



MAHANUWARA KADAWATH SATHARA AND GANGAWATA KORALE PRADESHIYA SABHA

APPLICATIONS are hereby called for recruitment to the following vacant posts existing in the Mahanuwara Kadawath Sathara and Gangawata Korale Pradeshiya Sabha, who possess the under mentioned qualifications.

<i>Serial No.</i>	<i>Posts</i>	<i>Number of Vacancies</i>	<i>Service</i>	<i>000000</i>
1	Library Attendant - III	01	Primary Services (unskilled) of the Local Government Institutions - Central Province	Permanent basis
2	Heavy Machinery Operator	01	Driver Services (Primary and Skilled) of the Local Government Institutions - Central Province	Contract basis

02. *Salary Scale.* – The Salary Scale entitled for these posts are mentioned below :

<i>Serial No.</i>	<i>Post</i>	<i>Salary Code No.</i>	<i>Salary Scale</i>			<i>Efficiency Bar</i>
1	Library Attendant III	PL 3 - 2016	Rs. 25,790 - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 - 38,990/- (Entitle for the salary mentioned in the Schedule II of the Public Administration Circular No. 03/ 2016 and dated 25.02.2016. The salary scale will come in to effect fully, from 01.01.2020)			Should be completed the Efficiency Bar Examination within three years of recruitment
2	Heavy Machinery Operator	Contract basis	Basic Allowance	Adjustable Allowance	Cost of Living Allowance	
			Rs. 23126/-	Rs. 1965/-	Rs. 7800/-	

03. *Terms of Employment :*

<i>Library Attendant - III</i>	<i>Heavy Machinery Operator</i>
<p>I. These posts are permanent and pensionable.</p> <p>II. Contribution should be made to widow's / widower's and orphan's pension scheme. Applicants should abide the Government policy decisions regarding the pension scheme, taken in future.</p> <p>III. These appointments will be subjected to a period of probation for 03 years.</p> <p>IV. In addition to the Official Language, joined in the Government Service, the other Official Languages proficiency shall be obtained within 05 years of recruitment, under Public Administration Circular No. 01 / 2014, dated 21.01.2014.</p> <p>V. In addition to the Service Statute, procedure of Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, Government, Provincial Council, Department of Local Government and the Secretary to the Pradeshiya Sabha laid down time to time, with the terms and conditions of recruitment, appointments should comply with orders that may be laid down by the Central Province Public Service Commission.</p> <p>VI. The conditions mentioned in the Chapter II of the Establishment Code, related to the recruitment, will be applicable.</p>	<p>i. The recruitment for this post will be on contract basis. Agreement shall be entered to serve minimum 02 years.</p> <p>ii. In addition to the Service Statute, procedure of Public Service Commission, Establishment Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations, Government, Provincial Council, Department of Local Government and the Secretary to the Pradeshiya Sabha laid down time to time, with the terms and conditions of recruitment, appointments should comply with orders that may be laid down by the Central Province Public Service Commission.</p>

04. *Qualifications Required.*—

Basic Qualifications :

<i>Library Attendant - III</i>	<i>Heavy Machinery Operator</i>
<p>I. Should be a citizen of Sri Lanka.</p> <p>II. Should establish most immediate 03 years of permanent residency within the authority areas of Mahanuwa Kadawath Sathara and Gangawata Korale Pradeshiya Sabha to the closing date the applications are accepted. (if sufficient applications not found in authority areas, only the adjoining Local Government Institution residents will be considered)</p> <p>III. The age limits is not less than 18 years and not more than 45 years at the closing date of applications. (Upper age limit will not applicable to the applicants those who are presently employed permanently in Government institutions.)</p> <p>IV. All the qualifications required to the recruitment should be completed at the closing date of application.</p>	<p>i. Should be a citizen of Sri Lanka by descent or by registration.</p> <p>ii. Should establish most immediate 03 years of permanent residency within the authority areas of Mahanuwa Kadawath Sathara and Gangawata Korale Pradeshiya Sabha to the closing date the applications are accepted. (if sufficient applications not found in authority areas, only the adjoining Local Government Institution residents will be considered)</p> <p>iii. Should possess a sound knowledge in Highway Code.</p> <p>iv. The age limits is not less than 18 years and not more than 45 years at the closing date of applications. (Upper age limit will not applicable to the applicants those who are presently employed permanently in Government institutions.)</p> <p>v. All the qualifications required to the recruitment should be completed at the closing date of application.</p>

Educational Qualifications :

