

HIKKADUWA URBAN COUNCIL

Vacancy Advertisement of Southern Provincial Council

APPLICATIONS are invited from suitably qualified permanent residents of Southern Province for following vacant positions in Hikkaduwa Urban Council in the Southern Provincial Public Service.

<i>Serial No.</i>	<i>Designation</i>	<i>Service Category and Grade</i>	<i>No. of Vacant Positions</i>	<i>Salary Codes</i>	<i>Salary Scale as per Public Administration Circular No. 3/2016</i>	<i>Required Qualification and Experience</i>
01	Crematory Operator Assistant	Primary Un-skilled III	01	PL-1-2016	Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	i. Should have passed six (06) subjects of G. C. E. (O/L) with at least two (02) credits in not more than two attempts
02	Library Assistant	Primary Un-skilled III	01	PL-1-2016	Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	i. Should have passed six (06) subjects of G. C. E. (O/L) with at least two (02) credits in not more than two attempts
03	Work Field Labourer	Primary Un-skilled III	05	PL-1-2016	Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Passed Grade 08 (Year 09)
04	Health Labourer	Primary Un-skilled III	05	PL-1-2016	Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Passed Grade 08 (Year 09)
05	Ayurvedic Dispenser	Primary Semi-skilled II	01	PL-2-2016	Rs. 25,250 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,450	i. Should have passed six (06) subjects of G. C. E. (O/L) in not more than two attempts. ii. Have to follow the three months training course conducts by Wackwella Management and Training center and obtain the certificate within the three year probation period. iii. Experience in relevant field shall be an added qualification.

Serial No.	Designation	Service Category and Grade	No. of Vacant Positions	Salary Codes	Salary Scale as per Public Administration Circular No. 3/2016	Required Qualification and Experience
06	Driver	Primary skilled	01	PL-3-2016	Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990	<p>i. Should have passed six (06) subjects of G. C. E. (O/L) in not more than two attempts.</p> <p>ii. Obtained Driving License and skill certificate issued by Commissioner General of Motor Traffic. At least three (03) years' experience after obtaining the driving license.</p> <p>iii. It is not compulsory to obtain the DE or J category license issued under the paragraph 122 of Motor Traffic Transport Act, No. 08 of 2009. Furthermore, it will be subjected to any amendment to the above Act.</p>

02. *Age Limit :*

- I. Age of applicant should not be less than 18 years and should not be more than 45 years to the closing date of applications.
- II. Upper Age limit is not applicable for the applicants currently work in the Southern Provincial Public Service in a permanent position.

03. *General Qualifications :*

- I. Applicants should be Sri Lankan citizens and should be permanent residents of the Southern Province at least 03 consecutive years immediately before the closing date of applications priority will be given for those who reside within the jurisdiction of the Hikkaduwa Urban Council.
- II. Applicant should be in moral character and should be in good health.
- III. Applicant should not have been convicted by any court under penal code.
- IV. Priority will be given to those who are currently working in the Hikkaduwa Urban Council as casual, substitute, contract or temporary (Daily basis) and they have to submit their applications through relevant Head of the Department.
- V. All required qualifications as per the vacancy advertisement have been fulfilled to the closing date of application.

04. *Conditions of Employment :*

- I. This is a permanent and pensionable position. Pension scheme, pertaining to the above position is subject to State Policy Decisions to be taken by the state in due course.
- II. Contributions to the W and OP fund should be made.
- III. Selected candidates will be subjected a probationary period of three (03) years. Service will be confirmed at the end of the probationary period by considering the work, attendance and behaviour within the said period.
- IV. In addition to the terms and conditions of the employment, you are abide by the regulations of Sri Lanka Democratic Socialist Republic, rules and regulations of the Establishment Code, Financial Regulations of Southern Provincial Council, Rules and Regulations of the Provincial Public Services Commission, rules

and regulations, statutes and orders relevant to Local Government Organization and orders of the Chairman of Hikkaduwa Urban Council.

05. *General Conditions :*

- I. The power to amend or cancel this notice or change or delay recruitment after or during the period of calling applications is vested in Hon. Chairman of the Urban Council.
- II. Selected candidates should undergo government medical examination within 03 months of the recruitment. Appointment will be cancelled, if it is proved by the medical examination that the candidate is not physically and mentally fit for the appointment position.

06. *Method of Recruitment.* – Suitably qualified applicants will be selected by a formal interview and recruitments should be based on the results.

