

KELANIYA PRADESHIYA SABHA

Vacancies in Western Provincial Public Service

APPLICATIONS are hereby called strictly from the applicants, who are permanent residents of Western Province and have satisfied the qualifications for recruitment to the posts indicated in the following Schedule, which have fallen vacant at Kelaniya Pradehiya Sabha.

<i>Serial No.</i>	<i>Designation</i>	<i>Number of Vacancies</i>	<i>Salary Scale Educational qualifications and other qualifications</i>
01	Grade III of Karyala Karya Sahayaka Service (Office Employees' Service)	01	<p>Rs. 24,250 -10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 (As per P. A. C. 3/2016) Salary Code - P. L. 1-2016</p> <p>Recruitment made on open basis.</p> <p><i>Educational Qualifications :</i> Shall have passed six (06) subjects (Five (05) subjects out of them should be passed at one sitting) with at least two credit passes at the G. C. E. (Ordinary Level) examination at not more than two sittings.</p> <p>In case where there are no candidates, who have passed G. C. E. (O/L) examination, recruitments shall be made from those who have passed Grade 8.</p> <p><i>Professional Qualifications.</i>– Not applicable.</p> <p><i>Experience.</i>– Not applicable.</p> <p><i>Physical Fitness :</i> Shall be physically and mentally fit to perform the duties of the post.</p> <p><i>Age limit :</i> Should be not less than 18 years and not more than 45 years of age as at the closing date of applications.</p> <p><i>General Interview.</i>– Verification of basic qualifications shall be done at the structured interview.</p>
02	Heavy Equipment Operator - Grade III (Primary Skilled)	01	<p>Rs. 25,790 -10x270 -10x300 - 10x330 - 12x350 - Rs. 38,990. P.A.C. 3/2016 P. L. 3-2016</p> <p>Recruitment made on limited basis</p> <p><i>Educational Qualifications :</i> Shall have passed six (06) subjects (Five (05) subjects out of them should be passed at one sitting) with at least two credit passes at the G. C. E. (Ordinary Level) examination at not more than two sittings.</p> <p>In case where there are not candidates, who have passed G. C. E. (O/L) examination, recruitments shall be made from those who have passed Grade 8.</p>

Serial No.	Designation	Number of Vacancies	Salary Scale Educational qualifications and other qualifications
			<p><i>Vocational Qualifications :</i></p> <ul style="list-style-type: none"> (i) Shall have obtained the driving license for heavy vehicles (Shall have obtained a certificate of competency or Class "A" license or Class "D" license as per new driving license issued by the Commissioner General of Motor Traffic to drive motor vehicles of tare weight over 34 cwt and heavy trailers and buses with the capacity of over 32 passengers) (ii) Minimum height shall be 5 feet. (iii) Shall have a certificate relevant to the level of NVQ 4 issued by the Tertiary and Vocational Education Commission on operating heavy equipment/road rollers. (iv) Shall have a basic knowledge of Motor Mechanics. <p><i>Experience :</i></p> <ul style="list-style-type: none"> (i) Shall have been confirmed in a post of PL-1/PL 2 at a Local Government Institution. (ii) Shall have completed a service period of 03 years in a post mentioned in (i) above. (iii) Shall have experience of 06 months in operating heavy equipment for the post of Heavy Equipment Operator. <p><i>Physical Fitness :</i> Every applicant shall be physically and mentally fit to serve in any district of Western Province and perform duties of the post.</p> <p><i>Other :</i> Shall have satisfied these qualifications in each and every way as at the date mentioned in the notification on calling applications/<i>Gazette</i>.</p> <p><i>Age :</i> The age limit shall not be applicable, since recruitments are made from those who are already in service.</p> <p>Verification of basic qualifications shall be done at the structured interview.</p> <p>In case where the vacancies cannot be filled from the applicants, who have applied on limited basis, vacancies shall be filled by calling applications on open basis.</p> <p>Recruitment made on open basis :</p> <p><i>Educational Qualifications :</i> Shall have passed six (06) subjects (Five (05) subjects out of them should be passed at one sitting) with at least two credit passes at the G. C. E. (Ordinary Level) examination at not more than two sittings.</p>

