



PRADESHIYA SABHA NARAMMALA

Recruitment for Non Technical posts in Preliminary Grade

APPLICATIONS are invited from qualified candidates permanently resided in the area of authority of Pradeshiya Sabha Narammala for the recruitment of vacant posts in the Pradeshiya Sabha Narammala set out in the following Schedule.

<i>Serial No</i>	<i>Name of the post</i>	<i>Number of vacancies</i>	<i>Salary Scale</i>	<i>Educational and other qualifications</i>
01	Sanitary Labour	01	No. 03/2016 P.A. Circular Salary Code- PL- 1-2016 Rs. 24,250 - 250x10-270x10- 300x10-330x12- Rs.36,410	Should have passed grade 8 (year 9) from a school approved by the government.
02	Library Attendant	01	No. 03/2016 P.A. Circular Salary Code- PL- 1-2016 Rs. 24,250 - 250x10-270x10- 300x10-330x12- Rs.36,410	Should have passed at least two subjects at G.C.E. (O/L) Examination. (Other than optional subjects).

02. General conditions of recruitment :

- I. Candidates should be a Sri Lankan Citizens.
- II. Candidates should be permanent residents of the area of authority' of Pradeshiya Sabha Narammala. (3 years permanent residency should be confirmed)
- III. Candidates should not be less than 18 years of age and not more than 45 of age as on the closing date of applications.

- IV. Preference will be given to the workers employed in the Pradeshiya Sabha Narammala on Temporary/ Casual/ Substituted/ Contract basis.
- V. The candidate should have an excellent character and should be in good health and should not have been convicted before a court of law under penal code.
- VI. If the applicant is already employed in provincial public service all the salary increments should have been earned during this period of immediate previous 05 years.
- VII. Qualified candidates Will be selected by a structured interview.

03. *Terms of Employment :*

- I. This post is permanent and Pensionable. You are required to comply with the policy decision made by the government in respect of the pension scheme entitled to you in the future.
- II. Entitled to make contributions to the widow and orphans scheme.
- III. This appointment is subject to 3 year probation period.

04. In addition to the conditions and regulations of this recruitment procedure, all the employees should be abide by the regulations of Establishment Code, Departmental Orders of the Government and other regulations and orders stipulated by the North Western Provincial Council or the North Western Provincial Public Service Commission from time to time.

Documents to be furnished with the application.– Certified copies of the following certificates should be annexed to the application and original copies should be furnished at the interview.

- (a) Certificate of Birth ;
- (b) Certificate of Education ;
- (c) Confirming the residency (Certificate issued by the Grama Niladhari should have been countersigned by the Divisional Secretary) ;
- (d) 02 certificates of character recently issued (one should be issued by Grama Niladhari) ;
- (e) Certificates of professional experience if any
(candidates employed in public or provincial public service should forward their applications through their Heads of Departments) Candidates who have fulfilled basic qualifications will only be called for the interview.

Method of Application.– Applications prepared in accordance with the specimen form given hereto should be duly perfected and sent to over registered post to reach the Secretary, Pradeshiya Sabha, Narammala on or before 30.08.2019. The post applied should be written at the top left hand corner of the envelop in which the application is enclosed. Application received after the closing date will be rejected.

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

M. P. C. RENUKA,
Secretary,
Pradeshiya Sabha Narammala,
Narammala.

At Pradeshiya Sabha Narammala,
05th August, 2019.

SPECIMEN APPLICATION

RECRUITMENT TO THE VACANT POST OF IN PRELIMINARY TECHNICAL / NON TECHNICAL/ SEMI TECHNICAL
CATEGORY IN THE PRADESHIYA SABHA NARAMMALA

1. Full name of the applicant :_____.
2. Name with initials :_____.
3. Permanent Address :_____.
4. District of permanent Address :_____.
5. Date of birth : Year :_____. Month :_____. Date :_____.
6. Age as on the closing date of applications :
Years :_____. Months :_____. Days :_____.
7. National Identity Card :_____.
8. Telephone Number :_____.
9. Marital Status :_____.
10. Gender :_____.
11. Are you Sri Lankan by descent or registration ? :_____.
12. Education Qualifications (Annex the photocopies of the certificates) :
G.C.E. O/L Examination :- Year Passed :_____. Index Number :_____.

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

G.C.E. A/L Examination :- Year Passed :_____. Index Number :_____.

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

13. 1. Other Qualifications :_____.
14. 2. Professional Qualifications :_____.
3. Service Experience :
 - I. Present place of work :_____.
 - II. Present post held :_____.
 - III. Date of appointment for the present post :_____.
 - IV. Previous places of work and posts held :_____.

15. Have you ever been convicted before a Court of Law? :_____.

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 Institute for the applicants those who already employed in 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 within the immediate previous 5 years and the application submitted by him/ her is hereby recommended / not recommended and forwarded.

_____,
Signature of the Head of the Institute.

Date :_____.