

## URBAN COUNCIL KULIYAPITIYA

**Applications are invited for recruitment to the following vacant posts in the Urban Council Kuliypitiya**

### **1. POST of Driver in the Preliminary Technical Service Category - Number of Vacancies - 02**

Salary Scale - PL3- 2016

Rs. 25,790 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - Rs. 38,990

#### *1. Educational Qualifications :*

##### *(i) For external candidates :*

Should have passed at least 06 subjects with credits for at least two subjects at the G. C. E. (O/L) Examination in not more than two sittings (Other than optional subjects). Should have passed at least 05 subjects in one sitting.

##### *(ii) For internal Candidates :*

Applicants those who already employed in a permanent post (PL) in Preliminary Category in the Urban Council Kuliypitiya should have passed grade 8 (year 9) from a school approved by the government.

*2. Technical Skills/Proficiency.*— Should have obtained a proficiency certificate (Grade A License) issued by the Commissioner of Motor Traffic for driving Heavy Motor Vehicles and Heavy Trailers heavier than 34 hundreds and buses capable of carrying more than 32 passengers.

*3. Experience.*— Should have a 03 year experience as a driver in a recognized institute. Preference will be given for experience of driving vehicles with trailers such as Tractors (Experience should be confirmed by a certificate of service).

### **2. Post of Heavy Vehicle Operator, Machine Operator in Preliminary Technical Service Category - Number of vacancies is 02**

Salary Scale - PL - 3- 2016

Rs. 25,790 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - Rs. 38,990

#### *1. Educational Qualifications :*

##### *(i) For external candidates :*

Should have passed at least 06 subjects with credits for at least two subjects at the G. C. E. (O/L) Examination in not more than two sittings (Other than optional subjects). Should have passed at least 05 subjects in one sitting.

##### *(ii) For internal candidates :*

Applicants those who already employed in a permanent post (PL) in Preliminary Category in the Urban Council Kuliypitiya should have passed grade 8 (Year 9) from a school approved by the government.

*2. Technical Skills/Proficiency.*— Should have obtained a proficiency certificate (Grade A License) Issued by the Commissioner of Motor Traffic for driving Heavy Motor Vehicles and Heavy Trailers heavier than 34 hundreds and buses capable of carrying more than 32 passengers.

*3. Experience.*— Should have a 03 year experience as a Heavy Vehicle Operator of a Machine Operator in a recognized institute. (Experience should be confirmed by a certificate of service).

### **3. Post of Plumber in the Preliminary Technical Service Category - Number of vacancies-01**

Salary Scale PL3 - 2016

Rs. 25,790 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - Rs. 38,990

1. *Education Qualifications :*

(i) *For external qualifications :*

Should have passed at least 06 subjects with credits for at least two subjects at the G. C. E. (O/L) Examination in not more than two sittings (Other than optional subjects). Should have passed at least 05 subjects in one sitting.

(ii) *For internal qualifications :*

Applicants those who already employed in a permanent post (PL) in Preliminary Category in the Urban Council Kuliyaipitiya should have passed grade 8 (year 9) from a school approved by the government.

02. *Technical Skills/Proficiency.*— Should have obtained a proficiency certificate at the level of N. V. Q 4 issued by an Institute of Technical/Vocational Training recognized by the Commission of Tertiary Education.

03 *Experience.*— Should have a 03 year experience in the relevant field. (Experience should be confirmed by a certificate of service)

**4. Post of Water Pump Operator in the Preliminary Semi Technical Service Category - Number of posts -2**

Salary Scale - PL2 - 2016

Rs. 25,250 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - Rs. 38,450

1. *Educational Qualifications :*

(i) *For external candidates :*

Should have passed at least 02 subjects at G. C. E. (O/L) Examination. (Other than Optional subjects.)

(ii) *For internal candidates :*

Applicants those who are already employed in a permanent post (PL) in Preliminary Category in the Urban Council Kuliyaipitiya should have passed grade 8 (year 9) from a school approved by the government.

02. *Technical Skills/Proficiency.*— Should have obtained a proficiency certificate at the level of N. V. Q 2 or N. V. Q. 3 issued by an Institute of by the Commission of Tertiary Education.

03. *Experience.*— Should have a 02 year experience in the relevant field. (Experience should be confirmed by a certificate of service).

**5. Posts in the Preliminary Non Technical Service Category**

I. Post of Working/Field Labourer - Number of posts - 01

II. Post of Sanitary Labourer - Number of posts - 11

Salary Scale - PL1- 2016

Rs.24,250- 10 x 250 - 10 x 270 - 10 x 300 - 12 x 330 - Rs. 36,410

01. *Educational Qualifications :*

(a) Should have passed grade 8 (year 9) from a school approved by the government or any other education qualification higher than the said qualifications.

**6. Posts in the Preliminary Technical Service Category**

(I) Post of Plumber - Number of Posts - 01

(II) Post of Watcher - Number of Posts - 02

(III) Post of Office Work Assistant - Number of Posts - 02

Salary Scale - PL 1 - 2016

Rs.24,250- 10 x 250 - 10 x 270 - 10 x 300 - 12 x 330 - Rs. 36,410

01. *Educational qualifications :*

(a) Should have passed at least two subjects (other than optional subjects) at the G. C. E. O/L Examination.

