

## POLPITHIGAMA PRADESHIYA SABHA

### Recruitment for Preliminary Technical/ Preliminary Non Technical posts

APPLICATIONS are invited from candidates permanently resided in the area of authority of Pradeshiya Sabha Polpithigama and who have completed the qualifications set out in this notification for the recruitment of following vacant posts in the Grade III in the Pradeshiya Sabha Polpithigama in the North Western Provincial Public Service, as set out in the following schedule :

<i>Se. No.</i>	<i>Name of the post</i>	<i>Employee Category</i>	<i>Number of vacancies</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>	<i>Technical Skills and Experience</i>
01	Driver	Preliminary Technical	01	PL3-2016 Rs: 25,790-10x270-10x300-10x330-12x350- Rs: 38,990	<p><b>For External Candidates</b></p> <p>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.</p> <p><b>For Internal Candidates</b></p> <p>Candidates who have been employed in a permanent post in Pradeshiya Sabha Polpithigama should have passed Grade 8 (Year 9) from school approved by the Government.</p> <p>Should have passed at least two subjects at G.C.E. O/L Examination (other than optional subjects)</p> <p>Educational Qualifications of the recruitment procedure for the time being will be applicable only for the employees recruited under the basis of casual/substituted/ contract.</p>	<p>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 which could carry more than 32 passengers. Special preference will be given for additional qualifications.</p> <p><b>Experience:</b> Should have a three year experience as a driver. (should confirm by certificates of services)</p>

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02	Health Labourer	Preliminary Non Technical	02	PI 1 -2016 Rs. 24,250- 10x250- 10x270- 10x300- 12x330- Rs. 36,410	Should have passed Grade 8 (year 9)	
03	Work/ Field Labourer	Preliminary Non Technical	04	PI 1 -2016 Rs. 24,250- 10x250- 10x270- 10x300- 12x330- Rs. 36,410	Should have passed Grade 8 (year 9)	
04	Watcher	Preliminary Non Technical	02	PI 1-2016 Rs. 24,250- 10x250- 10x270- 10x300- 12x330- Rs: 36,410	<b>For external candidates</b>  Should have passed at least two subjects at G.C.E. O/L Examination (other than optional subjects)  Educational Qualifications of the recruitment procedure for the time being will be applicable only for the employees recruited under the basis of casual/ substituted/contract.	

03. Age :

- I. Candidates should not be less than 18 years of age and not more than 45 of age as on the closing date of applications. (The maximum age limit will not be applicable for the candidates who are already employed permanently in Public Service).

04. Terms of Employment :

- This post is permanent. Should abide by a policy decision taken in respect of pension scheme by the government in the future.
- All the employees should be abide by the government policies, laws enacted by Hon. Governor of the North Western Provincial Council, rules and regulations enacted by the North Western Provincial Public Service Commission and North Western Provincial Council, Establishment Code, Financial Regulations, and Departmental Orders.
- Contributions should be made to the widow and orphans scheme.
- Should be physically and mentally fit for discharging duties in the relevant post and should have a good personality.

- (v) Subject to a three year probation period and considered for confirmation at the end of the probation period.
- (vi) Should agree with the Official Language Policy
- (vii) Efficiency bar examination should be passed before the lapse of three years from the date of first appointment.
- (viii) All the qualifications required for the recruitment to the post should have been completed at the closing date of applications are entertained.
- (ix) In case the educational qualifications or other qualifications are found to be fake or false the appointment will be terminated without any notice.

05. *Other Qualifications :*

- I. Should be citizen of Sri Lanka.
- II. Candidates should be permanent residents of the area of authority of Pradeshiya Sabha Polpithigama during the period of immediate previous 03 years as at the closing date of applications. (Permanent residency should be confirmed by a certificate issued by the Grama Niladhari which is countersigned by the Divisional Secretary).
- III. Should have an excellent character and should be in good health.
- IV. If the candidate is already employed in Provincial Public Service he should not have been punished other than warned during the immediate previous 5 years at the closing date of applications are entertained and all the salary increments should have been earned.
- V. Preference will be given for the candidates who have been employed in casual, substituted, contract, allowance basis. (Should be confirmed by a certificate of service to the effect that a satisfactory period of service has been completed).
- VI. Should not have been convicted before a court of law under penal code.

