

## **PRADESHIYA SABHA – HAKMANA**

**APPLICATIONS** are invited from qualified citizens of Sri Lanka who have permanent residence in the area of Hakmana Pradeshiya Sabha for the recruitment for following vacancies of Hakmana Pradeshiya Sabha.

| <i>Designation</i>                                    | <i>No. of Vacancies</i> | <i>Educational and other Qualifications.</i>   |
|---|-------------------------|--|
| Crematorium Asst. (Assistant of Crematorium Operator) | 01                      | Should have passed G. C. E. (Ordinary Level) examination in Six (06) subjects with Two Credit passes at least in not more than two sittings. |

Salary Code : PL 1- 03/2016

*Salary scale.* – Rs. 24,250-10x250-10x270-10x300-12x330- Rs. 36,410. (Above salary scale will be fully effective from 01.01.2020)

02. *Age limit.* – Should not be less than 18 years and more than 45 years as at closing date of applications. (Maximum age limit will not be applicable for those who are already in the public service.)

03. *General conditions :*

- 3.1 Should be citizens of Sri Lanka.
- 3.2 Should be a permanent resident within Hakmana Pradeshiya Sabha area for over 03 years as at closing date of applications.
- 3.3 Should bear a moral character and have a good health
- 3.4 Should not have been convicted by a court under Penal Code or dispelled from public or Provincial Public Service.
- 3.5 Qualified applicants will be selected by a structured interview. (priority would be given to those who are already employed at Hakmana Pradeshiya Sabha on Substitute/ Temporary/ Contract basis Substitute/ Temporary/ Casual/ Contract basis.

04. *Service conditions :*

- 4.1 This post is permanent.
- 4.2 You will be subject to policy decisions taken by the Government in the future regarding pension scheme to which you are entitled.
- 4.3 Appointment is subject to probation period of 03 years. You will be confirmed in the service at the end of the probation period if your duties, attendance and conduct are satisfactory and passed the first efficiency bar examination and fulfilled other requirements.
- 4.4 In addition to these conditions and regulations of recruitment, employees are bound to act according to orders of Sri Lanka Government, Establishment Code, Financial Regulations, Orders of the Governor, regulations and orders issued by Provincial Public Service Commission from time to time and Hakmana Pradeshiya Sabha.

05. *Method of recruitment.* – Qualified applicants will be selected by a structured interview.

06. *Mode of Application :*

- 6.1 Applications prepared in A4 paper as per the specimen stated in this notice should be sent to 'secretary, Hakmana Pradeshiya Sabha' Hakmana by registered post before 13<sup>th</sup> August 2018.
- 6.2 Post applied for should be stated on the left hand corner of the envelop ("For the post of .....")
- 6.3 Applicants who are already in the Public/ Provincial Public Service should sent their applications through the heads of their Departments.
- 6.4 Incomplete, illegible and late applications will be rejected without any notice.

6.5 Certified copies of following documents should be sent along with the application.

- i. Certificate of Birth
- ii. Educational certificates
- iii. Grama Niladhari's certificate counter signed by Divisional Secretary to prove the residence.
- iv. Photo copy of the National Identity Card
- v. 02 recent certificates of character
- vi. Service certificate of experience over 03 years.

07. Chairman of the Hakmana Pradeshiya Sabha reserves the rights of delaying, altering or amending this notice when or after calling application.

V. P. K. ANURADHA PREMARATHNA,  
 Chairman,  
 Hakmana Pradeshiya Sabha.

Office of Hakmana Pradeshiya Sabha,  
 On this 02nd day of July 2018.

### Specimen of Application

#### HAKMANA PRADESHIYA SABHA

01. Name with initials : \_\_\_\_\_.
02. Names denoted by initials : \_\_\_\_\_.
03. Personal Address : \_\_\_\_\_.
04. Date of Birth : \_\_\_\_\_.
- Age as at closing date of application : Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
05. National Identity Card Number : \_\_\_\_\_.
06. Sex : \_\_\_\_\_.
07. Civil status : \_\_\_\_\_.
08. Are you a citizen of Sri Lanka? If so by decent or registration : \_\_\_\_\_.
09. Educational Qualifications : \_\_\_\_\_.
10. Service experience : \_\_\_\_\_.
11. Other qualifications : \_\_\_\_\_.
12. Have you been convicted by a court of law : \_\_\_\_\_.
13. If already employed in Pradeshiya Sabha, such details : \_\_\_\_\_.

I do hereby certify that above details furnished by me are true and correct. I am aware that I will be disqualified if any information is found fault before selection and I will be subject to be dispelled from the service paying no compensation if such an information found fault after the appointment.

\_\_\_\_\_  
 Applicant's Signature.

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

CERTIFICATE OF THE HEAD OF DEPARTMENT/ INSTITUTION  
(only for the applicants who are already in the Service)

The Applicant Mr./ Miss. Mrs. ....has been employed in this Department/  
Institution as ..... The particulars furnished by him / her are correct.

\_\_\_\_\_,  
Signature and Official Stamp  
of the Head of Department/ Institution.

Name : \_\_\_\_\_.  
Designation : \_\_\_\_\_.  
Department/ Institution : \_\_\_\_\_.  
Date : \_\_\_\_\_.