

KATANA PRADESHIYA SABHA - YEAR 2018

Filling Vacancies on Western Provincial Public Service

APPLICATIONS are called from permanent residents in the Western Province having qualifications for recruiting to the following posts already fallen vacant with the Katana Pradeshiya Sabha.

| <i>Serial No.</i> | <i>Designation</i> | <i>No. of Vacancies</i> | <i>Grade</i> | <i>Salary Scheme</i> |
|-------------------|----------------------|-------------------------|--------------|---|
| 01 | Pre School Caretaker | 01 | III | MN-1-2016 (as per P. A. C. 3/2016) Rs. 27,140 -10x300 - 11x350 -10x495 - 10x660 - Rs. 45,540 First salary step Rs. 27,140 Efficiency Bar before reaching 4th salary step |
| 02 | Driver | 04 | III | PL-3-2016 (as per P. A. C. 3/2016) Salary scale of Rs. 25,790 -10x270 -10x300 - 10x330 - 12x350 - Rs. 38,990 Efficiency Bar before reaching 4th salary step |

| Serial No. | Designation | No. of Vacancies | Grade | Salary Scheme |
|------------|-------------------|------------------|-------|---|
| 03 | Library assistant | 01 | III | PL-1-2016 (as per P. A. C. 3/2016) Salary scale of Rs. 24,250 -10x250 -10x270 -10x300 12x330 - Rs. 36,410 First salary step Rs. 24,250 Efficiency Bar before reaching 4th salary step |
| 04 | Office Assistant | 01 | III | |
| 05 | Watcher | 01 | III | |
| 06 | Field Labourer | 08 | III | |

01. Pre-school Caretaker - Grade III

Limtied Recruitment :

Educational Qualifications.– Having passed six subjects of General Certificate of Education (Ordinary Level) examination by at least in two sittings with two credit passes. Out of these, five subjects have to be passed in one sitting.

Vocational Qualifications.– Having possessed a certificate by following a course not less than 06 months on child Education and Child Development conducted by a government owned Pre-school Teacher Training Institute or a government recognized (registered) pre-school Teacher Training Institute.

Experience.– Should be permanent employees on Primary Service category in local government body concerned having satisfactory active service of 05 years. During this service period applicants must not have subjected to any disciplinary punishment.

Recruitment scheme.– By a written test and a general interview.

Syllabus for written test.– (given below).

Open Recruitment.– Vacancies will be filled with open applicants only failing to fill vacancies with limited applicants.

Educational Qualifications.– Having passed six subjects of General Certificate of Education (Ordinary Level) examination by at one sitting with two credit passes for Sinhala/Tamil/English language, maths and other two subject ; and

Having passed General Certificate of Education (Advanced Level) examination with at least one subject (except general test)

Vocational Qualifications.– Having possessed a certificate by following a course not less than 06 months on Child Education and Child Development conducted by government owned pre-school Teacher Training Institute or government recognized (registered) Pre-school Teacher Training Institute.

Experience.– Not relevant.

Age.– Should be 18-30 years as at deadline of application.

Recruitment scheme.– By a written test and a general interview.

Syllabus for limited and open recruitment examination.

| Name of Question Paper | Syllabus | Pass marks |
|------------------------|--|------------|
| Aptitude and IQ test | Checking logical, mathematical and language ability | 40% |
| General Knowledge | This question paper is consist with questions relating to economic, social, educational, scientific, cultural, political as well as current incidents with local and foreign value to sports | 40% |

02. Driver - Grade III

1. *Limited Recruitment :*

Educational Qualifications.— Having passed six subjects of General Certificate of Education (Ordinary Level) examination by at least in two sittings with two credit passes. Out of these, five subjects have to be passed in one sitting.

Vocational Qualifications :

1. Having a driving licence issued by Commissioner General of Motor Vehicles on driving private/hiring vehicles and station wagons less than 24 TAR (should have a license in vehicle category of "C" and "C1" obtained before 03 years)
2. Having thorough knowledge on High way Code.

Experience.— Should have at least three year experience as a driver after receiving licence.

Physical Qualifications.— Minimum height should be 5 feet. Should be physically fit to serve in both day and night and have a clear vision. Fitness to be confirmed by a medical certificate issued by a government medical officer.

Age.— Should be 18-30 years.

For heavy vehicles.— Having a heavy vehicle driving licence (a driving license for light lorries up to 34 TAR and license valid for bus carrying not more than 32 passengers i. e. A1 and C1 class or according to new driving license B and D1 class or else motor vehicles over 34 TAR and heavy Trailer and a skill certificate issued by Commissioner General of Motor Vehicles for bus driving or A class license or D class license as per new driving license)

Recruitment scheme.— By a written test and a general interview.