Serial No.	Designation	Number of Vacancies	Salary Scale Educational qualifications and other qualifications
			<p>In case where there are not candidates, who have passed G. C. E. (O/L) examination, recruitments shall be made from those who have passed Grade 8.</p> <p><i>Vocational Qualifications :</i></p> <ul style="list-style-type: none"> (i) Shall have obtained the driving license for heavy vehicles (Shall have obtained a certificate of competency or Class "A" license or Class "D" license as per new driving license issued by the Commissioner General of Motor Traffic to drive motor vehicles of tare weight over 34 cwt and heavy trailers and buses with the capacity of over 32 passengers) (ii) Minimum height shall be 5 feet. (iii) Shall have a certificate relevant to the level of NVQ 4 issued by the Tertiary and Vocational Education Commission on operating heavy equipment/road rollers. (iv) Shall have a basic knoweldge of Motor Mechanics. <p><i>Experience :</i></p> <p>One year experience in operating heavy equipment.</p> <p><i>Physical Fitness :</i></p> <p>Every applicant shall be phsyically and mentally fit to serve in any district of Western Province and perform duties of the post.</p> <p><i>Age limit :</i></p> <p>Should be not less than 18 years and not more than 45 years of age on the closing date of applications.</p> <p><i>General Interview :</i></p> <p>Verification of basic qualifications shall be done at the structured interview.</p>
03	Electrician III (Primary Semi Skilled)	01	<p>Rs. 25,250 -10x270 -10x300 - 10x330 - 12x350 - Rs. 38,450. P.A.C. 3/2016 P. L. 2-2016</p> <p>Recruitment made on limited basis</p> <p><i>Educational Qualifications :</i></p> <p>Shall have passed six (06) subjects (Five (05) subjects out of them should be passed at one sitting) with at least two credit passes at the G. C. E. (Ordinary Level) examination at not more than two sittings.</p> <p>In case where there are not candidates, who have passed G. C. E. (O/L), recruitments shall be made from those who have acquired the level of NVQ 3.</p>

Serial No.	Designation	Number of Vacancies	Salary Scale Educational qualifcations and other qualifications
			<p><i>Vocational Qualifications :</i> Shall have acquired at least level of NVQ 2 determined by the Tertiary and Vocational Education Commission as prescribed for the relevant post or experience of at least not less than 06 months in the relevant field. (Should be proved by certificates)</p> <p><i>Experience :</i> Shall be an employee, who has been confirmed in a post of Primary Grade at a relevant Local Government Institution, completed a service period of 5 years, passed the Efficiency Bar and completed a satisfactory service period of 5 years.</p> <p><i>Physical Fitness :</i> Every applicant shall be physically and mentally fit to serve in any district of Western Province and perform duties of the post.</p> <p><i>Other :</i> Shall have satisfied all the qualifications required for recruitment to the post in each and every way as at the date mentioned in the notification on calling applications/<i>Gazette</i>.</p> <p><i>Age Limit :</i> The age limit is not applicable, since recruitments are made from those who are in Provincial Public Service.</p> <p>Recruitment made on open basis</p> <p><i>Educational Qualifications :</i> Shall have passed six (06) subjects (Five (05) subjects out of them should be passed at one sitting) with at least two credit passes at the G. C. E. (Ordinary Level) examination at not more than two sittings.</p> <p>In case where there are no candidates, who have passed G. C. E. (O/L) examination, recruitments shall be made from those who have acquired the level of NVQ 3.</p> <p><i>Vocational Qualifications :</i> Shall have acquired at least level of NVQ 2 determined by the Tertiary and Vocational Education Commission as prescribed for the relevant post or experience of at least not less than 06 months in the relevant field. (Should be proved by certificate)</p> <p>Experience - Not applicable.</p> <p><i>Physical Fitness :</i> Every applicant shall be physically and mentally fit to serve in any district of Western Province and perform duties of the post.</p> <p><i>Age limit :</i> Should be not less than 18 years and not more than 45 years of age on the closing date of applications.</p>

