

MEDA DUMBARA PRADESHIYA SABHA

Open Recruitment to the Vacant Positions Grade III prevailing in the Meda Dumbara Pradeshiya Sabha

APPLICATIONS are hereby called from citizens of Sri Lanka, for recruitment to the following vacant posts prevailing in the Meda Dumbara Pradeshiya Sabha, from permanent residents of Meda Dumbara Pradeshiya Sabha, who possess under mentioned qualifications.

01. Posts Vacant :

| Name of the Post | Number of Vacancies |
|--------------------------------------|---------------------|
| Sanitary Labourers | 05 |
| Library Assistant(Library Attendent) | 01 |

Category of Service : Primary Unskilled

Grade of Recruitment : Grade III

Nature of the Posts : These posts are permanent and pensionable. Should abide to the decisions taken by the Government time to time regarding pension.

Salary Scheme : Entitle to the salaries mentioned below as per Public Administration Circular No. 03/2016 - PL 01 - 2016 for these posts from Central Province Public Service Commission.

Rs. 24250- 10x250- 10x270- 10x300- 12x330-36410 (As per the salaries according to the Schedule II of the above Circular Rs. 21746/- as at 01.01.2019, will be paid according to the Provisions of the Circular)

Educational Qualifications : Should have passed minimum 06 subjects in not more than two sittings in the G.C.E. (0/ L) Examination with 02 Credit passes and passed 05 subjects in one and same sitting.

In case of no applicants applied for the posts of Sanitary Labourers with above qualifications, it will be reduced to Grade 05 passes for consideration of recruitment.

Physical Qualifications : Should possess a sound physical and moral condition with good eye sight. Should have a sound physical condition to serve in any part of the Island.

02. Other Qualifications :

- I. Applicants should permanent residents of the authority areas of Meda Dumbara Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency (Proven by Voter Register or the certificate issued by the Grama Niladhari, counter signed by the Divisional Secretaty should be forwarded to prove the residency when called for the interview according to the minimum qualifications required for)
- II. Applicants should be citizens of Sri Lanka.
- III. Should possess all qualifications required at the closing date of applications.
- IV. Should not have been convicted by a Court of Law under penal code.
- V. Should not be a person dismissed from the Government / Provincial Government service.

03. *Age Limit* : Age limits is not less than 18 years and not more than 45 years at the closing date of applications. The upper age limit is not applicable for those who are presently permanently serving in this Council.

04. *Method of Recruitment :*

- I. The recruitment will be made according to the merit order of the achievement of scored highest marks in the structural interview who possess all qualifications required.
- II. Preference will be given to the applicants, presently serving in this Council.

05. *Terms of Employment :*

- i. Contribution should be made to widow's / widower's and orphan's pension scheme.
- ii. These appointments will be subjected to a period of probation for 03 years. If the service found unsatisfactory within the probation period of service, the appointment will be terminated without making the appointment permanent.
- iii. Should abide to the provisions of the Circular issued by the Public Administration regarding the implementation of Official Languages policies.
- iv. In addition to the terms and conditions of recruitment, appointees should comply with regulations of Establishment Code, the Financial Regulations, Local Government service circulars of the Central Provincial Government Service, orders that may be laid down from time to time by Meda Dumbara Pradeshiya Sabha.
- v. Should face a medical test conducted by a qualified medical officer within one month of the appointment. If the physical condition is found not satisfactory, the appointment will be terminated.

06. *Order of Application :*

- I. Applications prepared according to the specimen given below, should be sent under Registered cover, to The Secretary, Meda Dumbara Pradeshiya Sabha, Teldeniya, on or before 23.09.2019 Acknowledgement of application will not be made.
- II. Copies of the documents to prove qualifications should be attached with applications and the first copies should be forwarded when called for interview.
- III. The post applied for, should be marked clearly on the top left hand corner of the envelope enclosing the application. Delayed, incomplete or not qualified applications with the qualifications mentioned above, are subject to be rejected. The Council shall not take any responsibility on applications lost in post.
- IV. Separate applications should be prepared for applying several posts and all applications shall be sent in a single cover is sufficient, mentioning all posts applied for in the left hand corner of the envelope.