Vocational Test :

| <i>Subjects</i> | <i>Maximum marks</i> | <i>Pass mark</i> |
|---|----------------------|------------------|
| 1. Driving ability | 40 | 20 |
| 2. Practical knoweldge on high way code | 40 | 20 |
| 3. Basic knowledge on motor mechanic | 20 | 10 |

03. Library Assistant, Office Assistant, Watcher

Job Category Primary - Non skilled

Educational Qualifications.— Having passed six subjects of Geneal Certificate of Education (Ordinary Level) examination by at least in two sittings with two credit passes (Out of these, five subjects have to be passed in one sitting).

Physical Qualifications.— Physical and mental fitness to attend duties of the post.

Recruitment scheme.— By a structure interview.

Interview :

| <i>Main heads for mark offer</i> | <i>Maximum marks</i> | <i>Pass marks</i> |
|---|----------------------|-------------------|
| Marks are given subject to maximum of two subjects passed in addition to six subjects and two credits at G. C. E. (O/L) examination as given as basic qualification of recruitment * Simple pass - 04 marks * Credit pass - 06 marks * Distinction - 08 marks * Very good pass - 10 marks | 20 | } 50% |
| General knowledge on current affairs of international and national level | 75 | |
| Personality (way of appearing at interview by employee and considering other matters) | 05 | |

Note.— Appointments for existing vacancies will be made on sequence of higher marks and requirements of general interview too will be considered.

Age : Minimum age : Should not be less than 18 as at deadline of application.
Maximum age : Should not be over 45.

04. Field labourer - Grade III

Job Category Primary - non skilled

Educational Qualifications.— Passing grade 8 (year 9)

Physical Qualifications.— Physical and mental fitness to attend duties of the post.

Recruitment scheme.— By a structured interview.

Note.— Appointments for existing vacancies will be made on sequence of higher marks and requirements of general interview too will be considered.

Age : Minimum age : Should not be less than 18 as at deadline of application.
Maximum age : Should not be over 45.

General conditions of Recruitment :

Other Qualifications :

- (i) Applicant being a citizen of Sri Lanka,
- (ii) Must be a permanent resident in the Western Province at least for 03 years by date of calling applications,
- (iii) Applicant should have an unblemished character,
- (iv) Fulfilling all qualifications as set in *Gazette* notice of recruitment,
- (v) Qualifiers are selected from those who secure highest marks at formal written tests, interviews and practical tests as given in recruitment procedures,
- (vi) No applicant shall consider that he/she be qualified for the reason of calling for an interview or subjected to an interview,
- (vii) In case certain matters in previous approved recruitment procedures are not compatible with information with details in approved Management Service Staff report of Katana Pradeshiya Sabha as at 25.07.2012 approved by Management Services Department and details in Schedule of extra ordinary *Gazette* of Democratic Socialist Republic of Sri Lanka dated 28.09.2016 bearing No. 1986/27, related conditions of recruitment procedures will be attached suitably.

Employment conditions :

- (i) These posts are permanent and pensionable.
- (ii) Have to contribute to Widow Orphans/Widower Orphans Pension Fund.
- (iii) Recruits have to be subjected to three year probation period.
- (iv) Permanent employees already on Public/Provincial Public Service are subjected to one year probation period.

- (v) In addition, all recruits to be bound by Establishment Code, Financial regulations, Western Provincial Council Public Service rules, financial rules, orders imposed from time to time by Public Commission of Western Provincial Council and orders imposed by Secretary to Katana Pradeshiya Sabha from time to time.
- (vi) Moreover, regulations in the Establishment Code of Democratic Socialist Republic of Sri Lanka, Western provincial Financial Regulations, Regulations or orders set from time to time by Hon. Governor of Western Provincial Council, orders imposed from time to time by Western Provincial Public Services Commission, orders of Ministry and Departments, orders given by Secretary to Katana Pradeshiya Sabha.

Application submission :

- (i) Prepared applications on A4 papers as per specimen given at the end of this notice (from No. 01 to 2.2 on first page, from No. 2.3 to 7 on second page, from No. 8 up to page 3) have to be submitted.
- (ii) Applications have to be sent under the registered cover to reach "Secretary, Katana Pradeshiya Sabha, Demanhandiya" in order to reach before 07th December 2018 by mentioning post on that left corner of envelope.
- (iii) Applications of those who are already on public service or Provincial Public Service to be sent through his/her Head of Department.
- (iv) Responsibility of applications lost in mail or wrong addresses will not be borne and belated, incomplete applications and applications not compatible with this notice will be rejected.
- (v) When applying more than one post by an applicant, separate applications for each post to be prepared and sent in separately.
- (vi) Copies of the following certificates should be attached along with the application. In case applicant is called for an interview, originals of following certificates have to be submitted :
 - (a) Birth certificate,
 - (b) Education certificates or any other certificates with highest educational certificates,
 - (c) Certificates proving vocational qualifications,
 - (d) Certificates of experience,
 - (e) Two testimonials obtained recently,
 - (f) Two side photocopy of National Identity Card or valid driving license,
 - (g) Residential certificate issued by Grama Niladhari of permanent residential division attested by Divisional Secretary (this certificate should be secured less than 6 months to the deadline of application)

