



KOBEIGANE PRADESHIYA SABHA

APPLICATIONS are hereby being called for recruitment to the following vacant positions, in Kobeigane Pradeshiya Sabha, in North Western Provincial Public Service, from permanent residents dwelling within the authority of Kobeigane Pradeshiya Sabha, having required qualifications mentioned against each post, until the date of 2019.07.26.

| <i>Serial No.</i> | <i>Name of the Designation</i> | <i>Number of Vacant Positions</i> | <i>Salary Scale</i> | <i>Educational Qualifications</i> | <i>Other Qualifications</i> | <i>Method of Recruitment</i> |
|-------------------|--------------------------------|-----------------------------------|--|-------------------------------------|--|--|
| 01 | Road Labourer | 02 | PL1 as per the Public Administration Circular 3/2016 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) | should possess competent physical and psychological health sufficient to perform duties of the post. | Suitably qualified applicants will be subjected to a Structured interview. |

| Serial No. | Name of the Designation | Number of Vacant Positions | Salary Scale | Educational Qualifications | Other Qualifications | Method of Recruitment |
|------------|-------------------------|----------------------------|--|---|---|--|
| 02 | Library Assistant | 01 | PL1 as per the Public Administration Circular 3/2016 Rs. 24,250- 10 x 250- 10 x 270- 10 x 300 - 12 x 330 - Rs. 36,410 | Should have passed six (06) subjects of G. C. E. (O/L) Examination with at least two credits in not more than two attempts. (Herein five (05) subjects should have been passed in one attempt.) | should possess competent physical and psychological health sufficient to perform duties of the post. | Suitably qualified applicants will be subjected to a structured interview. |
| 03 | Driver | 02 | PL3 as per the Public Administration Circular 3/2016 Rs.25,790 - 10 x 270- 10 x 300 - 10x 330 - 12 x 350 -Rs.38,990 | For External Applicants :- should have passed at least six (06) subjects with minimum of credits for two subjects in G. C. E. (O/L) Examination in not more than two attempts. For Internal Applicants :- who are currently working in a permanent post of the relevant Local Government Institution in Provincial Public Service should have passed Grade 8 (year 9) from a school approved by the Government | Should have obtained a competency certification issued by the Commissioner of Motor Traffic for motor vehicles and heavy load trailers weighing more than 34 tons of tar weight and for driving buses capable of carrying more than 32 passengers. (Driving License of Class A) Should possess 03 years of experience as a vehicle driver. (should have to provide service certificates as documentary evidences.) | Through a Vocational Assessment and a General Interview. |

03. General Conditions of Recruitment :

- Applicants should be citizens of Sri Lanka,
- Applicant should be in excellent moral character and should be in good health,
- Each and every applicant should be permanent residents of the North Western Province at least 03 consecutive years immediately before the closing date of applications and special consideration will be given for those who are residing permanently within the jurisdiction of the Kobeigane Pradeshiya Sabha.
- Applicant should not have been convicted by any court under Panel Code.
- For all the aforementioned posts, age of applicants should be not less than 18 years and not more than 45 years on the closing date of applications. Upper age limit is not applicable for the applicants currently working in the Provincial Public Service.

- vi. If the applicants is currently working in the Provincial Public Service he/she should not have been subjected to any disciplinary punishment excluding warning within immediately preceding 05 years from the closing date of applications and in addition should have earned all due salary increments in aforementioned immediately preceding 05 years.
- vii. Applicant shall not be a person either expelled from public service, provincial public service or cooperation service or sent on retirement in accordance with the Public Administration Circular 44/90
- viii. Special consideration will be given to those who are currently working in the Kobeigane Pradeshiya Sabha as casual, substitute employees or on project basis and having a satisfactory service record.
- ix. The Power to provide the final decision on whatever matter not mentioned in this notice of calling applications in vested in the Secretary of Kobeigane Pradeshiya Sabha in addition to the power to amend or cancel this notice due to relevant and reasonable causes is also vested in the Secretary of Kobeigane Pradeshiya Sabha.