Serial No.	Designation	Number of Vacancies	Salary Scale Educational qualifications and other qualifications
			Verification of basic qualifications and examination of physical fitness shall be done at the structured interview.
04	Health Labourer Grade III (Primary/ Unskilled)	05	<p>Rs. 24,250 -10x250 - 10x270 -10x300 - 12x330 - Rs. 36,410. P.A.C. 3/2016 P. L. 1-2016</p> <p>Recruitment made on open basis</p> <p><i>Educational Qualifications :</i> Shall have passed at least Grade 8 (year 9)</p> <p><i>Vocational Qualifications and Experience :</i> Not applicable</p> <p><i>Physical Fitness :</i> Shall be physically and mentally fit to perform the duties of the post.</p> <p><i>Age :</i> Should be not less than 18 years and not more than 45 years of age on the closing date of applications.</p>
05	Work Field Labourer III (Primary Unskilled)	01	<p>Rs. 24,250 -10x250 - 10x270 -10x300 - 12x330 - Rs. 36,410. P.A.C. 3/2016 P. L. 1-2016</p> <p>Recruitment made on open basis</p> <p><i>Educational Qualifications :</i> Shall have passed at least Grade 8 (year 9)</p> <p><i>Vocational Qualifications and Experience :</i> Not applicable</p> <p><i>Physical Fitness :</i> Shall be physically and mentally fit to perform the duties of the post.</p> <p><i>Age limit :</i> Should be not less than 18 years and not more than 45 years of age as at the closing date of applications.</p>
06	Driver III (Primary Skilled)	01	<p>Rs. 25,790 -10x270 - 10x300 -10x330 - 12x350 - Rs. 38,990. P.A.C. 3/2016 P. L. 3-2016</p> <p>Recruitment made on open basis</p> <p><i>Educational Qualifications :</i> Shall have passed six (06) subjects (Five (05) subjects out of them should be passed at one sitting) with at least two (02) credit passes including Sinhala/Tamil Language at the G. C. E. (Ordinary Level) examination at not more than two sittings.</p>

Serial No.	Designation	Number of Vacancies	Salary Scale Educational qualifications and other qualifications
			<p>Since the educational qualification mentioned in 7.2.2.1 of the Drivers' Service Minute has been made flexible in case of recruiting Drivers of the vehicles for transporting garbage, those who have passed Grade 8 shall be recruited.</p> <p><i>Vocational Qualifications :</i></p> <ol style="list-style-type: none"> 1. Shall have obtained the driving license issued by the Commissioner General of Motor Traffic for personal/rented vehicles and station wagons of tare weight less than 24 cwt. (Shall have obtained at least a Class "C" or "C1" or Class "B" license as per new driving license 03 years prior to the date of recruitment. 2. Shall have a proper knowledge on Highway Code. <p><i>Experience :</i> Shall have at least 03 years' experience as a Driver after receiving the license. (Experience should be proved by a formal certificate)</p> <p><i>Physical Fitness :</i> The height shall be five (05) feet, shall be physically fit to serve during day and night. Shall have good eyesight. It shall be proved by a medical certificate issued by a government Medical Officer.</p> <p><i>Age limit :</i> Should be not less than 18 years and not more than 45 years of age as at the closing date of applications.</p>
07	Crematorium Operator III (Primary Semi Skilled)	01	<p>Rs. 25,250 -10x270 -10x300 - 10x330 - 12x350 - Rs. 38,450. P.A.C. 3/2016 P. L. 2-2016</p> <p>Recruitment made on limited basis</p> <p><i>Educational Qualifications :</i> Shall have passed six (06) subjects (Five (05) subjects out of them should be passed at one sitting) with at least two credit passes at the G. C. E. (Ordinary Level) examination at not more than two sittings.</p> <p>In case where there are no candidates, who have passed G. C. E. (O/L) examination, recruitments shall be made from those who have acquired the level of NVQ 3.</p> <p><i>Vocational Qualifications :</i> Shall have acquired at least level of NVQ 2 determined by the Tertiary and Vocational Education Commission as prescribed for the relevant post or experience of at least not less than 06 months in the relevant field. (Should be proved by certificate)</p> <p><i>Experience :</i> Shall be an employee, who has been confirmed in a post of Primary Grade at a relevant Local Government Institution, completed a service period</p>