06. *Method of Recruitment.*– Recruitments are made by holding an interview for candidates and a practical test checking the required skills and qualifications.

07. Candidates those who have fulfilled required basic qualification will be only called for the interview

08. Copies of the following certificates should be sent together with the application and originals should be furnished at the interview :

- I. Certificate of Birth
- II. Certificate of Education
- III. National Identity Card
- IV. Valid driving license for the post of driver
- V. Certificate of confirmation of residency issued by the Grama Niladhari and countersigned by the Divisional Secretary.
- VI. Two character certificates recently obtained.
- VII. Certificates of professional experience and other qualifications
- VIII. Certificate of the Head of the Department to the effect that the candidate is already employed.

09. *Method of Application.*– Application prepared in A4 papers in accordance with the specimen application given hereto should be sent over registered post to be reached the “Secretary, Pradeshiya Sabha, Polpithigama” before the date of 06.09.2019. The post applied should be clearly indicated at the top left hand corner of the envelop in which the application is enclosed. Delayed and imperfect applications will not be entertained. Candidates those who are already employed in public/ provincial public service should send their applications through their Heads of Institutes.

The secretary to the Pradeshiya Sabha Bingiriya reserves the absolute power to delay, alter or cancel this notification while or after these applications are invited.

Any inconsistency between the languages of the notification the Sinhala text shall prevail.

R.M.T.K. RATHNAYAKE,  
Secretary,  
Pradeshiya Sabha Polpithigama.

Pradeshiya Sabha Polpithigama,  
25th July, 2019.

### SPECIMEN APPLICATION

#### PRADESHIYA SABHA POLPITHIGAMA

RECRUITMENT TO THE POST OF .....

1. (a) Name with initials :\_\_\_\_\_.
2. (b) Names denoted by initials :\_\_\_\_\_.
3. District of permanent Residency :\_\_\_\_\_.
4. Permanent Address :\_\_\_\_\_.
5. National Identity Card Number :\_\_\_\_\_.
6. Gender :\_\_\_\_\_. Marital Status :\_\_\_\_\_.
7. Date of Birth : Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.
- Age as at the date of 06.09.2019 : Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.
8. State whether are you Sri Lankan by descent or by registration? :\_\_\_\_\_.
9. Nationality :\_\_\_\_\_.
10. Telephone Bill Number :\_\_\_\_\_.
11. Educational Qualifications :
  - (i) G.C.E. (O/L) Examination - Index Number :\_\_\_\_\_. Year :\_\_\_\_\_. Month :\_\_\_\_\_.

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

- (ii) G.C.E. (A/L) Examination - Index Number :\_\_\_\_\_. Year :\_\_\_\_\_. Month :\_\_\_\_\_.

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

12. Professional qualifications : (Should confirm by certificates) :\_\_\_\_\_.
13. Service experience :\_\_\_\_\_.
14. Have you ever been convicted before a court of law? :\_\_\_\_\_.

15. If you are employed in Polpithigama Pradeshiya Sabha or in the North Western Provincial Public Service:-

- (i) Present post held :\_\_\_\_\_.
- (ii) Date of appointment to the said post :\_\_\_\_\_.
- (iii) Nature of that appointment (Permanent/ Substituted/ Casual/ Contracted/Daily basis).

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

Certificate of the Head of the Department for the candidates already employed in the Public Service :

I hereby certify that the above candidate, Mr./Mrs./Ms. .... is employed in this office as a ..... If he/she is selected for the above post he/ she can/cannot be released from the service. He/she has not been subject to any disciplinary punishment (other than warned) during the period of immediate previous 5 years and the application submitted by him/her is hereby recommended and forwarded.

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

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