

## KATANA PRADESHIYA SABHA YEAR 2019

### Filling Vacancies in Western Provincial Public Service

APPLICATIONS are called only from the qualified permanent residents in Western Province for recruiting to the following posts currently fallen vacant in the Katana Pradeshiya Sabha :

Serial No.	Designation	No of Vacancies	Grade	Salary Scale
01	Motor Mechanic	01	III	PL-2-2016 (As per PAC 3/2016) Rs. 25,250 - 10x270 - 10x300 - 10x330 - 12x 350 - Rs. 38,450 initial salary step of salary scale is Rs. 25,250
02	Work Field Administrator	01	III	MN-1-2016 (AS per PAC 3/2016) Rs. 27,140 -10x300 - 11x350 - 10x495 - 10x660 - Rs. 45,540 initial salary step of salary scale is Rs. 27,140
03	Library Assistant	01	III	PL-1-2016 (As per PAC 3/2016) Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330- Rs. 36,410 initial salary step of salary scale is Rs. 24,250
04	KKS	02	III	
05	Watcher	01	III	
06	Health Administrator	01	III	MN-1-2016 (AS per PAC 3/2016) Rs. 27,140 -10x300 - 11x350 - 10x495 - 10x660 - Rs. 45,540 initial salary step of salary scale is Rs. 27,140

#### Open Recruitment :

##### 01. *Qualifications for post of Work Field Administrator/Health Administrator :-*

*Recruiting Grade - III*

*Service Category : Management Assistant Non technical - Grade 2*

*Educational Qualifications.*— Having passed six (06) subjects of General Certificate of Education (Ordinary Level) examination in one sitting with credit passes to Sinhala/Tamil/English language and two other subjects.

*And*

Having passed at least one (01) subject of General Certificate of Education (Advanced Level) examination (except General test).

*Vocational Qualifications.*— Not relevant.

*Experience.*— Not relevant.

*Physical Qualifications.*— Have to be physically and mentally fit enough to attend duties of the post.

*Recruitment Scheme.*— Written Test.

Subjects	Maximum Marks	Pass rate
Aptitude & IQ- Checking logical ability, mathematical ability and language proficiency	100	40%
This question paper is comprised with question to gauge general knowledge on current affairs, to check knowledge on current incidents with economic, social, education, scientific, cultural, political as well as sport with local and international importance	100	40%

**Note.**— Vacancies will be filled from those secure the highest as per marks securing order.

*Age.*—

*Minimum Limit.*— Should not be less than 18 years as at deadline of application.

*Maximum Limit.*— Not more than 30 years.

**Limited Recruitment :**

*Recruiting Grade :* III

*Educational Qualifications.*— Having passed six subjects of General Certificate of Education (Ordinary Level) examination in not more than two sittings with two credit passes to language and maths. (Out of these, five subjects have to be passed at one sitting).

*Vocational Qualifications.*— Not relevant.

*Experience.*— Should be employees who are permanent and completed with 5 year permanent service in a local body enjoying salary codes of PL-1 and PL-2. Service period to be confirmed in writing by HOD.

*Physical Qualifications.*— Have to be physically and mentally fit enough to attend duties of the post.

*Age.*—

*Minimum Limit.*— These age limits are not relevant to those who are already on Provincial Public Service.

*Maximum Limit.*—

*Recruitment Scheme :-*

*Written Test :*

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass marks rate</i>
General Knowledge & IQ	100	40%
Checking knowledge on field concerned	100	40%

**Note.**— Double of the number of applicants who secure highest marks at written examination will be called for the interview and those who secure highest marks at both of these tests will be recruited.

*Vocational Test.*— Not relevant.

*Syllabus for the examination :*

<i>Name of Question Paper</i>	<i>Syllabus</i>
General Knowledge & IQ	This question paper is made with questions to gauge knowledge of candidate on current affairs with value of locally and internationally related to economic, social, educational, scientific, cultural political as well sports and also to check linguistic ability, logical and mathematical awareness of candidate.
Checking knowledge on field concerned	<p><i>Health Administrator :</i></p> <ul style="list-style-type: none"> <li>* Checking basic knowledge on following garbage disposing methods, garbage recycling as per powers vested to each local body in the interest of public health welfare.</li> <li>* Minor staff supervision, administration, arrival marking and methodology involved in leave granting.</li> <li>* Checking basic knowledge on preventive measures of insect, mosquito fighting.</li> </ul> <p><i>Works/Field Supervisor :</i></p> <p>Checking basic knowledge on loan and administration, arrival, leave taking and supervision of duties of employees assigned to road clearing, preparation of drainage system, pre mix laying and road maintenance done by Industrial Section with carrying out powers vested with each Local Body by virtue of Local Government Acts and checking.</p>

