

UDA DUMBARA PRADESHIYA SABHA

Calling Application for Posts Vacant (Open and Limited)

APPLICATIONS are hereby invited from citizens of Sri Lanka among those persons who possess required qualifications and not less than 03 years permanent residency within the authority areas of Uda Dumbara Pradeshiya Sabha, in order to recruit to the vacant posts in the Uda Dumbara Pradeshiya Sabha. Limited recruitment will be applicable those who are serving in the Uda Dumbara Pradeshiya Sabha under permanent basis. (If sufficient applications were not received from the qualified applicants equal to the posts vacant within the jurisdiction of Local Government authority areas, consideration of applications will be made from the adjoining Local Authorities of Central Provincial Council)

1. *Name of the Post* : Vehicle Drivers Grade - III (Primary - skilled)
2. *Number of Vacancies* : 02
3. *Salary Scale* :PL-3-2016
Rs. 25,790- 10x270 - 10x300 -10x330 - 12x350 - Rs. 38,990 (monthly)
4. *Method of Recruitment* :

4.1. *Recruitment Ratio* :

<i>System</i>	<i>Percentage</i>
Open	70%
Limited	30%

4.2. *Open Recruitment* :

4.2.1. *Educational Qualifications* : Should have passed minimum 06 subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting.

4.2.2. *Professional Qualifications*: Possession of a Driving License, issued by the Commissioner General of Motor Traffic for driving motor vehicles / jeeps / vans and possession of an efficiency certificate issued by the Commissioner General of Motor Vehicles to drive private / hiring vehicles and station wagons with less than tare weight 24 cwt.(Should possess “C” class driving license and “Cl” driving license or “B” class new driving license issued by the Commissioner General of Motor Traffic prior to 03 years of the recruitment)

Possession of a driving license issued by the Commissioner General of the Motor Traffic to drive lorry / tractor in the related group of motor vehicles. Should possess a transport bus driving license exceeding 34 cwt. tare weight and carrying not exceeding 32 passengers. (Should possess “A” class driving license or “D” class new driving license issued by the Commissioner General of Motor Traffic prior to 03 years of recruitment)

4.2.3. Should possess minimum 03 year experience as a driver after obtaining driving license.(proven through certificates)

4.2.4. *Physical Qualifications* :

- (i) Should possess a sound physical and moral condition to serve in day and night with good eye sight.
- (ii) Minimum height should be 05 feet and 2 1/2 inches.

4.2.5. *Other Qualifications* :

- i. Applicant should be a citizen of Sri Lanka by descent or by registration.
- ii. Applicants should permanent residents of the authority areas of Uda Dumbara Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency.
- iii. Should possess a fair knowledge on Highway Code.
- iv. All the qualifications required for the recruitment should be completed at the closing date of application mentioned in the *Gazette* notification.

4.2.6. *Age* :

- I. Minimum age limits is 18 years.
- II. Maximum age limits is 45 years.

4.2.7. *Method of Recruitment* : The recruitment will be made according to the merit order of the achievement of competency skills in a trade test, among those who scored highest marks in the written examination, who possess all qualifications required.

4.2.7.1. *Written Examination* : According to the note mentioned in 01, among the candidates who scored highest marks in the written examination will be called for a trade test according to the number of vacancies.

4.2.7.2. *Trade Test* :

<i>Testing heads for marks</i>	<i>Maximum marks</i>	<i>Minimum marks obtainable for a pass</i>
1. Driving skills / Motor operating skills	40	Those who scored 40% or more out of the total marks in the written examination shall appear for the trade test conducted by a board of examiners assessing the competencies of vehicle driving. The selection will be made on merit among those who qualified and scrutinizing after all qualifications required.
2. Practical knowledge in highway code	40	
3. Basic knowledge in motor mechanism	20	
Total Marks	100	

4.3 *Limited Recruitment* :

4.3.1. *Educational Qualifications* : Should have passed minimum 06 subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting.

4.3.2. *Professional Qualifications* : Possession of a Driving License, issued by the Commissioner General of Motor Traffic for drive motor vehicles / jeeps / vans and possession of an efficiency certificate issued by the Commissioner General of Motor Vehicles to drive private / hiring vehicles and station wagons with less than tare weight 24 cwt. (Should possess “C” class driving license and “C1” driving license or “B” class new driving license issued by the Commissioner General of Motor Traffic prior to 03 years of recruitment)

Possession of a driving license issued by the Commissioner General of the Motor Traffic to drive lorry / tractor in the related group of motor vehicles. Should possess a transport bus driving license exceeding 34 cwt. tare weight and carrying not exceeding 32 passengers. (Should possess “A” class driving license issued before 11.03.2009 or “D” class new driving license issued by the Commissioner General of Motor Traffic prior to 03 years of recruitment)

4.3.3. Should possess minimum 03 year experience as a driver after obtaining driving license. (proven through certificates)

4.3.4. *Physical Qualifications :*

- i. Should possess a sound physical and moral condition to serve in day and night with good eye sight.
- ii. Minimum height should be 05 feet and 2 1/2 inches.

