

## Posts – Vacant

### AKMEEMANA PRADESHIYA SABHA

IN Akmeemana Pradeshiya Sabha area of Akmeemana Division applications are called from permanently settled male and female in the Southern Province who have fulfilled requirements for following vacancies.

02. Designation	Number of posts	Salary Scale	Minimum Educational Qualifications
Cremator helper	01	PL1- 2016 24, 250-250x10-270x10- 300x10-330x12-36,410	At least six subjects with not more than two occasions at the GCE (O/L) Examination in not more than two sittings.
Library assistant	02	PL1-2016 24, 250-250x10-270x10- 300x10-330x12-36,410	At least six subjects with not more than two occasions at the GCE (O/L) Examination in not more than two sittings.

#### 03. Required Other Qualifications :

- i. Age should not less than 18 years and not more than 45 years of age on the closing date (Those who are already in the Public Service/ Provincial Public Service are not applicable. These should be forwarded by the Head of the relevant Department.
- ii. Candidates should be a Sri Lankan citizen by birth or by registration.
- iii. Applicants should be permanently resident within the Southern Province within three years from the date on which applications are received.
- iv. Applicants should be in good health status and excellent character.
- v. Should not be convicted of a criminal offense under penal code
- vi. Special attention is given to the experience gained in the relevant field.
- vii. Applicants should have completed the qualifications referred to in such posts by the closing date of applications.

#### 04. General Conditions for Recruitment :

- i. This post is permanent and pensionable. You must subscribe to a policy decision taken by the government regarding your pension scheme, Widows/ Orphan's pension scheme should be contributed.
- ii. Temporary/ Casual/ Substitute/ Contract employees who are currently employed in the Akmeemana Pradeshiya Sabha will be more concentrated on the employees.
- iii. The selection will be subject to a probationary period of three years.
- iv. In addition to the regulations of the Establishments Code of Sri Lanka, Regulations of the Government of Sri Lanka, Decrees of the Government Department, Other Provisions and Regulations issued by the Southern

Provincial Council, the Southern Provincial Public Service Commission and the Akmeemana Pradeshiya Sabha in addition to the above mentioned recruitment conditions and regulations. You must be bound to work.

05. *Recruitment Scheme.* – Applicants will be subjected to a structured interview and after qualification will be recruited on the maximum mark as given in Appendix 01 of the respective recruitment procedure.

	<i>The main field giving Marks</i>	<i>Maximum Marks</i>	<i>Minimum counted for selection</i>
01	Educational qualifications	30	50%
02	Additional qualifications (if applicable in terms of Schedule 02)	10	
03	Experience (if applicable in terms of Schedule 2)	10	
04	Residence in Pradeshiya Sabha area (05 marks per year)	45	
05	Merit in the interview	05	
	Total	100	

**Note:**

1. Examination of basic qualifications will be done at a structured interview.
2. The completed candidates will be recruited to the post according to the order of merit and the number of vacancies that will be scored at the Structural Interview.

06. *How to Apply.* – Applications should be sent to the Chairman, Akmeemana Pradeshiya Sabha, Akmeemana on or before dated 20th August 2018 by registered post as per the notice in the notice given. The post applied for up front it should be stated clearly. Contrary to the instructions given, incomplete applications will be rejected without prior notice.

07. A certified copy of the following documents should be annexed with the application.

- i. Birth Certificate
- ii. Educational/ student performance index
- iii. Residence certificate of residence (Grama Niladhari certificate obtained within 6 months with the signature of respective Divisional Secretary)
- iv. Recently obtained two character certificates
- v. Certificates of professional or experience (if any)
- vi. Work experience

08. The Chairman of the Regional Council shall be the Chairman of the Regional Council who has the authority to make such recruitments after such call or during the interim period, if there are any improvements or alterations to this recruitment and cancellation of this notice. Sinhala and English translations shall be interpreted as meaning.

SAMARASENA KALAHAWATHTHA,  
Chairman,  
Akmeemana Pradeshiya Sabha.

### Specimen Application

#### APPLICATION FOR THE POST OF ASSISTANT / LIBRARY ASSISTANT IN AKMEEMANA PRADESHIYA SABHA OF SOUTHERN PROVINCIAL PUBLIC SERVICE

01. (i) Name with initials : \_\_\_\_\_,  
 (ii) The initials are called : \_\_\_\_\_.
02. Resident District : \_\_\_\_\_.
03. Divisional Secretariats : \_\_\_\_\_.
04. Permanent Resident Address : \_\_\_\_\_.
05. National Identity Card Number : \_\_\_\_\_.
06. Male/ Female : \_\_\_\_\_.
07. Date of Birth :- Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.
08. Age as at the closing date of applications :- Years : \_\_\_\_\_, Months: \_\_\_\_\_, Days : \_\_\_\_\_.
09. A Sri Lankan citizen from a generation? Registration? : \_\_\_\_\_.
10. Educational Qualifications (Details of Examinations) :- (Attach copies of certificates) : \_\_\_\_\_.
11. Professional and Other Qualifications: (Attach copies of certificates) : \_\_\_\_\_.
12. If the applicant is currently employed,  
 (i) Designation : \_\_\_\_\_,  
 (ii) Place of work : \_\_\_\_\_,  
 (iii) Appointment Date : \_\_\_\_\_.
13. Have you ever been convicted of a criminal act or a criminal charge? : \_\_\_\_\_.
14. Certificate of the applicant :- If the particulars furnished by me in this application are true, correct and the information contained herein is false or incorrect, my application will be liable to be cancelled if it is revealed that it is false and that, after being selected, it will be dismissed without a computation I know that I surrender.

\_\_\_\_\_,  
 Applicant Signature.

Date : \_\_\_\_\_.

15. Only for those who are engaged in State and Provincial Public Service.

I declare that this applicant, is currently in the service of this Department/ Institution and his / her work and conduct are satisfactory, if he / she can be released from the post at the present office.

\_\_\_\_\_,  
 Signature of the Head of the Institution.

Date : \_\_\_\_\_.