<i>Library Attendant - III</i>	<i>Heavy Machinery Operator</i>
<p>I. Should have passed minimum six subjects, in not more than two sittings in the General Certificate of Education Ordinary Level Examinations, with minimum 02 Credit passes. Out of that, 05 subjects should be passed in one and same sitting.</p>	<p>I. Should have passed minimum six subjects, in not more than two sittings in the General Certificate of Education Ordinary Level Examinations, with minimum 02 Credit passes. Out of that, 05 subjects should be passed in one and same sitting.</p>

Qualifications should acquired :

<i>Library Attendant - III</i>	<i>Heavy Machinery Operator</i>
	<p>I. Should possess Class A driving license or J Grade driving license issued by the Commissioner General of Motor Traffic, 03 years before the date of recruitment, for driving heavy vehicles over 34 cwt tare weight trailers and buses carry not more than 32 passengers, and</p> <p>In addition to the above license, should establish a training course to operate machineries related to the post from a Government recognized institution (NAITA / ICTAD) not less than NVQ 4 Level.</p> <p>Experience</p> <p>Shall count minimum three year experience after obtaining driving license. (Experience should be proven by certificates)</p>

Physical Qualifications :

<i>Library Attendant - III</i>	<i>Heavy Machinery Operator</i>
i. Every applicant should have an excellent eye sight and physically sound with excellent moral character.	i. Every applicant should have an excellent eye sight to serve in day and night shifts and physically sound with excellent moral character.
ii. Should possess a sound physical fitness to serve in any part of the Island.	ii. Minimum height 05 feet and 02 $\frac{1}{2}$ inches.

05. Method of Recruitment :

- 5.1. The applicants, who possess all the qualifications required for recruitment, will be called for a structural interview. The date and time of the interview will be notified later. Applicants should be kept ready with following certificates to forward in the interview, with photocopies.

<i>Library Attendant - III</i>	<i>Heavy Machinery Operator</i>
i. First copy of Birth Certificate	ix. First copy of Birth Certificate.
ii. National Identity Card	x. National Identity Card
iii. First copies of Educational Qualifications	xi. Driving License
iv. School Leaving Certificate	xii. First copies of Educational Qualifications
v. A recent certificate from the Grama Niladhari	xiii. School Leaving Certificate
vi. Two recent character certificates	xiv. A recent certificate from the Grama Niladhari
vii. Certificate to prove the professional competencies	xv. Two recent character certificates
viii. Service certificates and Letters	xvi. Certificate to prove the professional competencies
	xvii. Service certificates and Letters
Among the applicants appeared for the structural interview, the most qualified will be selected according to the merit order for the number of vacancies therein.	According to the formal interview to check the physical and moral fitness and educational and general qualification and along with the results of the structural interview, the qualified shall appear for a trade test conducted by motor traffic inspector and should qualified in it.

06. Method of Application :

- 6.1. If applying few vacancies, shall submit one application for every post.
- 6.2. Applications prepared according to the specimen given below on both sides of A4 paper, should be sent only under Registered cover, to The Secretary, Mahanuvara Kadawath Sathara and Gangawata Korale Pradeshiya Sabha, Ampitiya, on or before 20.12.2019. (posting only the application form is sufficient)
- 6.3. The post applied should be marked clearly on the top left hand corner of the envelope enclosing the application.
- 6.4. The incomplete applications and not received within prescribed date will be rejected without prior notice.
- 6.5. Applicant's signature should be attested by a Principal of a Government school, a Justice of Peace, a Commissioner of Oaths, a Notary Public, a commissioned Officer of the Armed Forces, a high rank officer of the Police Service or a permanent Government servant drawing more than Rs. 240,360 as annual salary.

08. Professional Qualifications :_____.

09. Experience of service :_____.

10. 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, if it is detected after selection to the post.

_____,
Signature of Applicant.

Date :_____.

11. *Attestation of the Signature of the Applicant :*

I hereby certify that the applicant Mr./Mrs./Miss who submits this application is known to me personally and that he/she place his/her signature in my presence on to day.

_____,
Signature of Attestor.

Date :_____.

Name :_____.

Designation :_____.

Address :_____.

(Place the Official Seal)

12. *Recommendation of Head of the Department for candidates currently employed in Public/Provincial Public Service :*

I certify that the applicant, Mr./Mrs./Miss is currently employed at Ministry/Department/Institution of as a and no disciplinary action (except warnings) has been taken against her/him for the nearest years and if she/he is selected for this post she/he can be realised from the current position that she/he holds.

_____,
Signature of the Head of the Department/Ministry/Institution.

Date :_____.