Selection Criteria :

- (i) All required qualifications have to be fulfilled on deadline of application ;
- (ii) Out of the aforesaid posts, recruitment is made for posts required to go through written test or practical test with minimum qualifications resembling to the existing vacancies ;
- (iii) Those who record the highest marks at written or practical tests would be called for interview and originals of certificates attached to application will be checked. Out of qualifiers at interview will be recruited to the available number of vacancies ;
- (iv) Only at instance of not filling vacancies from limited applicants, open applications will be considered ;
- (v) In case two or more applicants had secured equal marks, decision of recruit is taken by Secretary, Katana Pradeshiya Sabha ;
- (vi) Any influence to Secretary to Katana Pradeshiya Sabha or any other person in respect of filling these vacancies will liable to cancelling his/her candidacy ;
- (vii) Secretary to Katana Pradeshiya Sabha is empowered to delay, amend or cancel this notice even during calling period of after calling applications ;

(viii) With regard to all matters not mentioned herein, decision of Secretary Katana Pradeshiya Sabha prevails.

R. M. M. D. RATHNAYAKA,
 Secretary,
 Katana Pradeshiya Sabha.

On 01st of November, 2018.

SPECIMEN APPLICATION

APPLICATION FOR THE POST OF AT KATANA PRADESHIYA SABHA OF WESTERN PROVINCIAL
 COUNCIL PUBLIC SERVICE

(For office use)

01. Bio data details :

- 1.1 Name with initials :_____.
- Name in full :_____.
- Permanent dwelling district :_____ DS Division :_____.
- GN Division :_____ No. :_____ Name :_____.
- 1.2 Permanent place of living :_____.
- 1.4 Contact No. :_____.
- 1.5 NIC No. :_____ Date of Issue :_____.
- 1.6 Date of birth : Year :_____ ; Month :_____ ; Date :_____.
- Current age as at 07.12.2018 : Years :_____ Months :_____ Days :_____.
- 1.7 Sex :_____ Marital status :_____.
- 1.8 Period of permanent livign in Western Province : Years :_____ Months :_____ Dates :_____.
- 1.9 Whether a Sri Lankan or not :_____.

02. Educational Qualifications :

- 2.1 Class last passed by applicant :_____.
- School :_____.
- 2.2 G. C. E. (O/L) Examination :
- First shy - index No. :_____ Second shy - index No. :_____.
- Year and month :_____ Year and month :_____.

| <i>Subject</i> | <i>Pass</i> |
|----------------|-------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

| <i>Subject</i> | <i>Pass</i> |
|----------------|-------------|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |
| 9 | |
| 10 | |

2.3 G. C. E. (A/L) examination :

Index No. : _____.

| <i>Subject</i> | <i>Pass</i> |
|----------------|-------------|
| 1. | |
| 2. | |
| 3. | |
| 4. | |

03. Vocational Qualifications (to be proved by certificates) : _____.

04. Experience : _____.

05. Other Qualifications : _____.

06. I do hereby state that following documents are submitted to confirm aforesaid details :

- 6.1 Birth certificate,
- 6.2 Educational certificates or any other certificates denoting highest educational qualifications,
- 6.3 Certificates proving vocational qualifications,
- 6.4 Experience certificates,
- 6.5 Two recently secured testimonials,
- 6.6 Photocopy (both sides) of driving license or ID card,
- 6.7 Certificate confirming residency issued by GN attested by Divisional Secretary,
- 6.8 A 9x4 envelope carrying your name and address.

07. Have you ever convicted by a court of law ? : _____.

08. I do hereby certify that all details declared in this application by me are true and correct. In case any details provided by me herein found to be false in advance to my selection to this post will liable to be disqualified and if came to such after appointment will lead to dismiss from service.

_____,
 Signature of applicant.

Date : _____.

Certificate of HOD for applicants who are already on public service or Provincial Public Service :

Mr./Mrs./Miss. _____, bearer of afore given application is serving with this Department/Institute as a _____. He/She can/cannot be released to this post. I do hereby certify that he/she was not subjected to any punishment (except warning) in what ever form and recommend/not recommend this application.

_____,
 Signature of Department/HOD.

Name : _____;
 Designation : _____;
 Date : _____.