Serial No.	Designation	Number of Vacancies	Salary Scale Educational qualifications and other qualifications
			<p>of 5 years, passed the Efficiency Bar and completed a satisfactory service period of 5 years.</p> <p><i>Physical Fitness :</i> Every applicant shall be physically and mentally fit to serve in any district of Western Province and perform duties of the post.</p> <p><i>Other :</i> Shall have satisfied all the qualifications required for recruitment to the post in each and every way as at the date mentioned in the notification of calling applications/<i>Gazette</i>.</p> <p><i>Age Limit :</i> The age limit shall not be applicable, since recruitments are made from those who are in Provincial Public Service.</p> <p><i>General Interview :</i> Verification of basic qualifications and examination of physical fitness shall be done at the structured interview.</p> <p>In case where the vacancies cannot be filled from the applicants applied on limited basis, vacancies shall be filled by calling applications on open basis.</p> <p>Recruitment made on open basis :</p> <p>Shall have passed six (06) subjects (Five (05) subjects out of them should be passed at one sitting) with at least two credit passes at the G. C. E. (O/L) examination at not more than two sittings.</p> <p>In case where there are no candidates, who have passed G. C. E. (O/L), recruitments shall be made from those who have acquired the level of NVQ 3.</p> <p><i>Vocational Qualifications :</i> Shall have acquired at least level of NVQ 2 determined by the Tertiary and Vocational Education Commission as prescribed for the relevant post or experience of at least not less than 06 months in the relevant field. (Should be proved by certificate)</p> <p><i>Experience.</i> - Not applicable.</p> <p><i>Physical Fitness :</i> Every applicant shall be physically and mentally fit to serve in any district of Western Province and perform duties of the post.</p>
08	Preschool Teacher III Management Assistant Non-technical Category 02	01	<p>Rs. 27,140 -10x300 - 11x350 - 10x495 -10x660 - Rs. 45,540 (As per P. A. C. 3/2016) Salary Code - M.N. -1-2016</p>

Serial No.	Designation	Number of Vacancies	Salary Scale Educational qualifcatons and other qualifications									
			<p>Applications are called for the written competitive examination for recruitment to the post of Preschool Teacher mentioned in the Schedule below, which has fallen vacant at Kelaniya Pradeshiya Sabha.</p> <p>Recruitment made on open basis :</p> <p><i>Educational Qualifications :</i> Shall have passed six (06) subjects with credit passes for Sinhala/Tamil/English/Mathematics and two other subjects at the G. C. E. (Ordinary Level) examination at one sitting.</p> <p style="text-align: center;">and</p> <p>Shall have passed at least one (01) subject (Except Common General Test) at G. C. E. (A/L) Examination.</p> <p><i>Professional Qualifications :</i> Shall have followed a course on Child Education and Child Development with the duration of not less than 06 months at a Government institution of training preschool teachers or Preschool Teacher Training Institute recognized by the Government (Registered) and obtained a certificate.</p> <p><i>Experience -</i> Not applicable.</p> <p><i>Physical Fitness :</i> Shall be physically and mentally fit to perform the duties of the post.</p> <p>01. General Conditions :</p> <ol style="list-style-type: none"> 01. Applicant shall be a citizen of Sri Lanka. 02. Shall be a permanent resident in Western Province for a period of three years immediately preceding the closing date of applications (Residence should be proved by the voters' register or a certificate issued by the Divisional Secretary) 03. Shall have satisfied these qualifications in each and every way as at the date mentioned in the notification on calling applications. <p>Method of Recruitment : Suitable persons shall be selected for recruitment to Grade III in the post of Preschool Teacher through a written competitive examination and vacancies shall be filled from those who have accured high marks in the order of marks.</p> <table border="1" data-bbox="675 1727 1449 1850"> <thead> <tr> <th data-bbox="675 1727 1062 1771"><i>Subjects</i></th> <th data-bbox="1067 1727 1283 1771"><i>Maximum Marks</i></th> <th data-bbox="1287 1727 1449 1771"><i>Pass Mark</i></th> </tr> </thead> <tbody> <tr> <td data-bbox="675 1771 1062 1809">Aptitude and Intelligence Test</td> <td data-bbox="1067 1771 1283 1809">100</td> <td data-bbox="1287 1771 1449 1809">40%</td> </tr> <tr> <td data-bbox="675 1809 1062 1850">General Knowledge</td> <td data-bbox="1067 1809 1283 1850">100</td> <td data-bbox="1287 1809 1449 1850">40%</td> </tr> </tbody> </table> <p>Age limit : Should be not less than 18 years and not more than 30 years of age as at the closing date of applications.</p>	<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>	Aptitude and Intelligence Test	100	40%	General Knowledge	100	40%
<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Mark</i>										
Aptitude and Intelligence Test	100	40%										
General Knowledge	100	40%										

02. *Conditions of employment :*

- 01. This post is permanent. You shall be subjected to the policy decision that will be made by the government in future with regard to the pension scheme entitled to you.
- 02. You shall be subjected to a probation period of 03 years.
- 03. You shall be confirmed in service at the end of the probation period if your attendance, work and conduct are satisfactory during the said period.
- 04. Those who are recruited from junior services shall be subjected to an acting period of one year.

