

Posts – Vacant**PRADESHIYA SABHA BENTOTA**

APPLICATIONS are called for vacant posts of Local Ayurvedic Dispensers for the State Service of Southern Provincial Council in Bentota Pradeshiya Sabha from both Male and Female candidates who are the permanent residents of authority limits of Southern Province.

02. Information relevant to the Post :

Name of the Post	: Local Ayurvedic Dispenser
Service category	: Primary Level semi-skilled
Grade	: III
Number of Posts	: 02
Salary Scale and Code No. of the salary	: Rs. 25,250 - 270x10 - 300x10 - 330x10 -350x12 - Rs. 38,450. PL-2-2016 (This salary is payable from 01.01.2020 and the salary is payable from the date on which the appointments are effective as per Schedule II, Provisions 03/2016, of the P. A. circular.
Conditions of Recruitment	: (i) Candidates should have passed six (06) subjects in not more two sittings in General Certificate of Educations (Ordinary Level) Examination. (ii) Obtaining the relevant certificate of 3 months Vocational Training Course conducted by the Wakwella Management and Training Institute in respect of the recruitment and the recruitment in terms of the No. i qualifications. (It is compulsory to obtain this certificate within three years of probation). (iii) Experience in the relevant field is an additional requirement.

02. Other Qualifications required :

- (i) Age should not be less than 18 years and not more than 45 years to the closing date of applications. The maximum age limit is not applicable to those who are already employed in the Public Service/Provincial Public Service. They should submit their application through the Head of relevant department.
- (ii) Candidates should be a Sri Lankan citizen by decent or by registration.
- (iii) Applicants should be permanently residents in the Southern Province for a period of 03 years from which the applicants are accepted.
- (iv) Candidates should be of good character and of good physical health.
- (v) Should not be convicted and punished by a court for a criminal offense under the penal code.
- (vi) Special attention will be paid to the experience gained in the relevant field.
- (vii) Candidates should have fulfilled required qualifications to recruit in the position, by the deadline of calling for applications.
- (viii) Should be agreed with the official language policy.

03. General Conditions for Recruitment :

- (i) This post is permanent and pensionable. Your pension salary scheme should be subjected to a government policy decisions taken in the future.
- (ii) You should contribute to the Widows' & Orphans' pension scheme/Widowers' & Orphans pension scheme.

- (iii) Special attention will be paid to the candidates those who are currently employed permanently/temporary/casual/substitute/contract basis in Bentota Pradeshiya Sabha.
- (iv) Selected candidates are subjected to a probationary period of three years. Those who have obtained service conformation, after completed service of 03 years in the Public Service, will be subjected to one-year acting period.
- (v) In addition to the rules and regulations applicable to the recruitment, in accordance with the regulations of the Establishments Code of Sri Lanka, Financial Regulations, Government Departments Decisions, the Southern Provincial Council, the Southern Provincial Public Service Commission and the Bentota Pradeshiya Sabha in accordance with the relevant Regulations and Directives, Employees must be bound and subjected time to time.

04. *Method of Recruitment :*

1. After subjecting to a structured interview, the candidates will be recruited on the basis of maximum marks obtained in accordance with the Scheme of Recruitment after examining the qualifications.

<i>Main fields consider to offer marks</i>	<i>Maximum marks size</i>	<i>Minimum marks to be considered to recruit</i>
(i) Educational Qualifications	30	50%
(ii) Professional Qualifications	10	
(iii) Experience	10	
(iv) Residency in Authority limit (05 marks each for one year)	45	
(v) Achievement at the interview	<u>05</u>	
Total	<u>100</u>	

2. Recruitment will be done after a structured interview after calling applications by publishing applications in the Government *Gazette* to Public advertisement.

05. *Method of submitting applications.*— Application forms should be prepared on A4 paper and should be sent to receive on or before 03.12.2018 to "Chairman, Bentota Pradeshiya Sabha, Bentota." by registered post. The post should be clearly written on the top left hand corner of the envelope. Incomplete applications and applications against the instructions given above will be rejected without prior notice.

06. Photocopies of following documents should be attached alone with the application, and the originals should be produced at the interview :

- * Birth Certificate,
- * Educational Certificates,
- * Certificate to prove residency (issued by the Grama Niladhari of permanent Residency and countersigned by the Divisional Secretary,
- * A Police Report stating that you have not punished by a court for a Criminal Offence and you have not undergoing presently investigation of a Criminal Offence,
- * Two Character Certificates obtained recently (One should be issued by the Grama Niladhari),
- * Certificates of experiences (if any),
- * Service certificates (Only for applicants those who are already employed in the Public Service or Provincial Public Service.

07. The Chairman of the Bentota Pradeshiya Sabha has the authority to make any delaying, changing or cancelling of this recruitment during calling or after calling applications. If any complicate situation arise between the definitions of Tamil and English Translations, Sinhala meaning should be taken as correct.

P. D. SARATH ANANDA,
 Chairman,
 Pradeshiya Sabha - Bentota.

At Office of the Pradeshiya Sabha - Bentota,
 On 01st of October, 2018.

Specimen Application Form

PRADESHIYA SABHA - BENTOTA

APPLICATION FOR THE POST OF AYURVEDIC DISPENSER

- (i) Name of the Applicant with initials :_____.
- (ii) Names denoted by Initials :_____.
- (iii) Permanent Address :_____.
- (iv) District of permanent residence :_____.
- (v) Division of Divisional Secretariat :_____.
- (vi) Date of Birth : Year :_____. Month :_____. Date :_____.
- (vii) Age to the closing date of Applications : Years :_____. Months :_____. Dates :_____.
- (viii) Sex : Male/Female :_____.
- (ix) Nationality :_____.
- (x) Civil status :_____.
- (xi) National Identity Card No. :_____.
- (xii) Telephone Number :_____.
- (xiii) Whether you citizenship was by decent or by registration :_____.
- (xiv) Educational qualifications (Passed examinations with details) :

<i>Subject</i>	<i>Grade</i>
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- (xv) Professional Qualification :_____.
- (xvi) Are you presently employed in Pradeshiya Sabha (Give details) :
 - (i) Post held at present :_____.
 - (ii) Nature of the appointment (Permanent/Casual/Contract basis/Substitute) :_____.
 - (iii) Date of appointment to the post :_____.

(xvii) Have you ever been convicted in the court and punished under the Penal Code ? :—————.

(xviii) Certification of the Candidate :

I do hereby certify that the information given by me in this application is true and correct. If the information contained in the information is false or incorrect, before/after selecting this position, I become unqualified and after receiving such a thing, I will pay no compensation I am also aware that I am liable to be dismissed. In accordance with the notice in the notice of calling notice this is to certify that.

_____,
(Signature of the Applicant)

Date :—————.

(xix) Certificate of the Head of the institution of the Applicants already in the Public/Provincial Public Service :

..... Mr./Miss..... is in service presently. If he selected for this post it is able to release him/her from service if he is selected for this post. This will ensure that he/she has not been subjected to any kind of punishment. I will recommend and forward the application submitted by him/her.

_____,
(Signature of the Head of the Institution)

Date :—————.