

## VACANCIES OF WESTERN PROVINCIAL PUBLIC SERVICE

### Seethawakapura Urban Council - Avissawella

APPLICATIONS are hereby called from the permanent residents of Western Province who possess minimum relevant qualifications for the following vacancies in the Seethawakapura Urban Council of Provincial Public Service, Western Province.

02. Duly prepared applications (Size 12" x 8") in comply with the specimen form appended hereto, should only be forwarded under registered cover to "The Secretary, Seethawakapura Urban Council, Avissawella" on or before 06 day of September 2019. Relevant title of the post applied must be clearly written on the top left hand corner of the envelope of the application. Incomplete applications and Applications received after the closing date will be rejected.

Serial No.	Title of the post	No. of Vacancies	Monthly Salary Scale	Educational and other qualifications
01	Driver	01	Rs.27,790 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - Rs. 38,990 PL - 1- 2016 (Salary will be paid as per the provisions of schedule II of P. S. C. No. 03/2016	i. Should have passed at least Six (06) subject with two Credit passes including Sinhala/Tamil in GCE (O/L) Examination in not more than two (02) sittings (should have passed at least five (05) subject in one sitting) ii. Should possess a valid driving license for private/motor cars station wagons less than Tar weights of 2400 pounds, issued by Commissioner General of Motor Traffic. (Should have obtained Driving License at least for Class C or CI. or Class B. as per new driving license scheme, three year prior to date of recruitment) iii. Should possess sound knowledge on Code of Highways iv. Three year experience as a driver after obtaining the Driving License. It should be confirmed by valid certificate. v. Height should be at least Five (05) feet. vi. Should have sound Physical fitness to deploy in service both during day and night while having a good eye sight and it should be confirmed by a Medical Certificate issued by Public Medical Officer.
02	Office Assistant	01	Rs.24,250 - 10 x 250 - 10 x 270 - 10 x 300 - 12 x 330 - Rs. 36,410 PL -1-2016 (Salary will be paid as per the provisions Schedule II of P. S. C. No. 03/2016	Should have passed at least Six (06) subject with two Credit passess in GCE (O/L) Examination in not more than two (02) sittings (should have passed at least Five (05) subject in one sitting) Candidates with passess in Grade 8 may be considered in case of non-availability of above qualifications at the recruitment.
03	Manual worker/ field Labourer	01	Rs.24,250 - 10 x 250 - 10 x 270 - 10 x 300 - 12 x 330 - Rs. 36,410 PL-1-2016 (Salary will be paid as per the provisions Schedule II of P. S. C. No. 03/2016.	Should have passed Grade 8 (Year 9)

Serial No.	Title of the post	No. of Vacancies	Monthly Salary Scale	Educational and other qualifications
04	Sanitary Labourer	07	Rs.24,250 - 10 x 250 - 10 x 270 - 10 x 300 - 12 x 330 - Rs. 36,410 PL-1-2016 (Salary will be paid as per the provisions schedule II of P. S. C. No. 03/2016)	Should have passed Grade 8 (Year 9)

03. Age Limit :

1. Age should not be less than 18 years and not more than 45 years as at the closing date of the application.

04. Method of recruitment.— All recruitment depicted in I, II, III hereunder shall be performed in accordance with the P. S. Circular 24/95.

- (i) For the post of driver, recruitment shall be performed by a professional trial followed by a general interview.
- (ii) All recruitment depicted in II, III shall be performed by a structured interview.

(i) For the post of Driver :

Main headings of marks	Maximum Marks	Minimum marks considered for selection
Competency of Driving	40	50%
Practical knowledge on Traffic rules and regulations	40	
Basic knowledge of Motor Mechanism	20	
Aggregate Marks	100	

(ii) For the post of Office Assistant :

Main headings of marks	Maximum Marks	Minimum marks considered for selection
Any other educational qualification in addition to basis educational qualifications obtained as at recruitment	20	50%
General knowledge on periodic national and international incidents	75	
Personality	05	
Aggregate Marks	100	

(iii) For the Post of field Labourer/Sanitary Labourer :

