

CALLING OF APPLICATION FOR THE RECRUITMENT TO THE POST OF DEVELOPMENT OFFICER (LEGAL) GRADE III OF WESTERN PROVINCIAL PUBLIC SERVICE – 2020 (OPEN)

APPLICATIONS are called from the qualified applicants of the Western Province to fill the vacancies of above mentioned post.

02. Application closing date is.....2020. All the qualifications relevant to the applied post should have been completed on or before.....

03. Qualifications :

- 3.1 Educational Qualifications :
Should have obtained a Bachelor of Laws degree from a university recognized by the University Grants Commission.
- 3.2 Physical Qualifications:
Every applicant should be of adequate mental and physical eligibility to serve within the Western Province.

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3.3 Other Qualifications :

- (a) Should be a citizen of Sri Lanka
- (b) Should be of excellent character
- (c) Should be residents with in the Western Provincial council area for 03 years.

04. Age Limit :

Minimum limit – 21 years
Maximum limit – 35 years

05. Salary Scale :

Rs.15,215/-10x215-4x240-7x320-15x360-25-25965/- (MN4-2006A) as per P.A.C.06/2006 (iv)

06. Syllabus of the written examination :

This competitive examination consists of three papers and at least 40% of marks should be obtained for each subject to pass.

- 6.1 Comprehension (Time 1 ½ hours,100 marks)
Knowledge of the applicant in idea expression, summarizing, spelling, simple sentences and grammar will be tested.
- 6.2 General Knowledge (Time 1 ½ hours, 100 marks)
A paper to measure the knowledge on locally and internationally important timely situations.
- 6.3 Aptitude (Time 1 ½ hours,100 marks)
A paper designed to measure logical ability, analyzing and synthesizing abilities of the applicant.

07. Service Conditions :

This post is permanent. Pensionable. You are subjected to the principal decisions taken by the government regarding the pension scheme you are entitled for.

i) You should adhere to the Establishment Code of the Western Provincial Council and The Democratic Socialist Republic of Sri Lanka, Procedural rules of the Western Provincial Public Service, Financial regulations of the government and the Western Provincial Council, other regulations of the government and the Western Provincial Council , Circulars and instructions and amendments made to them from time to time.

08. Examination fees :

Examination fee to apply for one post is Rs.600/-. That examination fee should be paid to any Divisional Secretary Office situated within the Western Province by cash so as to be credited to Western Provincial Revenue Head **20-03-02-99** on or before the application closing date and the receipt obtained should be affixed to the given space. It would be useful to keep a copy of it with you. The fee paid for this examination is non-refundable fully or half due to any reason. Further, stamps or money orders will not be accepted as the examination fee.

09. Method of applying :

(a) Application, in accordance with the specimen application given with the notification should be prepared using the both sides of an A4 size paper should be filled by the applicant. Paragraphs from No. 01 to 04 should be on the first page and from paragraphs from No. 05 onwards should be on other pages. Applications that are not in

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accordance with the specimen application, for which the examination fee has not been paid before the due date, that are inaccurate and incomplete will be rejected without any prior notice. Applicants should bear the loss of sending incomplete applications. It would be useful to keep a copy of the application with you.

- (b) The name of the examination should be mentioned in English on Sinhala and Tamil applications.
- (c) Completed application should be sent so “Secretary, Western Provincial Public Service Commission, No.628, 10th Floor, Jana Jaya City Building, Nawala Road, Rajagiriya” so as to reach on or before2020 by registered post. The applied post should be clearly mentioned on the upper left corner of the envelop. Receipts of the applications will not be acknowledged and applications that are received after the given date, ones which have not fulfilled the required qualifications or incomplete ones will be rejected without any notice.
- (d) A notification will be published on www.psc.wp.gov.lk , the official web site of the Western Provincial Public Service Commission as soon as admissions are issued to the applicants. In case of not receiving the admission after 07 days of such notice, it should be inquired to the Western Provincial Public Service Commission as mentioned on the notice. Should be inquired from Western Provincial Public Service Commission with the copy of application, copy of the examination fee receipt, and register post receipt.
- (e) The signature of the applicant should be attested by an officer authorized to do so on the application and the admission. Signature of the applicant should be attested by any of Justice of the Peace, Commissioner of Oaths, A lawyer, Notary Public, A principal of a government school (a permanent staff officer in public or provincial public service drawing an annual salary of Rs. 498,960/-) or over, a Chief incumbent or a Head of a Buddhist or any other religion in charge of a place of worship or holding a position of importance, A commissioned officer in Tri-Forces, an officer of police service holding a gazetted post.