*Structured interview :*

<i>Main Heads for mark offer</i>	<i>Maximum Marks</i>	<i>Minimum marks for selection</i>
Service period to be completed in addition to premanent service	15	25
Attending covering duties or performing duties	10	
Checking knowledge on field concerned	20	
Personality	05	

**Note.**– The need considered at interview too is considered herein.

## **02. Library Assistant, KKS, Watcher, Grade III**

*Service Category :-* Primary - Non skilled

*Educational Qualifications.*– Having passed six subjects of General Certificate of Education (Ordinary Level) examination with two credit passes in not more than two sittings. (Out of these, five subjects have to be passed at one sitting).

(In case No. G. C. E. (O/L) qualifiers are not available at recruitment, it is permittable to recruit those who has passed grade eight.).

*Physical Qualifications.*– Have to be physically and mentally fit enough to attend duties of the post.

### **Recruitment Scheme :-**

*General interview :-* Checking basic qualifications.

*Structured Interview :*

<i>Main Heads for mark offer</i>	<i>Maximum Marks</i>	<i>Pass rate</i>
Marks are given for two subjects passed in addition to six subjects with two credit passes at G. C. E. (O/L) Examinations given as the basic qualifications of recruitment : * Simple Pass       - 04 marks * Credit pass       - 06 marks * Distinction Pass - 08 marks * Super Distinction - 10 marks	20	50%
General knoweldge on current affairs at international and national levels	75	
Personality (Considering way of facing interview by employee and other matters)	05	

**Note.**– Appointments are offered as per mark securing from top in filling vacancies and requirements are general interview too will be considered.

*Age.*–

*Minimum limit.*– Should be not less than 18 years as at application receiving date.

*Maximum limit.*– Not more than 45 years.

### 3. Motor Mechanic :

#### Limited Recruitment :

*Grade of recruitment :* Grade III

*Qualifications :*

*Educational Qualifications.*— Having passed six subjects with two credit passes of General Certificate of Education (Ordinary Level) examination in not more than two sittings. (Out of these, five subjects have to be passed at one sitting).

In case No G. C. E. Ordinary Level qualifiers are not available, applicants with NVQ 3 to be recruited.

*Vocational Qualifications.*— Having minimum qualification of second level at NVQ as recommended by the Tertiary and Vocational Education Commission related to post concerned or experience of not less than six months at minimum in the field concerned. (to be confirmed by certificates).

*Experience.*— Having a satisfactory service of five years on permanent caliber in primary grade in local body concerned with passing Efficiency Bar related.

*Recruitment interview.*— Checking basic qualifications and physical fitness at structured interview.

*Structured Interview :*

<i>Main Heads for mark offer</i>	<i>Maximum Marks</i>	<i>Minimum marks for selection</i>
Educational qualifications possessed in addition to basic educational qualifications for recruitment	20	} 50%
Practical knowledge related to post	75	
Personality	05	

*Detail of Structured Interview :*

<i>Main Heads for mark offer</i>	<i>Maximum Marks</i>	<i>Minimum marks for selection</i>
Marks are given for two subjects passed in addition to six subjects with two credit passes at G. C. E. (O/L) Examinations given as the basic qualifications of recruitment : * Simple Pass - 04 marks * Credit pass - 06 marks * Distinction Pass - 08 marks * Super Distinction - 10 marks	20	} 50%
Practical knowledge related to post : A practical test to check knoweldge on pre-preparation, machinery working machine handling, administration, maintenance, repairs, spare parts, fuel filling, equipment handling, collecting raw materials, security tools, security measures etc. related to the post.	75	
Personality (Considering way of facing interview by employee and other matters)	05	

**Note.**— Recruitments are made on skilled order of marks secured at the structured interview.

**Motor Mechanic :****Open Recruitment :**

*Grade of recruitment.* – Grade III.

*Qualifications :*

*Educational Qualifications.* – Having passed six subjects with two credit passes of General Certificate of Education (Ordinary Level) examination in not more than two sittings. (Out of these, five subjects have to be passed at one sitting).

*Vocational Qualifications.* – Having minimum qualification of second level at NVQ as recommended by the Tertiary and Vocational Education Commission related to post concerned or experience of not less than six months at minimum in the field concerned (to be confirmed by certificates).

*Age.* –

*Minimum limit.* – Should be less than 18 years of age as at date of application calling.

*Maximum limit.* – Not more than 45 years.

*Recruitment Scheme :*

*General Interview.* – Checking basic qualifications.

