



PRADESHIYA SABHA - KOTAPOLA

Filling of Vacancies in the Southern Provincial Public Service

APPLICATIONS are invited from qualified residents who have permanent residence in the Southern Province for the recruitment for following vacancies of Kotapola Pradeshiya Sabha.

Serial No.	Designation	No. of Vacancies	Salary scale Monthly	Educational and Other Qualifications
01	Heavy Equipment Machine Operator Grade III	01	Rs. 25,790 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,990 (PL-3-2016 of Pub. Adm. Cir. 3/2016) (will be placed on the salary scale as per Schedule II of pub. Admin. Circular 3/2016)	<p>I. Should have passed any 06 subjects in General Certificate of Education Ordinary Level in not more than two sittings or passed Grade 5 (Year 6) and should have obtained a certificate of NVQ Level 3 of National Vocational Qualification.</p> <p>II. Should have obtained Driving Licence valid for operating machines including heavy vehicles issued by Commissioner of Motor Traffic and at least 03 years experience. It is not compulsory to have a licence of category CE or DE stated in section 122 of Motor Traffic Act, No. 08 of 2009. But it is compulsory to have a licence of category J. Further it is subject to matters and amendments to be done to that Act.</p> <p><i>Physical qualifications :</i> Minimum height should be 05 feet. Should be physically and mentally fit to be employed in day and night duties. Should have a good eye vision. Physical fitness should be proved by a medical certificate issued by a Government Medical Officer.</p>
02	Ayurvedic Dispenser Grade III	01	Rs. 25,250 -10x270 - 10x300 - 10x330 -12x350 - Rs. 38,450 (PL 2-2016 of Pub. Adm. Cir. 3/2016) (will be placed on the salary scale as per Schedule II of pub. Admin. Circular 3/2016)	<p>I. Should have passed any 06 subjects in General Certificate of Education Ordinary Level in not more than two sittings.</p> <p>II. Should have obtained a certificate of National Vocational Qualification (NVQ Level 02) concluded by Tertiary and Vocational Education Commission so that it could be fulfilling and maintaining functions of the post of Ayurvedic Dispenser. Or else should follow three month course conducted by Management and Training Institute of Wackwella and submit the certificate within the probation period of three years.</p> <p>III. Experience in the relevant field is an additional qualification.</p>
03	Health Labourer Grade III	03	Rs. 24,250 -10x245 - 10x270 - 10x300 - 12x330 - Rs. 36,410 (PL 1-2016 of Pub. Adm. Cir. 3/2016) (will be placed on the salary scale as per Schedule II of pub. Admin. Circular 3/2016)	Should have passed Grade 08 (Year 09)

General Conditions of Recruitment :

- (i) Applicants should be a citizens of Sri Lanka,
- (ii) Should be permanent residents in the Southern Province within 05 recent years as at closing date of applications.
- (iii) Applicants should have a moral character and be in good mental and physical fitness to perform duties in the post.

- (iv) Should be not less than 18 years and not more than 45 years of age as at closing date of application.
- (v) Should not have been convicted or punished by a court under penal code or dispelled from Public Service or Provincial Public Service.
- (vi) All qualifications required for the recruitment for the post should have been completed in every respect as at the date of calling application.
- (vii) Chairman of Kotapola Pradeshiya Sabha reserves powers to delay or alter this recruitment or cancel or amend the notice after or during calling applications.

02. As per the service minute concerned applicants may be referred to one or more or all proper written test/oral test/physical fitness test/structural interview/professional interview and qualified persons will be selected based on the marks obtained at such interviews. (In an event of obtaining similar marks by two or more applicants Chairman of Kotapola Pradeshiya Sabha may decide the person to be recruited).

03. No applicants are considered to be qualified for recruitment only by they were called for the interview or they faced such interviews.

04. Priority will be given to those who are already employed at Kotapola Pradeshiya Sabha on project/contract/registered basis.

05. Priority will be given to permanent residents in the area of Kotapola Pradeshiya Sabha.

06. Service Conditions :

- (i) The post is permanent and pensionable. You will be subject to a policy decision that would be taken by the Government in the time to come regarding pension scheme to which you are entitled.
- (ii) Appointment will be subject to a probation period of 03 years and at the end of 03 years, permanent posts will be awarded only to employees whose works, attendance and conduct are satisfactory. It is also needed to get through the first efficiency bar examination prior to the end of probation period.
- (iii) You are bound to work in accordance with provisions of Establishment Code, Financial Regulations, conditions enacted from time to time by Southern Provincial Council or Southern Provincial Public Service Commission, provisions of Ordinances/Acts relevant to Local Government Authorities and Sabha decisions taken by Kotapola Pradeshiya Sabha from time to time.

07. Method of recruitment and forwarding applications :

- (i) Qualified persons will be selected through an interview.
- (ii) Applications should be forwarded by a self made application in a A4 paper as per the specimen application stated at the end of this notice.
- (iii) The post applied for has to be stated on the top left hand corner of the envelope in which the application is enclosed.
- (iv) Separated applications should be forwarded if applied for the both posts.
- (v) Certified photocopies of following documents should be annexed and originals should be compulsorily submitted at the interview :
 - (a) Certificate of birth,
 - (b) National Identity Card,
 - (c) Educational Certificates,
 - (d) Vocational and other qualifications,
 - (e) Certificate to prove the residence,
 - (f) 03 recent character certificates (One character certificate has to be obtained from the Grama Niladhari).

(vi) All duly filled applications should be sent by registered post to 'Chairman, Kotapola Pradeshiya Sabha, Deniyaya' on or before 15.10.2019.

(vii) All late applications will be rejected.

08. Only qualified applicants will be called for the interview in due course disqualified applicants will not be informed.

In case of revealing any information or certificates submitted by applicants false or inaccurate or the applicant has purposely concealed any important information prior to selection the said applicant will become disqualified to be selected and if so revealed after being selected the applicant is subject to be dispelled from the service at any time without any compensation.

A. P. DAYANANDA,
Chairman,
Kotapola Pradeshiya Sabha.

Kotapola Pradeshiya Sabha,
31st day of July, 2019.

KOTAPOLA PRADESHIYA SABHA

SPECIMEN APPLICATION FORM

APPLICATION FOR THE POST OF AT KOTAPOLA PRADESHIYA SABHA

01. Full name of the Applicant :_____.
02. Name with initials :_____.
03. Names denoted by initials :_____.
04. Permanent Address :_____.
05. Telephone Number :_____.
06. Gender :_____.
07. Date of Birth : Year :_____. Month :_____. Date :_____.
08. Age as at 14.01.2019 : Years :_____. Months :_____. Days :_____.
09. National Identity Card No. :_____.
10. Whether you are a citizen of Sri Lanka by birth or registration :_____.
11. Civil status :_____.
12. Period of residence in the area of Kotapola Pradeshiya Sabha :_____.
13. Educational qualifications :_____.
14. Professional qualifications :_____.
15. Service experience :_____.
16. Other specific skills :_____.

I do hereby certify that above details furnished by me are true and correct. I am aware that I will be disqualified if any information is found false before selection and I will be subject to be dispelled from the service without any compensation if such an information found false after the appointment.

_____,
Applicant's Signature.

Date :_____.