

## Posts – Vacant

### PRADESHIYA SABHA BALAPITIYA

APPLICATIONS are Invited from the Prospective Candidates for the post of Crematorium Assistant in Balapitiya Pradeshiya Sabha of the Southern Province State Service From Both Males/Female who are Reside Permanent Residece in Southern Provice.

02.

<i>Post Name</i>	<i>No. of Posts</i>	<i>Salary Scale</i>	<i>Minimum Educational Qualification</i>
Crematorium Assistant	01	P. A. Circular No. 3/2016 PL 1-2016, Rs. 24,250-250 x 10 - 270 x 10 - 300 x 10 - 330 x 12 - Rs. 36,410	Applicant Should have passes six (06) Subjects with Two (02) Credit Passes at the G. C. E. (O/L) Examination in Not more than two sittings

03. *Other Required Qualification :*

- (i) Age should be between 18 and 45 on Date Closing the Applications. Maximum Age Limit will not Apply to the Candidates Already in Government/Provincial State. Service they should forward Their Applications through the head of Department.
- (ii) Applications should be Sri Lankan Citizen by Decent or Registration.
- (iii) Applications should be permanent Residents in Southern Provincial Council Limits three years prior to the Closing Date.
- (iv) Applications should be physically fit and should bear excellent character.
- (v) Should not be a person convicted in a court of law under the penal code.
- (vi) Special Attention will be Drawn to the Experience in the relevant Field.
- (vii) Applications must have the Required Qualifications shown Against Each Post at the Time of Closing the Applications.

04. *General Conditions of Recruitment :*

- (i) This post is permanent and Pensionable should contribute to windows Orphan and Pension Scheme.
- (ii) More Attention will be Drawn to the Applications working in Balapitiya Pradeshiya Sabha on Temporary/ Substitute/Contract Basis.
- (iii) Will be subject to 03 year Probation.
- (iv) In Addition to the Recruiting conditions and Regulations the Candidates Are Bound to Abide by the Regulations in Establishment Code of Sri Lanka Financial Regulations, Departmental Orders and Regulations and orders issued from the time to time by Southern Provincial Council Public Service Commission and Balapitiya Pradeshiya Sabha.

05. *Scheme or Recruitment.* – Applications will be Referred to structural Interview After Checking the Qualifications and the section will be made in terms of the Annexure 01 of the scheme or Recruitment as given below :

	<i>Mani Fields giving marks</i>	<i>Maximum Marks</i>	<i>Minimum Marks for Selection</i>
01.	Educational Qualifications	30	50%
02.	Extra Qualifications (If apply to Schedule 2)	10	
03.	Experience (if apply to schedule 02)	10	
04.	Residence within Pradeshiya Sabha limit (5 marks for 01 year)	45	
05.	Merit shown at the interview	05	
	Total	100	

**Note :-**

1. Basic Qualifications will be checked at the structural interview.
2. The Recruitment for the posts will be made According to the Number of Vacancies and Marks Scored at the Structural Interview Form and out of the Candidates who have completed the Basic Qualifications.

06. *How to Apply.*– The Applications must be prepared in terms of the Specimen Given below on A 12" x 8" paper and Forward to Secretary, Pradeshiya Sabha, Balapitiya, on or Before 12.05.2018 the Post Apply should be written in the Left Hand Corner of the Envelope the Application is Enclosed.

07. Certified Copies of the Following Documents should be Enclosed with the Application :

- (i) Certificate of Birth,
- (ii) Educational Certificates/Students Record sheet,
- (iii) Certificate to Prove Residence (Certificate issued by Grama Niladhari of the Area within 06 months should be counter signed by the Divisional Secretary.),
- (iv) Two Character Certificates issued Recently,
- (v) Professional or Certificate of Experience (of available),
- (vi) Certificate of Service.

08. The Applications not Prepared According to the Instruction given will be Rejected without Prior Notice.

Chairman, Pradeshiya Sabha Balapitiya has the Right to Postpone suspend the Recruitments and cancel the Advertisement After Calling for the Application.

If there is any conflict Between the English and Tamil Translations. The Sinhala Version should be given the priority.

A. H. RAVINDRA LASANTHA,  
Secretary,  
Pradeshiya Sabha Balapitiya.

Pradeshiya Sabha Office,  
Balapitiya,  
22nd March, 2018.

**Specimen Application**

APPLICATION FOR THE POST OF..... BALAPITIYA PRADESHIYA SABHA IN SOUTHERN  
PROVINCE STATES SERVICE

01. (i) Name with Initials :-----,  
(ii) Initials :-----,
02. District Permanently Reside :-----,
03. Divisional Secretary Division :-----,
04. Permanent Residence :-----,
05. National Identity Card Number :-----,
06. Sex :-----,
07. Date of Birth : Year :-----, Month :-----,
08. Age as at last Date of Receiving Application :  
Years :-----, Months :-----, Dates :-----,

09. Resident of Sri Lanka by Descent or by Registration :—————.
10. Educational Qualifications :—————.  
 Details of Examinations passed : Attach Copies of Certificates :—————.
11. Professional and other Qualifications :—————.
12. If the Applicant Presently Employed :-  
 (i) Post :—————.  
 (ii) Place of work :—————.  
 (iii) Date of Appointment :—————.
13. Have you been convicted in a court of law for a criminal offence ? :—————.
14. Applicant Certificate :-

I do hereby certify that the Particulars in this Application are true and correct. If anything give in this Application is found incorrect this Application will be Rejected if it is Found Incorrect After Selection I will be Liable for Dismissal without any compensation.

—————,  
 Applicant's Signature.

Date :—————.

15. Only for the Applicant in state and provincial state service I do hereby Declare that this Applicant is serving in this Department/ Institution His/her work and conduct is satisfactory He/She can be Recesred from the Present Post if Selected.

—————,  
 Signature of Head of Department.