*Experience.* Not relevant.

*Structured Interview :*

<i>Main Heads for mark offer</i>	<i>Maximum Marks</i>	<i>Minimum marks for selection</i>
Educational qualifications possessed in addition to basic educational qualifications for recruitment	20	50%
General Knowledge	75	
Personality	05	

**Note.** – Recruitments are made on skilled order of marks secured at the structured interview.

*Detail of Structured Interview :*

<i>Main Heads for mark offer</i>	<i>Maximum Marks</i>	<i>Minimum marks for selection</i>
Marks are given for two subjects passed in addition to six subjects with two credit passes at G. C. E. (O/L) Examinations given as the basic qualifications of recruitment : * Simple Pass       - 04 marks * Credit pass       - 06 marks * Distinction Pass - 08 marks * Super Distinction - 10 marks	20	50%
Practical knowledge related to post : A practical test to check knowledge on pre-preparation, machinery working machine handling, administration, maintenance, repairs, spare parts, fuel filling, equipment handling, collecting raw materials, security tools, security measures etc. related to the post.	75	
Personality (How to face interview by employee and considering other matters)	05	

**Note.** – Recruitments are made on skilled order of marks secured at the structured interview.

*General Conditions of Recruitment :*

*Other Qualifications :*

- (i) Applicant being a citizen of Sri Lanka,
- (ii) Must be a permanent resident in the Western Province at least for 03 years by date of calling applications.
- (iii) Applicant should have an unblemished character.
- (iv) Fulfilling all qualifications as set in *Gazette* notice of recruitment.
- (v) Qualifiers are selected from those who secure highest marks at formal written tests, interviews and practical tests as given in recruitment procedures.
- (vi) No applicant shall consider that he/she be qualified for the reason of calling for an interview or subjected to an interview.
- (vii) In case certain matters in previous approved recruitment procedures are not compatible with information with details in approved Management Service Staff report of Katana Pradeshiya Sabha as at 25.07.2012 approved by Management Services Department and details in Schedule of *Extraordinary Gazette* of Democratic Socialist Republic of Sri Lanka dated 28.09.2016 bearing No. 1986/27, related conditions of recruitment procedures will be attached suitably.

*Conditions of Employment :*

- (i) These posts are permanent and pensionable.
- (ii) Have to contribute to Widow Orphans/Widower Orphans Pension Fund.
- (iii) Recruits have to be subjected to three year probation period.
- (iv) Permanent employees already on Public/Provincial Public Service are subjected to one year probation period.
- (v) In addition, all recruits to be bound by Establishment Code, Financial regulations, Western Provincial Council Public Service rules, financial rules, orders imposed from time to time by Public Commission of Western Provincial Council and orders imposed by Secretary to Katana Pradeshiya Sabha from time to time.
- (vi) Moreover, regulations in the Establishment Code of Democratic Socialist Republic of Sri Lanka, Western Provincial Financial Regulations, regulations or orders set from time to time by Hon. Governor of Western Provincial Council, orders imposed from time to time by Western Provincial Public Services Commission, orders of Ministry and Departments, orders given by Secretary to Katana Pradeshiya Sabha.

*Application submission :*

- (i) Prepared applications on A4 papers as per specimen given at the end of this notice (from No. 01 to 2.2 on first page, from No. 2.3 to 7 on second page, from No. 8 up to page 3) have to be submitted.
- (ii) Applications have to be sent under the registered cover to reach "Secretary, Katana Pradeshiya Sabha, Demanhandiya" in order to reach before 14th October, 2019 by mentioning post on the left corner of envelope.
- (iii) Applications of those who are already on public service or Provincial Public Service to be sent through his/her Head of Department.
- (iv) Responsibility of applications lost in mail or wrong addresses will not be borne and belated, incomplete applications and applications not compatible with this notice will be rejected.
- (v) When applying more than one post by an applicant, separate applications for each post to be prepared and sent in separately.
- (vi) Copies of the following certificates should be attached along with the application. In case applicant is called for an interview, originals of following certificates have to be submitted.
  - (a) Birth Certificate,
  - (b) Education certificates or any other certificates with highest educational certificates,
  - (c) Certificates proving vocational qualifications,

- (d) Certificates of experience,
- (e) Two testimonials obtained recently,
- (f) Two side photocopy of National Identity Card or valid driving license,
- (g) Residential certificate issued by Grama Niladhari of permanent residential division attested by Divisional Secretary (this certificate should be secured less than 6 months to the dead line of application).