Main headings of marks	Maximum Marks	Minimum marks considered for selection
Period of service on the basis of casual/ substitute/Contract worker in a local governance establishment (05 marks for the each year)	15	50%
Relevant certificate of experience of the same capacity	05	
General knowledge on periodic national and international incidents	75	
Personality	05	
Aggregate Marks	100	

5. *Conditions of Service :*

- (i) This post is permanent and pensionable.
- (ii) Should contribute to the Widow's and Orphans' Pension scheme and Widowers' and Orphans' pension scheme.
- (iii) Selected candidates shall subject to a probation period of three (03) years. If the attendance and the conduct are found to be satisfactory, service will be made permanent at the expiry of the probation period.
- (iv) All employees shall be required to comply with the provisions of the Public Service Commission, Financial Regulation of the Western Provincial Council, Orders of the honourable governor, and any other Orders or regulations that may be issued by the provincial Public Service Commission from time to time, orders of Commissioner and heads of Local Government Authorities.

6. *General Qualification :*

- (i) Should be a citizen of Sri Lanka
- (ii) Should possess a sound mental and physical fitness to accomplish duties assigned
- (iii) Should be permanent resident within the Western Province at least for a period of three consecutive years.
- (iv) Should have excellent moral character
- (v) Should have obtained all prescribed qualifications on or before closing date of the applications.

7. *Service conditions :*

- 1. Secretary of Seethawakapura Urban Council reserves rights to delay, revise the recruitment or to cancel or amend this Notification after of during the period of calling for Applications.

8. Applicants should affix certified copies of following document together with the applications.

- (i) Birth Certificate
- (ii) National Identity Card/Passport
- (iii) Two (02) recent (within a period of six months) character certificates
- (iv) A recent Certificate of place of residence issued by Grama Niladhari, Counter signed by the Divisional Secretary. (Within a period of six months)
- (v) Educational and professional qualifications
- (vi) Certificates of experience

N. E. A. D. T. PERERA,  
Secretary,  
Seethawakapura Urban Council,  
Avisawella.

At Seethawakapura Urban Council,  
On this 23rd day of July 2019.

SPECIMEN APPLICATION FORM

SEETHAWAKAPURA URBAN COUNCIL - AVISSAWELLA

*Recruitment for the post of..... in Public Service of Western Province*

01. Name with initials :\_\_\_\_\_.

Name denoted by initials :\_\_\_\_\_.

02. District of permanent residence :\_\_\_\_\_.

03. Permanent Address :\_\_\_\_\_.

04. National Identity Card No. :\_\_\_\_\_.

05. Gender :\_\_\_\_\_.

06. Marital Status :\_\_\_\_\_.

07. Date of Birth :\_\_\_\_\_.

Age as at 06.09.2019 :\_\_\_\_\_.

Years :\_\_\_\_\_ Months :\_\_\_\_\_ Dates :\_\_\_\_\_.

08. Whether you are citizen of Sri Lanka by birth or registration ? :\_\_\_\_\_.

09. Educational Qualifications (details of examinations passed) :

(i) Grade/Year passed :\_\_\_\_\_.

(ii) GCE (O/L) Examination :\_\_\_\_\_.

Year/Month of the Examination :\_\_\_\_\_.

Index No. :\_\_\_\_\_.

Subjects Passed :

<i>Subject</i>	<i>Pass</i>

Year/Month of the Examination :\_\_\_\_\_.

Index No. :\_\_\_\_\_.

Subjects Passed :

<i>Subject</i>	<i>Pass</i>

10. Professional qualifications (to be confirmed by certificates) :\_\_\_\_\_.

11. Relevant service experience to the post applied (to be confirmed by a certificate)

12. Service experience :

(I) Current organization of employment :\_\_\_\_\_.

(II) Current post :\_\_\_\_\_.

(III) Date of appointment to the post :\_\_\_\_\_.

(IV) Details of employer and posts held perniciously, if any :\_\_\_\_\_.

13. Have you ever been convicted of any offence in a court of law ? :\_\_\_\_\_.

14. I do hereby declare that the information that have been furnished by me are true and accurate to the best of my knowledge. I am fully aware that if any information I have furnished herewith is proved to be false or incorrect I shall be disqualified prior to the appointment and I am liable for dismissal after the appointment.

\_\_\_\_\_,  
Applicant's Signature.

Date :\_\_\_\_\_.