07. *Marking Scheme of the Interview :*

I. Primary Un-skilled service category of the departmental primary grade service of the Southern Provincial Public Service :

	<i>Fields considered for marking</i>	<i>Maximum Marks</i>	<i>Lowest Mark Considered</i>
01	Education Qualification	30	50%
02	Professional Qualifications	10	
03	Experience	10	
04	Residency within limits of Urban Council (5 marks per one year)	45	
05	Skills displayed at the interview	05	
	Total	100	

Note : 1. Basic qualifications will be checked at the structured interview.

2. Recruitment will be done from the interviewees who possess basic qualifications, based on the order of marks of the structured interview and number of current vacancies.

II. Primary Skilled Grade III

- * Recruitments will be done according to test to confirm professional experience and a structured interview.
- * All recruitments for this service category will be done as per the rules and regulations of the service minute.
- * Marking scheme of the structured interview for the recruitment of relevant post.

	<i>Main Field of Marking</i>	<i>Marks</i>
1	G. C. E. (O/L) - for Ordinary Passes	Marks 8x1 = Marks 8
2	G. C. E. (O/L) - for Credit Passes	Marks 8x2 = Marks 16
3	Passed G. C. E. (A/L)	Marks 4
4	Professional Knowledge	Marks 10
5	Personality	Marks 5
6	Relevant Professional Experience or Training	Marks 12 (2 Marks for one year)
	Total	Marks 50

*** Test for Professional Skills :**

- Professional Experience will be tested.
- 40% of marks (20 marks or above) should be obtained for passing.

III. Primary Semi-Skilled

Fields and Marks of the interview :

	<i>Main Fields of Marking</i>	<i>Maximum Mark</i>	<i>Lowest Mark Considered</i>
01	Education Qualifications	30	50%
02	Professional Qualifications	10	
03	Experience	10	
04	Residency within limits of Urban Council (5 marks per one year)	45	
05	Skills displayed at the interview	05	
	Total	100	

08. Duly completed applications should be submitted together with photocopies of certificates mentioned below. Original of certificates should be presented at the interview :

- * Birth Certificate,
- * National Identity Card,
- * Educational Certificates and School Leaving Certificate,
- * Certificate of confirmation of residence (the certificate issued within 06 months by Grama Niladhari and counter-signed by Divisional Secretary confirming the residence),
- * Two testimonials which are recently obtained,
- * Professional or Service Certificates (if available),
- * Certificates of other qualifications.

09. *Method of Application.* – The applications must be prepared on 12'x8' (A4) size papers and sent to the Chairman, Urban Council, Hikkaduwa by registered post on or before 14.10.2019. The post applied should be mentioned in the top left corner of the envelope the application is enclosed. Incomplete or late applications will be rejected without prior notice.

Applicants those who currently serve in the public service should forward their applications through the respective heads of the organization.

10. Applicants those who have fulfilled basic requirements will be called for interviews.

WINNIE KARIYAWASAM,
Chairman,
Hikkaduwa Urban Council.

30th August, 2019.

MODEL APPLICATION

HIKKADUWA URBAN COUNCIL

APPLICATION FOR THE POST OF

1. Name of Applicant (with Initials) :_____.
2. Names denoted by initials :_____.
3. Permanent Address :_____.
4. Divisional Secretariat of permanent residence :_____. GS Division :_____.
5. National Identity Card Number :_____.
6. Date of Birth : Year :_____. Month :_____. Date :_____.

7. Age as at closing date : Years :_____. Months :_____. Days :_____.
8. Civil Status :_____.
9. Gender :_____.
10. Nationality :_____.
11. Citizenship status, by decent or by registration :_____.
12. Whether convicted by any court under penal code :_____.
13. Telephone Number :_____.
14. Educational Qualifications :

G. C. E. (O/L)

G. C. E. (A/L)

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Professional Qualifications/Experience :_____.

15. If you currently serve in Hikkaduwa Urban Council,

- i. Current Position :_____.
- ii. Date of appointment to the above position :_____.
- iii. Status of employment (permanent/substitute/casual/contract/daily basis) :_____.
- iv. Whether convicted by any court under penal code :_____.

I hereby declare that the above information are true and correct to my knowledge. If any information herein detected false before the recruitment, I will be liable to be disqualified for the post and will be dismissed without paying any compensation, if found to be liable of false information after the recruitment.

_____,
Signature of the Applicant.

Date :_____.

Recommendation of Head of the Organization for those who are currently work under the Public Service :

Details of the application made by Mr./Mrs./Miss work as
in this organization is correct according to official documents. He/She can be released, if he/she will be selected for thsi post.

_____,
Signature of the Head of Organization.

Name :_____.

Designation :_____.