*Selection Criteria :*

- (i) All required qualifications have to be fulfilled on deadline of application.
- (ii) Out of the aforesaid posts, recruitment is made for posts required to go through written test or practical test with minimum qualifications resembling to the existing vacancies.
- (iii) Those who record the highest marks at written or practical tests would be called for interview and originals of certificates attached to application will be checked. Out of qualifiers at interview will be recruited to the available number of vacancies.
- (iv) Only at instance of not filling vacancies from limited applicants, open applications will be considered.
- (v) In case two or more applicants had secured equal marks, decision of recruit is taken by Secretary, Katana Pradeshiya Sabha.
- (vi) Any influence to Secretary to Katana Pradeshiya Sabha or any other person in respect of filling these vacancies will liable to cancelling his/her candidacy.
- (vii) Secretary to Katana Pradeshiya Sabha is empowered to delay, amend or cancel this notice even during calling period or after calling applications.
- (viii) With regard to all matters not mentioned herein, decision of Secretary Katana Pradeshiya Sabha prevails.

R. M. M. D. RATHNAYAKA,  
Secretary,  
Katana Pradeshiya Sabha.

On 26th August, 2019.

**SPECIMEN APPLICATION**

APPLICATION FOR THE POST OF ..... AT KATANA PRADESHIYA SABHA OF WESTERN PROVINCIAL  
COUNCIL PUBLIC SERVICE

(for office use)

**01. Bio data details :**

- 1.1 Name with initials :\_\_\_\_\_.
- 1.2 Name in full :\_\_\_\_\_.
- Permanent dwelling District :\_\_\_\_\_ DS Division :\_\_\_\_\_.
- GN Division :\_\_\_\_\_ No. :\_\_\_\_\_ Name :\_\_\_\_\_.
- 1.3 Permanent place of living :\_\_\_\_\_.
- 1.4 Contact No. :\_\_\_\_\_.
- 1.5 NIC No. :\_\_\_\_\_ Date of issue :\_\_\_\_\_.
- 1.6 Date of Birth : Year :\_\_\_\_\_ Month :\_\_\_\_\_ Date :\_\_\_\_\_.
- Current age as at 14.10.2019 : Years :\_\_\_\_\_ Months :\_\_\_\_\_ Days :\_\_\_\_\_.
- 1.7 Sex :\_\_\_\_\_ Marital Status :\_\_\_\_\_.
- 1.8 Period of permanent living in Western Province : Years :\_\_\_\_\_ Months :\_\_\_\_\_ Days :\_\_\_\_\_.
- 1.9 Whether a Sri Lankan or not :\_\_\_\_\_.

02. Educational Qualifications :

2.1 Class last passed by applicant :\_\_\_\_\_.

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

2.2 G. C. E. (O/L) Examination :

First shy - Index No. :\_\_\_\_\_.

Year and Month :\_\_\_\_\_.

Subject	Pass
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Second shy - Index No. :\_\_\_\_\_.

Year and Month :\_\_\_\_\_.

Subject	Pass
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

2.3 G. C. E. (A/L) Examination :

Index No. :\_\_\_\_\_.

Subject	Pass
1	
2	
3	
4	

03. Vocational Qualifications (to be proved by certificates) :\_\_\_\_\_.

04. Experience :\_\_\_\_\_.

05. Other qualifications :\_\_\_\_\_.

06. I do hereby state that following document are submitted to confirm aforesaid details :

6.1 Birth Certificate :\_\_\_\_\_.

6.2 Educational certificates or any other certificates denoting highest educational qualifications :\_\_\_\_\_.

6.3 Certificates proving vocational qualifications :\_\_\_\_\_.

6.4 Experience certificates :\_\_\_\_\_.

6.5 Two recently secured testimonials :\_\_\_\_\_.

6.6 Photocopy (both sides) of driving license or ID card :\_\_\_\_\_.

6.7 Certificate confirming residency issued by GN attested by Divisional Secretary :\_\_\_\_\_.

6.8 A 9x4 envelope carrying your name and address :\_\_\_\_\_.

07. Have you ever convicted by a court of law ? :\_\_\_\_\_.

08. I do hereby certify that all details declared in this application by me are true and correct. In case any details provided by me herein found to be false in advance to my selection to this post will liable to be disqualified and if came to such after appointment will lead to dismiss from service.

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

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



*Certificate of HOD for applicants who are already on Public Service or Provincial Public Service*

Mr./Mrs./Miss ....., bearer of afore given application is serving with this Department/  
 Institute as a ..... He/she can/cannot be released to this post. I do hereby certify that he/she was  
 not subjected to any punishment (except warning) in what ever form and recommend/not recommend this application.

\_\_\_\_\_,  
 Signature of Department/HOD.

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

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

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