



## **FILLING VACANCIES IN THE PATHA DUMBARA PRADESHIYA SABHA OF CENTRAL PROVINCE PUBLIC SERVICES**

APPLICATIONS are hereby invited from among those persons who are permanent residents of the authority areas of Patha Dumbara Pradeshiya Sabha, in order to recruit to the vacant post in the Patha Dumbara Pradeshiya Sabha, who possess the qualifications mentioned in the Recruitment Procedure.

Serial No.	Post	Number of Vacancies	Salary Scale	Educational and other qualifications
01	Water Work Labourers Grade III	01	P.L. 3/2016 Rs. 25,790 - 10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990	<p><i>Educational Qualifications :</i> Should have passed minimum six subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination, minimum two Credit passes and passed five subjects in one and same sitting.</p> <p><i>Professional Qualifications :</i> Should possess a motor vehicle driving license to related grade issued by the Commissioner General of Motor Traffic.</p> <p>In addition to the above licenses, should possess a certificate of Level 4 (NVQ 4) of training in operating machines related to the post from a Government approved institute. (Ability to operate backhoe loader and motor grader is considered to give special preference)</p> <p><i>Experience :</i> Should possess 03 year service experience after obtaining driving license.</p> <p><i>Physical Qualifications :</i> Every applicant should possess a sound physical and mental condition to serve in day and night with good eye sight. Minimum height should be 05 feet and 2 1/2 inches.</p>
02	Water Supply Labourers Grade III	01	P.A.C. 3/2016 PL 1 Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 (Monthly)	<p><i>Educational Qualifications :</i> Should have passed minimum six (06) subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with two credit passes and passed 05 subjects in one and same sitting.</p> <p><i>Physical Qualifications :</i> Every applicant should possess a sound physical and moral condition with good eye sight.</p>
03	Office Work Helper Grade III	01	P.A.C. 3/2016 PL 1 Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 (Monthly)	<p><i>Educational Qualifications :</i> Should have passed minimum six (06) subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with two credit passes and passed 05 subjects in one and same sitting.</p> <p><i>Physical Qualifications :</i> Every applicant should possess a sound physical and moral condition with good eye sight.</p>

01. General Conditions of Recruitment :

1. Applicants should be citizens of Sri Lanka by descent or by registration.
2. Applicants should be permanent residents of the authority areas of Patha Dumbra Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency prior to the date of calling application.
3. Age limits is not less than 18 years and not more than 45 years at the closing date of applications.

4. The recruitment will be made according to the recruitment procedure under merit order of the achievement of highest marks scored in the structural interview who possess all qualification required.
5. The Secretary to the Patha Dumbara Pradeshiya Sabha reserves all such powers to delay or alter such recruitment, replace or do amendment to the notification after calling application or during such process.
6. The applicants those who are presently serving in the Patha Dumbara Pradeshiya Sabha should forward their applications through their head of the Institution.

02. *Terms of Employment :*

1. These posts are permanent and pensionable.
2. Contribution should be made to Widow's, Widower's and Orphan's Pension Scheme.
3. These appointments will be subjected to a period of probation for three years and those who are in Government service will be subjected to one year period of probation.
4. Should abide to the provisions of the implementation of Official Languages policies and the implementation of the provisions of Official Languages Act, were in force and complied such provisions in future.
5. In addition to the terms and conditions of recruitment, appointees should comply with regulations of Establishment Code of the Republic of Sri Lanka, Central Provincial Council or the orders that may laid down from time to time by the Public Service Commission, Central Province.
6. Applicants should have an excellent moral character and be physically sound. If selected, should face a medical examination conducted by a Government medical personnel within a month of appointment. If the physical condition is found not suitable, the appointment will be cancelled.
7. Should not have been convicted by a Court of Law under Penal Code.
8. Should not be dismissed by the Government or Provincial Public Services or should not be a pensioner, retired under 44/90 Public Administration Circular.

03. *Method of Application.*— Applications prepared according to the specimen given below on 8.27" x 11.69" sized paper (A4), in the announcement should be sent on or before 11.10.2019 to the "Secretary, Patha Dumbara Pradeshiya Sabha, Pityegedera, Wategama" under registered post. The post applied for should be clearly marked on the left hand side of the envelope enclosing application. Delayed in post, wrongly addressed late applications and returned applications will not be responded. Late and incomplete applications will be rejected.

Certified copies of the under mentioned documents should be attached with applications and the first copies of documents should be forwarded at the interview :

01. Certificate of Birth,
02. Educational Certificates,
03. Copy of the National Identity Card/copy of Passport,
04. Certificate of residential proof certified by the Divisional Secretary, issued by the Grama Niladhari,
05. Professional qualification certificates,
06. Service Certificates,
07. Two recent character certificates.

P. H. DHARMARATNA,  
Secretary,  
Patha Dumbara Pradeshiya Sabha,  
Pityegedera.

**Specimen Application Form**

**FILLING THE VACNCIES IN CENTRAL PROVINCIAL PUBLIC SERVICES**

PATHA DUMBARA PRADESHIYA SABHA

APPLICATION FOR THE POST OF .....

01. Name with Initials :\_\_\_\_\_.  
Names denoted by Initials :\_\_\_\_\_.  
02. Permanent Address :\_\_\_\_\_.  
03. Date of Birth : Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.  
04. Age at the closing date of application : Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.  
05. Civil Status : Married/Single :\_\_\_\_\_.  
06. Nationality :\_\_\_\_\_.  
07. Are you a citizen of Sri Lanka ? :\_\_\_\_\_.  
08. Educational Qualifications :  
G. C. E. O/L Examination :  
Year Passed :\_\_\_\_\_. Index Number :\_\_\_\_\_.

<i>Subject</i>	<i>Pass</i>	<i>Subject</i>	<i>Pass</i>
1.		5.	
2.		6.	
3.		7.	
4.		8.	

09. I. Other Educational Qualifications :\_\_\_\_\_.  
II. Professional Qualifications :\_\_\_\_\_.  
III. Experience :\_\_\_\_\_.  
IV. Copies of all relevant educational and other qualification certificates should be attached with the application :\_\_\_\_\_.  
10. Have you been convicted for any offense by a Court of Law ? :\_\_\_\_\_.

I do 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 I am liable to be disqualified before the appointment if the information furnished by me are found to be false and I am liable to dismiss without any compensation if it is detected after selection to the post.

\_\_\_\_\_,  
Signature of Applicant.

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

*Recommendation of the Head of the Institution*  
(if already occupied in the Public Service)

I do hereby hereby recommend and forward the application of Mr./Mrs./Miss ..... serving in this Institution as ..... under permanent/casual/substitute/contract basis and if he/she is can/cannot be released if selected.

\_\_\_\_\_,  
Signature of the Head of the Department.

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

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

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