10. Entry to the examination :

- (a) Western Provincial Public Service Commission will issue admissions to all the applicants who have directed accurate applications. An applicant sitting for the examination should sit for the examination at the given examination center and on the first day of examination, the admission on which the signature has been attested should be produced to the supervisor. Applicants who do not possess the admission will not be allowed to sit for the examination.
- (b) Applicants are subjected to the rules and regulations determined by the Western Provincial Public Service Commission on conducting the examination. In case of breaching such rules and regulations, they will be subjected to any punishment prescribed by the Western Provincial Public Service Commission.

11. Identity of the applicant :

Every applicant should prove his/her identity to the satisfaction of the supervisor of the examination hall for each subject. One of the following documents can be produced to the supervisor to prove the identity.

- i) Valid National Identity Card issued by the Department of registration of persons
- ii) Valid Passport issued by the Department of Immigration and Emigration

12. Furnishing false particulars :

If any of the particulars furnished by any applicant is found to be false to the best of his/her knowledge or if he/she has willfully suppressed any material fact, or if it is proved at any time during the period of his/her service that he/she was ineligible to sit for the examination, he/she will be liable to immediate dismissal from the service. Actions will be taken as per section 47 of the Western Provincial Procedural Rules.

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13. Method of Examination :

- i) An applicant should answer all the papers in one language at the examination
- ii) These examinations will be conducted on a day that is informed in future.

14. Method of recruitment :

Applicants who have passed the written examination will be called upon for an interview according to the merit order of total marks. Marks will not be given at the interview and it is conducted to check the basic qualifications and physical eligibility for the post.

15. List of qualified applicants from these examinations will be published on the official web site of the Western Provincial Public Service Commission www.psc.wp.gov.lk

16. Western Provincial Public Service Commission has the right to take the final decision regarding any matter disclosed/ undisclosed by this notification.

17. On the presumption that the applications have been forwarded by persons who have fulfilled the qualification referred to the notification, Western Provincial Public Service Commission will allow all the applicants who have sent applications on or before the closing date, in the given format by paying the prescribed fee to sit for the examination. Incomplete applications will be rejected without any notice. Complaints on loss or delay of an application on post will not be considered. Issuing an admission to an applicant is not considered as that applicant has qualified for this post. At the occasion of the interview, if it is found that the applicant does not possess the required qualifications, his/her candidature will be revoked.

18. This notification and specimen application is published on the official web site of the Western Provincial Public Service Commission www.psc.wp.gov.lk.

19. In case of inconsistency between Sinhala, English, Tamil texts of this *gazette* notification, Sinhala text shall prevail.

Thilak Senarath
Secretary

Provincial Public Service Commission.

Western Province
...../...../2020

Specimen Application

Calling of Application for the Recruitment to the Posts of Development Officer (Legal) Grade III of western Provincial Public Service – 2020 (Open)

Index number
(For official use)

Language medium of examination (Write the relevant letter in the box)

- Sinhala – S
- Tamil – T
- English – E

01 1.1 Name in full (In English block letters) -
(Eg. HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDHANA)

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1.2 Last name with initials (In English block letters) :
(Eg. H.M.S.K.GUNAWARDHANA)

1.3 Name in full (in Sinhala/Tamil) :

1.4 National Identity Card Number :

02. 2.1 Permanent address (In English block letters) :

2.2 Permanent address (In Sinhala/Tamil) :

2.3 Address to which the admission should be sent

- i. In Sinhala/Tamil :
- ii. In English block letters :

2.4 Telephone number

Fixed :
Mobile :

Mention a valid number as all the relevant information to the examination will be sent to that number *via* SMS

03. 3.1 Gender (Put “√” in the relevant box)

Female : Male :

3.2 Divisional Secretariat :

3.3 Duration of permanent residency within the Western Province :

04. 4.1 Marital status- (Put “√” in the relevant box)

Married : Unmarried :

4.2 Date of birth Year : Month : Day :

4.3 Age as at application calling date Years : Months : Days :

05. Educational and other qualifications :

- i. Degree :
- ii. Subjects of the degree :
- iii. Name of the university :
- iv. Effective date of the degree :

06. Divisional Secretary’s office from which the receipt was obtained :

Receipt number :
Date :

Affix the receipt here firmly.

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07. Declaration of the applicant :

I..... hereby declare that the information mentioned on this application by me are true and accurate. I am well aware that my candidature for the appointment to the post will be ignored if it is found that I have submitted false information.

.....
Date Signature of the applicant.

08. Attestation of the signature of the applicant :

I hereby attest that Mr./Mrs./Miss who forward this application is well known to me, that he/she has paid the examination fee, that the receipt is affixed and that he/she has put his/her signature on..... before me.

.....
Signature and official seal of the attester.

Date :
Full name of the attester :
Designation :
Date :