4.3.5. *Other Qualifications :*

- i. Applicant should be a citizen of Sri Lanka by descent or by registration.
- ii. Applicants should permanent residents of the authority areas of the Uda Dumbara Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency.
- iii. Should possess a fair knowledge on Highway Code.
- iv. All the qualifications required for the recruitment should be completed at the closing date of application mentioned in the *Gazette* notification.

4.3.6. *Age :*

- I. Minimum age limits is 18 years.
- II. Maximum age limits is 45 years.

4.3.7. *Method of Recruitment :* Those who are qualifying in the interview checking physical, moral, educational and general qualifications along with the result of the structural interview should be succeeded in a trade test conducted by a Motor Traffic Inspector.

4.3.7.2. *Trade Test :*

<i>Testing heads for marks</i>	<i>Maximum marks</i>	<i>Minimum marks obtainable for a pass</i>
1. Driving skills / Motor operating skills	40	Those who scored 40% or more out of the total marks in the written examination shall appear for the trade test conducted by a board of examiners assessing the competencies of vehicle driving. The selection will be made on merit among those who qualified and scrutinized after all qualifications required.
2. Practical knowledge in Highway Code	40	
3. Basic knowledge in motor mechanism	20	
Total Marks	100	

5. *Terms of Employment :*

- (i) These posts are permanent and pensionable. Should abide to the policy decisions making the Government in future relating to the Pension Scheme.
- (ii) Contribution should be made to Widow's / Widower's and Orphan's Pension Scheme.
- (iii) 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.
- (iv) Preference will be given to those who possess field experience in the related fields.

6. *General Qualifications :*

- (i) Should face a medical examination conducted by a qualified medical personnel within a month of appointment. If the physical condition is found not suitable, the appointment will be cancelled.
- (ii) Should not have been a person convicted by a Court of Law under Penal Code of Sri Lanka.
- (iii) Should not be a person dismissed from the Government / Provincial Government Service.
- (iv) Should establish all the qualifications required for the recruitment, at the closing date of application.

- (v) Recruitment process to the above posts will be executed by the Secretary to the Uda Dumbara Pradeshiya Sabha.
- (vi) The Secretary to the Uda Dumbara Pradeshiya Sabha reserve all such powers to delay or alter such recruitment or cancel or amend this notification after calling applications or during such process.
- (vii) If any applicant use any influence for the selection in any form, shall subject to disqualification.

7. Method of Application :

- (i) Applications prepared according to the specimen given below on an A4 paper, should be sent under Registered cover to the **Secretary, Uda Dumbara Pradeshiya Sabha, Uda Dumbara**, on or before 11.10.2019.
- (ii) 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 delayed in post.
- (iii) Those who presently employed should send their application through their Head of the Institution.

08. Copies of Certificates :

- (i) The applications should be enclosed with copies of the following documents (not the original certificates). (Photostat copies are sufficient)
- (ii) Certificate of Birth
- (iii) Certificates of Educational Qualifications.
- (iv) Certificate of Residency, issued by the Grama Niladhari (certified by the Divisional Secretary).
- (v) Two recent character certificates (one should be issued by the Grama Niladhari of your Division)
- (vi) A copy of National Identity Card for the verification of the identification
- (vii) Experience certificates (if any)

D.M.R.N. DISSANAYAKE,
Secretary,
Uda Dumbara Pradeshiya Sabha.

Uda Dumbara Pradeshiya Sabha office,
04th September, 2019.

SPECIMEN APPLICATION FORM

FILLING THE VACANCIES IN THE CENTRAL PROVINCIAL GOVERNMENT SERVICE UDA DUMBARA PRADESHIYA SABHA

RECRUITMENT TO THE POST OF

01. Name of the Applicant with Initials :_____.
Names denoted by Initials :_____.
02. Permanent Address :_____.
03. Permanent Residential District :_____. Tele. No. :_____.
04. National Identity Card Number :_____.
05. Date of Birth: Year :_____. Month :_____. Date :_____.
06. Age as at the closing date of application : Years :_____. Months :_____. Days :_____.
07. Sex: Male/Female :_____.
08. Civil Status : Married / Single :_____.
09. Whether a citizen of Sri Lanka by descent or by registration? :_____.

10. Educational Qualifications :

G.C.E. (O/L) (attach copies of certificates) :_____.

Year :_____ . Index No. :_____.

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

11. (i) Other Qualifications :_____.

(ii) Professional Qualifications :_____.

(iii) Experience of service :_____.

12. If you are serving presently at this Pradeshiya Sabha, indicate the type of your post :_____.

Permanent / Casual / Temporary / Contract / Substitute :_____.

Date of appointment to the post :_____.

Have you ever being convicted in a Court of Law for any offence? :_____.

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 :_____.

Recommendation of the Head of the Institution if already occupied in the Public Service :

I hereby recommend the application of Mr. /Mrs. / Miss.....serving in this Institution as and I further state that she / he can be / cannot be released and has not been subjected to any punishment or inquiry on disciplinary ground and his / her application is hereby forwarded with recommendation.

_____,
 Signature of the Head of the Department.

Name :_____.

Designation :_____.

Institution :_____.

Date :_____.