

## AKURESSA PRADESHIYA SABHA

APPLICATIONS are invited from qualified residents who have permanent residence in the Southern Province for the recruitment for following vacancies of Akuressa Pradeshiya Sabha in the Southern Province.

| <i>Serial No</i> | <i>Designation</i>   | <i>No. of Vacancies</i> | <i>Salary Scale Monthly</i>   | <i>Educational &amp; other Qualification</i>   | <i>General Qualifications</i>  |
|------------------|----------------------|-------------------------|---|--|--|
| 01               | Crematorium Operator | 01                      | Rs. 25,250- 10x270- 10x300- 10x330- 12x350- Rs. 38,450. PL 2- 2016<br>(salary will be paid as per schedule II of pub. Admin. Circular 3/2016) | <ul style="list-style-type: none"> <li>- Should have passed any 06 subjects in General certificate of Education (Ordinary Level) in not more than two sittings.</li> <li>- Should have obtained at least N.V.Q. Level Two as concluded by Tertiary and Vocational Education Commission.</li> </ul> | <ul style="list-style-type: none"> <li>- Should be a citizen of Sri Lanka.</li> <li>- Should have a moral character.</li> <li>- Should be a permanent resident in Southern Province within 03 years up to closing date of application.</li> </ul> <p>Residence should be proved by a certificate issued by Grama Niladhari and counted signed by Divisional Secretary.</p> |

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|------------------|--------------------|-------------------------|---|---|--|
| 02               | Driver             | 02                      | Rs. 25,790- 10x270- 10x300- 10x330- 12x350- Rs. 38,990 - PL 3- 2016.<br>(salary will be paid as per schedule II of pub. Admin. Circular 3/2016) | <ul style="list-style-type: none"> <li>- Should have passed any 06 subjects with two credit passes for Sinhala/ Tamil languages in General Certificate of Education (Ordinary Level) in not more than two sittings.</li> <li>- Should have obtained Motor Vehicle Driving licence valid for private/ hire vehicles, station Vagon vehicles less than weight 24 Hundred weights issued by Commissioner of Motor Traffic, (driving licence should be for C and class C vehicles obtained before Three (03) years or Class B if it is a new Driving Licence).</li> <li>- Should be a proper knowledge of Highway Code.</li> <li>- Should have Three years experience as a Driver (Should be proved with certificates)</li> <li>- Minimum height should be 05 feet.</li> <li>- Should be in good health to be employed in day and night and should have a good vision too. They should be proved by a proper certificate issued by a Government Medical Officer.</li> <li>- Age should be not less than 18 years and not more than 45 years. (Maximum age limit does not apply for an internal applicant who is already in permanent post)</li> </ul> | <ul style="list-style-type: none"> <li>- All qualifications needed for the post should have been completed in every aspects ; as at the date stated in the notice/ <i>Gazette</i> for calling applications.</li> <li>- Every candidate should be in physical and mental fitness so that he can serve in any part in Southern Province and fulfill duties of the post.</li> </ul> |

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|------------------|--------------------------------|-------------------------|--|---|-------------------------------|
| 03               | Library Assistant              | 01                      | Rs. 24,250- 10x250- 10x270- 10x300- 12x330- Rs. 36,410/= PL 1-2016 (salary will be paid as per schedule II of pub. Admin. Circular 3/2016) | - Should have passed any 06 subjects with two credit passes in General Certificate of Education (Ordinary Level) in not more than two sittings. |                               |
| 04               | Health Labourer                | 05                      | Rs. 24,250- 10x250- 10x270- 10x300- 12x330- Rs. 36,410/= PL 1-2016 (salary will be paid as per schedule II of pub. Admin. Circular 3/2016) | Should have passed Grade 8 (Year 09)  |                               |
| 05               | Work/ Field Labourer           | 04                      | Rs. 24,250- 10x250- 10x270- 10x300- 12x330- Rs. 36,410/= PL 1-2016 (salary will be paid as per schedule II of pub. Admin. Circular 3/2016) | Should have passed Grade 8 (Year 09)  |                               |
| 06               | Watcher                        | 01                      | Rs. 24,250- 10x250- 10x270- 10x300- 12x330- Rs. 36,410/= PL 1-2016 (salary will be paid as per schedule II of pub. Admin. Circular 3/2016) | - Should have passed any 06 subjects with two credit passes in General Certificate of Education (Ordinary Level) in not more than two sittings. |                               |
| 07               | Office Assistant               | 01                      | Rs. 24,250- 10x250- 10x270- 10x300- 12x330- Rs. 36,410/= PL 1-2016 (salary will be paid as per schedule II of pub. Admin. Circular 3/2016) | - Should have passed any 06 subjects with two credit passes in General Certificate of Education (Ordinary Level) in not more than two sittings. |                               |
| 08               | Crematorium Operator Assistant | 01                      | Rs. 24,250- 10x250- 10x270- 10x300- 12x330- Rs. 36,410/= PL 1-2016 (salary will be paid as per schedule II of pub. Admin. Circular 3/2016) | - Should have passed any 06 subjects with two credit passes in General Certificate of Education (Ordinary Level) in not more than two sittings. |                               |

*Other:*

1. Priority will be given to those who have been serving at Akuressa Pradeshiya Sabha on permanent/ casual/ substitute/ contract basis and residents of the Sabha area.
2. Applicants should be not less than 18 years and not more than 45 years as at closing date of calling application, (this age limit is not applicable to those who are permanently employed at the moment)
3. Applicants should not have been convicted by a court under penal code and dispelled from Provincial Public Service.
4. Chairman of Akuressa Pradeshiya Sabha reserves the powers delay or alter or cancel or amend this notice of recruitment after or while calling applications.