07. *Method of Filling Applications :*

- I. Applications prepared according to the specimen given below on both sides of A 4 paper , covering No. 01 - 09 in first page, No. 10— 14 in the second page and the rest in the third page, Applications should be type written or clearly hand written.
- II. Applicant's signature should be attested by a Principal of a Government school, a Justice of Peace, a Commissioner of Oaths, a Notary Public, a Commissioned Officer of the Armed Forces, a high rank officer of the Police Service or a permanent Government servant drawing more than Rs. 240,360 as annual salary.
- III. If any details furnished by the applicant found false before or after appointment, the candidature or appointment will be terminated. Furthermore, if any factual matters were found purposely hidden, the post will be terminated.
- IV. The applicants those who are presently serving in Government or Provincial Government service should forward their applications through their head of the Institution.

08. The Secretary to the Meda Dumbara Pradeshiya Sabha reserves all such powers to delay or alter such recruitment or cancel the notification after calling application or during such process.

09. The announcement published in the Part IV (b) of the *Gazette* of the Democratic Socialist Republic of Sri Lanka, No. 2036, dated 08.09.2017 regarding the posts vacant in the Meda Dumbara Pradeshiya Sabha is hereby cancelled.

SUMANA WIJERATNE,
 Secretary,
 Meda Dumbara Pradeshiya Sabha.

Meda Dumbara Pradeshiya Sabha,
 Teldeniya,
 09th August, 2019.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE RECRUITMENT TO THE GRADE III POST IN THE
 MEDA DUMBARA PRADESHIYA SABHA

Mark ✓ in the related cage

01. (i) Name with Initials : _____.

(ii) Names denoted with Initials : _____.

02. Private Address : _____.

03. Telephone Number : _____.

04. Date of Birth: Year : Month : Date :

05. Age as at the closing date of application: Years : Months : Days :

06. National Identity Card Number :

07. Are you a citizen of Sri Lanka ? Yes: No:

If so, by Descent or

By Registration? :

08. Sex: Male/Female Female: Male

09. Civil Status: Married / Single Married: Single:

10. Period of permanent residency in the Meda Dumbara Pradeshiya Sabha area:..... years

11. Educational Qualifications: Details of G.C.E. (O/L) Examination (according to the Distinction, credit passes in order)

| 1 st Attempt | | |
|-------------------------|----------|------|
| Index No. : _____. | | |
| Year : _____. | | |
| | Subjects | Pass |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

| 2 nd Attempt | | |
|-------------------------|----------|------|
| Index No. : _____. | | |
| Year : _____. | | |
| | Subjects | Pass |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

12. Professional Qualifications and Experience :—————.

13. Other Qualifications :—————.

14. If you are serving in this Pradeshiya Sabha,

I. State present post held :—————.

II. Date appointed to that post :—————.

15. I do hereby declare that the particulars furnished by me in this application are true and correct to the best of my knowledge and belief. I am aware that I am liable to be disqualified before the appointment, if the information furnished by me are found to be false as per the condition of recruitment, and I am liable to dismiss without any compensation, if it is detected after selection to the post.

_____,
Signature of Applicant.

Date :—————.

16. Attestation of the Signature of the Applicant :

I hereby certify that the applicant Mr./Mrs./Miss who submits this application is known to me personally and that he/she place his/her signature in my presence on today.

_____,
Signature of Attester.

Date :—————.

Name :—————.

Designation :—————.

Address :—————.

17. Recommendation of Head of the Department for candidates currently employed in Public/ Provincial Public Service

I certify that the applicant, Mr./ Mrs./ Miss is currently employed at this Department / Institution of as a and no disciplinary action (other than warnings) has been taken against her/him for the nearest years and if she/he is selected for this post she/he can be released from the current position that she/he holds.

_____,
Signature of the Head of the Institution.

Date :—————.

Name :—————.

Designation :—————.

Official Seal :—————.