

TAWALAMA PRADESHIYA SABHAWA

Vacancies of Southern Provincial Council

APPLICATIONS are invited from candidates who are suitably qualified according to this notification and permanently resides within the Southern Province for following vacant positions in Tawalama Pradeshiya Sabha.

SCHEDULE

1. Library Assistant Grade III - Number of Vacancies - 01

According to the Southern Provincial Honourable Governors letter No. G/SP/1/1 of 26.03.2019 and the Recruitment procedure for the positions of primary semi-skilled work category approved by the Honourable Governor of the Southern Province.

Salary Scale.– PL- 1-2016A- Rs. 24,250-10x250-10x270-10x300-10x330- Rs. 36,410. (Starting salary for 01.01.2019 will be Rs. 21,746 according to Schedule 11 of the Public Administration Circular No. 3/2016. Efficiency bar will be held before the fourth (04) salary step.)

Limited Recruitment.– Should have passed Six (06) subjects of G.C.E.(0/L) with at least two credits in not more than two attempts (must have to be passed five subjects in one attempt).

And

Priority will be given to those who have completed Diploma in Library and Information Science conducted by National Library Services Board or higher qualifications.

Professional Qualifications.– At least one year experience in the relevant field (Have to confirm by relevant certificates).

Method of Recruitment.– Structured Interview.

Open Recruitment.– (Open candidates will be recruited only if there are no qualified candidates under the limited scheme).

Education qualifications for the open recruitment are same as the limited recruitment.

Method of Recruitment.– Structured Interview :

	<i>Main fields considered for marking</i>	<i>Maximum Marks</i>	<i>Minimum Mark for the Selection</i>
1	Educational 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	

2. Crematorium Operator Grade III - Number of Vacancies 01

According to the Southern Provincial Honourable Governors letter No. G/SP/12/08 of 29.09.2014 and the Recruitment procedure for the positions of primary semi-skilled work category approved by the Honourable Governor of the Southern Province.

Salary Scale.– PL- 2-2016A- Rs. 25,250 -10x270-10x300-10x330-10x350- Rs. 38,450/- (Starting salary for 01.01.2019 will be Rs.22,642/- according to Schedule 11 of the Public Administration Circular No. 3/2016. Efficiency Bar will be held before the fourth (04) salary step.)

Limited Recruitment.– Should have passed Six (06) subjects of G.C.E.(O/L) with at least two credits in not more than two attempts (must have to be passed five subjects in one attempt).

and

Should be qualified with at least level 2 of National Vocational Qualifications (NVQ) as specified by the Vocational and Tertiary Education Commission.

Or

Should be qualified with at least level 3 of National Vocational Qualifications (NVQ) as specified by the Vocational and Tertiary Education Commission, if not qualified with relevant G.C.E. (O/L) qualification.

Professional Qualifications.– At least one year experience in the relevant field (Have to confirm by relevant certificates)

Method of Recruitment.– Structured Interview.

Open Recruitment.– (Open candidates will be recruited only if there are no qualified candidates under the limited scheme)

Education qualifications for the open recruitment are same as the limited recruitment.

Method of Recruitment.– Structured Interview :

	<i>Main fields considered for marking</i>	<i>Maximum Marks</i>	<i>Minimum Mark for the Selection</i>
1	Educational 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	

3. Electrical Technician Grade III - Number of Vacancies 01

According to the Southern Provincial Honourable Governors letter No. G/SP/12/08 of 23.12.2013 and the Recruitment procedure for the positions of primary semi-skilled work category approved by the Honourable Governor of the Southern Province.

Salary Scale PL- 2-2016A- Rs. 25,250-10X270-10X300-10X330-10X350- Rs. 38,450. (Starting salary for 01.01.2019 will be Rs. 22,642/- according to schedule 11 of the Public Administration Circular No. 3/2016. Efficiency bar will be held before the fourth (04) salary step.)

Limited Recruitment.– Should have passed six (06) subjects of G.C.E.(O/L) with at least two credits in not more than two attempts (must have to be passed five subjects in one attempt) ;

and

Should be qualified with at least level 2 of National Vocational Qualifications (NVQ) as specified by the Vocational and Tertiary Education Commission ;

Or

Should be qualified with at least level 3 of National Vocational Qualifications (NVQ) as specified by the Vocational and Tertiary Education Commission, if not qualified with relevant G.C.E. (O/L) qualification.

Professional Qualifications.– At least one year experience in the relevant field (Have to confirm by relevant certificates)

Method of Recruitment.- Structured Interview.

Open Recruitment.– (Open candidates will be recruited only if there are no qualified candidates under the limited scheme)

Education qualifications for the open recruitment are same as the limited recruitment.

Method of Recruitment.– Structured Interview

	<i>Main fields considered for marking</i>	<i>Maximum Marks</i>	<i>Minimum Mark for the Selection</i>
1	Educational 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	

4. Work / Field Labourer Grade III - Number of Vacancies 04

(Crematorium Labourer, Ayurvedic Labourer, Stores Labourer, Water pump labourer, Road Labourer, Electrical Labourer, Cemetery Labourer are included in Work / Field Labour category.)

According to the Southern Provincial Honourable Governors letter No. G/SP/1/1 of 26.03.2019 and the Recruitment procedure for the positions of primary semi-skilled work category approved by the Honourable Governor of the Southern Province.

Salary Scale.– PL- 1-2016A- Rs. 24,250- 10X250 -10X270- 10X300 -10X330- Rs, 36,410. (Starting salary for 01.01.2019 will be Rs.21,746/- according to schedule 11 of the Public Administration Circular No. 3/2016. Efficiency bar will be held before the fourth (04) salary step.)

