before recruitment and will be subjected to legal actions under the Establishment Code if any information provided is found to be false after recruitment.

_____,
Applicant Signature.

Date : _____.

(To be filled by Applicants who are currently serving Public/Provincial Public Service)

Certification of the Head of Institution :

I hereby certify that the information furnished above by the applicant is true and correct and he/she can be released from the present position, if he/she is selected for the above post and he/she works as in this institution in Permanent/Casual/Substitute/Daily paid/Contract Basis.

_____,
Signature of Head of Institute.

Date : _____.