04. *Conditions of Employment :*

- (i) This post is permanent and pensionable shall contribute to the Widows' Orphans' Pension Scheme/ Widowers' Orphans' Pension Scheme.
- (ii) Selected Candidates will be subjected to a probationary period of 03 years from the date of appointment. Employees who have received promotions will be subjected to a Work Supervision period of one year.
- (iii) In addition to the terms and conditions of the employment, you are abide to work in accordance with the regulations of Sri Lanka Democratic Socialist Republic, rules and regulations of the Establishment Code, Financial Regulations, regulations issued by Government Departments, rules, regulations and orders issued by North Western Provincial Council, North Western Provincial Public Services Commission or Kobeigane Pradeshiya Sabha, from time to time.
- (iv) You will be required to subscribe to the conditions that you will conform to the provisions of the Official Language Policy.

05. *Method of Application.*— All applicants shall prepare an application form in accordance with the specimen application given below herein and send to the address of Secretary, Pradeshiya Sabha, Kobeigane, by registered post to be reached on or before 26.07.2019. The name of the relevant post should be mentioned on the top left corner of the envelope in which the application is enclosed.

Duly completed applications should be submitted together with photocopies of certificates mentioned below :

- 1. Birth Certificate
- 2. Educational Certificates
- 3. A copy of the National Identity Card
- 4. Certificate of confirmation of residence issued by Grama Niladhari
- 5. If already working in the public service the Service Certificate.

Secretary,
Kobeigane Pradeshiya Sabha.

Kobeigane Pradeshiya Sabha,
On 05th July, 2019.

Specimen Application Form

RECRUITMENT TO THE POST OF IN GRADE (III) OF PRIMARY SKILLED SERVICE CATEGORY IN KOBEIGANE PRADESHIYA SABHA IN NORTH WESTERN PROVINCIAL PUBLIC SERVICE

01. (i) Name of Applicant with initials : _____.
- (ii) Names denoted by initials : _____.
02. Address : _____.
03. Electoral division : _____.
04. District of permanent residence : _____.
05. National Identity Card Number : _____.
06. Gender (Male/Female) : _____.
07. Date of Birth : Year : _____, Month : _____, Date : _____.
08. Age as at the closing date of applications : _____.
09. Marital Status (Single/Married) : _____.
10. Nationality : _____.
11. Are you a citizen of Sri Lanka ? If yes mention whether it is by decent or by registration : _____.
12. Educational Qualifications :
Examination : _____.
- Year : _____, Admission Number : _____.

| <i>Subject</i> | <i>Result</i> |
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13. Other Qualifications : _____.
14. Whether convicted by any court at any time for whatever offence ? : _____.
15. Applicant's Declaration :

I hereby declare that the information furnished herein are true and correct to the best of my knowledge and conscious. If any information mentioned herein detected false according to the conditions of 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 Applicant.

Date : _____.

16. Attestation of the signature of the applicant :

I hereby certify that Mr./Mrs./Miss. who is submitting this application is personally known to me and that he/she placed his/her signature in my presence on the date of

_____,
Signature of Attester.

Signature : _____.

Date : _____.

Name in full : _____.

Designation : _____.

Address : _____.

(Place Official Frank)

17. Recommendation of Head of the Institution for those who are currently working under the Public Service :

I hereby certify that Mr./Mrs./Miss who is submitting this application is currently performing duties in the post of in this Department/Institution. He/She can be/cannot be released from the current post, if he/she will have been selected for this post. Furthermore, I certify that he/she has not been subjected to any disciplinary punishment of whatever form (except warnings) and this application is/is not recommended and forwarded for further actions.

_____,
Signature of Head of Department/Institution.

Name : _____.

Designation : _____.

Department/Institution : _____.

Date : _____.

(Place Official Frank)