Educational Qualifications.– Should have passed grade 8 (year 9).

Professional Qualifications/Experience.– not relevant

Method of Recruitment.– Structured Interview :

	<i>Main fields considered for marking</i>	<i>Maximum Marks</i>	<i>Minimum Mark for the Selection</i>
1	Service duration of working in a local government institution on casual, substitute, contract basis	30	50%
2	Educational Qualifications and other job related professional qualifications	15	
3	Residency within limits of Pradeshiya Sabha	45	
4	Personality	05	
5	Skills displayed at the interview	05	
Total		100	

5. Health Labourer Grade III - Number of Vacancies 01

According to the Southern Provincial Honourable Governors letter No. G/SP/12/08 of 03.01.2014 and the Recruitment procedure for the positions of primary non-skilled work category approved by the Honourable Governor of the Southern Province.

Salary Scale.– PL- 1-2016A- Rs. 24,250 - 10X250-10X270-10X300-10X330- Rs. 36410. (Starting salary for 01.01.2019 will be Rs. 21,746/- according to schedule 11 of the Public Administration Circular No. 3/2016. Efficiency bar will be held before the fourth (04) salary step.)

Educational Qualifications.– Should have passed grade 8 (year 9).

Professional Qualifications/Experience: not relevant

Method of Recruitment.– Structured Interview

	<i>Main fields considered for marking</i>	<i>Maximum Marks</i>	<i>Minimum Mark for the Selection</i>
1	Service duration of working in a local government institution on casual, substitute, contract basis	30	50%
2	Educational Qualifications and other job related professional qualifications	15	
3	Residency within limits of Pradeshiya Sabha	45	
4	Personality	05	
5	Skills displayed at the interview	05	
Total		100	

General Conditions of the Recruitment :

- (i) Applicant should be a Sri Lankan Citizen.
- (ii) Applicant should be permanent residents of the Southern Province at least 03 consecutive years immediately before the closing date of applications
- (iii) 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 a permanent position of the public sector.)
- (iv) Applicant should be in moral character and should be in good health.
- (v) The job offer is not guaranteed by calling for the interview or conducting the interview or the practical examination.
- (vi) All qualifications required should have been completed as at the closing date prescribed in the application.

Conditions of Employment :

- (i) This is a permanent and pensionable position.
- (ii) Those recruited are liable to contribute to Widows/Widowers and Orphans Pension Scheme.
- (iii) Selected candidates will be subjected a probationary period of three (03) years.
- (iv) Those who are already work in the public service will be subjected to an acting period of one (01) year, (in limited recruitment)

- (v) 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 and regulations issued by the Chairman of the Tawalama Pradeshiya Sabha time to time.

Method of submission of Application :

- (i) The applications must be self-prepared on one side of A4 size paper.
- (ii) The post applied should be mentioned in the top left corner of the envelope the application is enclosed and sent to the address, Chairman, Tawalama Pradeshiya Sabhawa, Batahena, Tawalama by registered post on or before 14.06.2019.,
- (iii) Applicants those who currently serve in the public should forward their applications through the respective heads of the organization.
- (iv) No responsibility has been taken on the postal letters or returned letters due to incorrect address and late applications, applications, which has not been prepared according to given instructions, incomplete applications or unqualified applications which has not been completed relevant qualifications before the closing date will be rejected.
- (v) Applications for different posts should be forwarded separately in separate envelopes, if applying for more than one post.
- (vi) Applications should be submitted together with photocopies of certificates mentioned below. Originals of certificates should be presented along in the interview.
 - (a) Birth Certificate
 - (b) Educational Certificates
 - (c) Certificates of Professional Qualifications
 - (d) Certificates of work experience
 - (e) National Identity card or a photocopy Driving license (both sides)
 - (f) Certificate issued recently by Grama Niladhari and counter-signed by Divisional Secretary confirming the residence (This certificate should have been issued prior to six months to the closing date of applications).

All relevant qualifications should have been completed before the closing date of applications and, decision making power is up to the chairman of Tawalama pradeshiya sabha, for any detail not mentioned in this document.

BANDULA WIJESKARA,
 Chairman,
 Tawalama Pradeshiya Sabhawa.

On the date of 07th of May 2019.

In the office of Tawalama Pradeshiya Sabha

MODEL APPLICATION

THAWALAMA PRADESHIYA SABHAWA

POST OF OF THE SOUTHERN PROVINCIAL COUNCIL

01. Name with Initials : _____.

(i) Names denoted by Initials :

02. Permanent Residence : _____.

03. (i) Date of Birth : Year :_____. Month :_____. Date :_____.
(ii) Age as at 14.06.2019 : Years :_____. Months :_____. Days :_____.
04. National Identity Card No. :_____.
05. Gender :_____.
06. Civil Status :_____.
07. Citizenship Status; by Decent or by Registration :_____.
08. Nationality :_____.
09. Educational Qualifications :_____.
10. Professional Qualifications/Service Experience :_____.
11. Whether Convicted by any court under penal code :_____.
12. If you currently serve in Tawalama Pradesiya Sabha :
- (i) Current Position :_____.
- (ii) Date of Appointment to the above position :_____.
- (iii) Status of Employment (Casual/Temporary/Substitute/Contract basis) :_____.

I hereby declare that the above information are true and correct to my knowledge. If any information herein detected false before the recruitment, I will be liable to be disqualified for the post and will be dismissed if found to be liable of false information after the recruitment.

_____,
Signature of the Applicant.

Date :_____.