*Mode of Recruitment :*

1. Selection will be made after an interview.
2. Only persons who have fulfilled prescribed qualifications will be called for the interview.

*Service conditions :*

1. The post is permanent.
2. You will be subject to a policy decision that would be taken by the Government in the time to come regarding pension scheme to which you are entitled.
3. Appointment will be subject to a probation period of 03 years and at the end of 03 years, permanent posts will be awarded only to employees whose works, attendance and conduct are satisfactory.
4. You are bound to work in accordance with provisions of Establishment Code, Financial Regulations, conditions and orders enacted from time to time by Southern Provincial Council.

*How to apply.*– Applications prepared in A4 paper as per the specimen stated herein should be sent to ‘Secretary, Akuressa Pradeshiya Sabha, Akuressa’ by registered post on or before 30th August 2019. The post apply for should be stated on the top left hand corner of the envelop in which applications are enclosed. Incomplete and late applications will be rejected.

Copies of following certificates should be annexed with the application and originals have to be submitted at the interview :

1. Certificate of birth
2. Educational certificates
3. Recent Grama Niladhari certificate to prove the residence (Should have been counter signed by Divisional Secretary)
4. 02 recent character certificates
5. Certificates of experience
6. Service certificate if employed at Akuressa Pradeshiya Sabha.

MUNIDASA GAMAGE,  
Chairman.  
Akuressa Pradeshiya Sabha

Akuressa Pradeshiya Sabha,  
Akuressa,  
30<sup>th</sup> July, 2019.

**Recruitment for vacancies of Akuressa Pradeshiya Sabha - 2019**

Put ✓ mark against the post applied.

|   |                                |  |
|---|--------------------------------|--|
| 1 | Crematorium Operator           |  |
| 2 | Driver                         |  |
| 3 | Library Assistant              |  |
| 4 | Health Labourer                |  |
| 5 | Work/ Field Labourer           |  |
| 6 | Watcher                        |  |
| 7 | Office Assistant               |  |
| 8 | Crematorium Operator Assistant |  |

01. Name with initials :———. .  
 02. Names denoted by initials :———. .  
 03. Permanent Address :———. .  
 04. Temporary Address :———. .  
 05. Telephone Number : Land :———. . Mobile :———. .  
 06. Identity Card Number :———. .  
 07. Date of Birth : Year :———. . Months :———. . Days :———. .  
 08. Age as at closing date of Application : Years :———. . Months :———. . Days :———. .  
 09. Gender: Female :———. . Male :———. .  
 10. Civil Status :———. .  
 11. Educational qualifications :

(a) G.C.E.( A/L) Examination Result:

Index Number :———. . Year :———. .

| <i>Subject</i> | <i>Grade obtained</i> | <i>Year</i> |
|----------------|-----------------------|-------------|
|                |                       |             |
|                |                       |             |
|                |                       |             |
|                |                       |             |

(b) G.C.E.( O/L) Examination Result:

Index Number :———. . Year :———. .

| <i>Subject</i> | <i>Grade obtained</i> | <i>Year</i> |
|----------------|-----------------------|-------------|
|                |                       |             |
|                |                       |             |
|                |                       |             |
|                |                       |             |

12. Professional qualifications :

- (i) .....  
 (ii) .....  
 (iii) .....

13. Experience :

- (i) .....  
 (ii) .....  
 (iii) .....

14. Have you been convicted by a court for a offence ? :\_\_\_\_\_.

15. If you are already employed in Akuressa Pradeshiya Sabha :

- Present post :\_\_\_\_\_.
- Date of appointment to that post :\_\_\_\_\_.
- Nature of that appointment: (Permanent/ Casual/ Temporary/ Substitute/ Contract basis) :\_\_\_\_\_.

*Certification by the Applicant :*

I do hereby certify that above details furnished by me are true and correct to the best of my knowledge. I am aware that I will be disqualified if any information is found false before selection and I will be subject to be dispelled from the service without any compensation if such an information found false after the appointment.

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

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

*Certificate of the Head of Department for those who are already employed :*

I do certify that the applicant Mr./Miss./Mrs..... is employed at this office as ..... Application is recommended/ not recommended and submitted.

\_\_\_\_\_,  
Signature and Official stamp of the Head of Department.

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