*All the candidates should be abide by the following terms and conditions :*

1. Should be a Sri lankan citizen
2. Candidate should be a permanent resident of the area of authority of Urban Council Kuliyaipitiya for a period of not less than 03 years within the previous immediate period as at the closing date of applications. (Permanent residency should be confirmed by a certificate issued by the Grama Niladhari which has been signed by the Divisional Secretary)
3. Should have an excellent character and should be in good health
4. Should not have been convicted before a court of law under Penal Code.
5. If the candidate is already employed in Provincial Public Service he/she should not have been punished other than warned during the previous 05 years as the date of applications are entertained and all the salary increments should have been earned.
6. Candidates should not be less than 18 years of age and not more than 45 of age as on the closing date of applications. This age limit will not be applicable for the candidates those who already employed in the permanent post in public or provincial public service)

*Terms of Employment :*

1. This post is permanent, Pensionable
2. Contributions should be made to the Widows and Orphans scheme
3. The appointment will be subject to a 03 year probationary period.
4. Candidate those who are selected for these posts should be abide by the provisions of Establishment Code, Financial Regulations, Financial rules of the North Western Province, provisions of Urban Council Ordinance, provisions/regulations set out in the Circulars already issued and those will be from time to time by the Government/North Western Provincial Council.

*Method of recruitment.* – Qualified applicants will be subject to an interview board and recruitments are made upon the recommendations of the said interview board. Candidates those applied for the post of Driver, Heavy Vehicle Operator, Plumber and Water Pump Operator should appear for an interview and for a theoretical and practical test.

*Method of application.* – Applications prepared using the both sides of an A4 size paper in accordance with the specimen form given hereto should be duly perfected and sent over registered post to reach the "Secretary, Urban Council, Kuliyaipitiya" before 30.08.2019. The post applied should be written at the top left hand corner of the envelope in which the application is enclosed. Application received after the closing date and imperfect applications will be rejected. Candidates those who are already employed in public/Provincial public service should send their applications through their head of the institute.

Photo Copies of the following certificates should be annexed together with the application. (All the photocopies should be authenticated by the candidate)

- i. Copy of the certificate of Birth.
- ii. Copies of certificates of education
- iii. A copy of certificate or residency issued by the Grama Niladhari of the division where the candidate is residing which has been countersigned by the Divisional Secretary for confirmation of residency.
- iv. 02 copies of certificates of character recently obtained
- v. Copies of certificates of technical skills/proficiency/experience
- vi. A copy of valid driving license for the post of driver.  
A copy of National Identity Card.
- vii. A copy of a cash receipt issued for the last time by the Urban Council when Assessment Tax is paid in respect of permanent residence.

You are further noticed that I, as the appointing authority reserve the absolute power in respect of calling applications for these and making appointments for the posts.

H. M.P. K. HERATH,  
Secretary, (*Acting*),  
Urban Council - Kuliyaipitiya,

22nd July, 2019.

### SPECIMEN APPLICATION

APPLICATION FOR THE POST OF ..... IN THE URBAN COUNCIL KULIYAPITIYA

1. (a) Name with initials : \_\_\_\_\_.
- (b) Names denoted by the initials : \_\_\_\_\_.
2. Gender : \_\_\_\_\_.
3. Address : \_\_\_\_\_.
4. Assessment tax Number of the permanent residence : \_\_\_\_\_.
5. Date of Birth ..... (a Copy of the birth certificate should be annexed) : \_\_\_\_\_.
6. Age as at the date of 30.08.2009 : Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
7. National Identity Card Number : \_\_\_\_\_.
8. Grama Niladhari Division : \_\_\_\_\_.
- (A copy of certificate of residency issued by the Grama Niladhari which has been countersigned by the Divisional Secretary should be annexed).
9. Term of residency within the area of authority of Urban Council Kuliyaipitiya : \_\_\_\_\_.
10. Marital Status : \_\_\_\_\_.
11. State whether you are Sri Lankan citizen? : \_\_\_\_\_.
12. Educational Qualifications - In case results of G. C. E. (O/L) Examination are mentioned please specify the Index Number/the year of exam held. A copy of the result sheet should be furnished.) :  
Index Number : \_\_\_\_\_, Year : \_\_\_\_\_.

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

13. Other educational qualifications : \_\_\_\_\_.
14. Professional and Service Experience (Copies of certificates should be furnished) : \_\_\_\_\_.
15. Driving License Number (only for the post of a Driver) (A copy of the Driving License should be furnished) : \_\_\_\_\_.
16. Other Qualifications - (Copies of certificates should be furnished) : \_\_\_\_\_.
17. Have you ever been convicted before a court of law? If so state the reasons : \_\_\_\_\_.
18. If you have been employed previously and resigned from that post please give particulars : \_\_\_\_\_.

19. If you are already employed in a post on the basis of permanent/casual/substituted in the government or in a Provincial Council please give particulars :\_\_\_\_\_.

(that should be confirmed by a certificate of service and a copy of it should be annexed)

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 I am selected to this post I will be disqualified and if found after I am selected I will be dismissed from the service without any compensation.

\_\_\_\_\_,  
 Signature of the applicant.

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

20. Certificate of the Head of the Institute for the applicants those who already employed in Public/Provincial Public Service:

I hereby certify that the above candidate Mr/Mrs/Ms..... is employed in this Ministry/Department/office as a..... and his/her application is hereby recommended and forwarded. If he/she is selected for the above post he/she can/cannot be released from the service.

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

\_\_\_\_\_,  
 Signature of the Head of the Department.

Name :\_\_\_\_\_.

Post :\_\_\_\_\_.

Address :\_\_\_\_\_.

(Confirm by official Seal)