- * Certificate of the Divisional Secretary to prove the residence,
- * Two character certificates obtained recently (One should be a certificate obtained from Grama Niladhari),
- * Certificate on the experience gained in relation to the post,
- * Certificates to prove the experience gained in relation to the field,
- * Educational qualifications obtained in addition to the basic educational qualifications required for recruitment.

03. *General Conditions :*

- 01. Applicant shall be a citizen of Sri Lanka,
- 02. Shall be a permanent resident in Western Province for a period of three years immediately preceding the closing date of applications (Residence should be proved by the voters' register or a certificate issued by the Divisional Secretary)
- 03. Applicants, who have satisfied the prescribed qualifications shall strictly be called for the interview.
- 04. Shall not be a person, who has been convicted and punished by a court under the Penal Code.
- 05. Shall be of excellent character and sound physical condition.

L. A. MANJULA SAMANTHI,
 Secretary,
 Kelaniya Pradeshiya Sabha.

At the Office of Kelaniya Pradeshiya Sabha,
 On 31st October, 2019.

SPECIMEN APPLICATION

WESTERN PROVINCIAL PUBLIC SERVICE

APPLICATION FOR THE POST OF AT KELANIYA
 PRADESHIYA SABHA

04. *Method of Application :*

- 01. Applications prepared by the applicants in accordance with the specimen application indicated here, in A4 size paper using both sides should be sent through registered post or by hand to reach Secretary, Kelaniya Pradeshiya Sabha, Kelaniya on or before 15.12.2019.
- 02. The post applied for should be clearly written on the top left-hand corner of the envelope in which the application is enclosed.
- 03. The photocopies of the following certificates should be attached to the application. The originals of the relevant certificates should be submitted at the interview. Applications without the said certificates shall be rejected.

- * Birth Certificate,
- * Educational Certificates,

- 01. Name with initials : _____.
- Names denoted by initials : _____.
- 02. Permanent Address : _____.
- 03. District of permanent residence : _____.
- 04. National Identity Card Number : _____.
- 05. Telephone Number : _____.
- 06. Date of Birth :
 Year : _____. Month : _____. Date : _____.
- 07. Age as at the closing date of applications :
 Years : _____. Months : _____. Days : _____.
- 08. Sex : _____.
- 09. Marital Status : _____.
- 10. Whether you are a citizen of Sri Lanka by birth ?/
 registration ? : _____.

11. Educational qualifications - (Copies of the certificates should be attached) :

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

Year : _____ . Index Number : _____ .

Serial No.	Subject	Pass	Serial No.	Subject	Pass
1.			6.		
2.			7.		
3.			8.		
4.			9.		
5.			10.		

12. (i) Other educational qualifications :

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

Year : _____ . Index Number : _____ .

Serial No.	Subject	Pass
1.		
2.		
3.		
4.		
5.		

(ii) Vocational qualifications : _____ .

(iii) Other qualifications : _____ .

(iv) Experience in the profession : _____ .

If you are already serving at this Pradeshiya Sabha : _____ .

(i) Post held at present : _____ .

(ii) Indicate whether the post is permanent/casual/temporary/contract/substitute : _____ .

(iii) Date of appointment to the said post : _____ .

(iv) Number and date of the letter of confirmation in the service : _____ .

13. Have you ever been convicted by a court ? : _____ .

I hereby declare that the particulars furnished by me in this application are true and accurate. I am aware that if any particulars contained therein are found to be false and incorrect before the selection, I am liable to be disqualified and dismissal without compensation, if it is detected after the appointment.

Signature of the applicant.

Date : _____ .

Attestation of the Head of the Institution for the applicants, who are already in Public Service

I hereby certify that the applicant Mr./Mrs./Miss is serving at this Institution as at present. He/She can be/cannot be released from service, if he/she is selected for this post. I hereby certify that he/she has not been subjected to any punishment and the application is recommended and submitted.

Signature of the Head of the Institution.

Institution : _____ .

Name : _____ .

Designation : _____ .

Date : _____ .