

Posts – Vacant

UKUWELA PRADESHIYA SABHA

Post of Library Assistant/Office Employees Service - KKS/Sanitary Labour in Central Provincial Council Public Service

IT is hereby informed due to the cancellation of the recruitment to the vacant posts of Library Assistant/Office Employees Service - KKS published in the *Gazette* dated 26.05.2017 those who applied said posts should be applied again according to this notice.

02. Applications are invited from permanent residents within the limits of Pradeshiya Sabha, Ukuwela for recruitment of vacant posts mentioned in following Schedule in the category of Service of Preliminary Grade in the Pradeshiya Sabha, Ukuwela of Central Provincial Public Service. (Priority will be given to the employees who are employed under basis of permanent/casual/substitute in Pradeshiya Sabha Ukuwela).

SCHEDULE

<i>Name of the Post</i>	<i>Number of Vacancies</i>	<i>Salary Scale</i>	<i>Educational and other Qualifications</i>
Library Assistant Class III	01	Salary Code Number PL-1	Shall have passed in G. C. E. (O/L) examination in six subjects (06) with two credits in not more than two sittings. 05 subjects shall have been passed in one sitting.
Office Employees Service KKS Class III	02	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410 monthly.	
Sanitary Labour Class III	01	Payments as per salary scale in relation to the post shall be paid in terms of the Schedule II of Public Administration Circular No. 03/2016 (An Efficiency Bar Examination will be applied before 4th salary step)	

03. *Please Note.* – In case qualified applicants are not applied to the post of Sanitary Labour the minimum educational qualification will be considered as passed grade 5 only for said post.

04. *Physical Qualifications.* – Every applicant should have an excellent character, good physical and mental health and have a very good eye sight and should physically fit to serve in any part of the island.

05. *Other Qualifications :*

- (i) Applicants should be Sri Lankan citizens,
- (ii) Applicants should be permanent resident within the area of authority of Pradeshiya Sabha Ukuwela not less than for a period of 03 years,
- (iii) Should be not less than 18 years and not more than 45 years of age as at the closing date of applications. (Maximum age limit shall not be applicable to those who are already serve in permanent posts in Pradeshiya Sabha Ukuwela),
- (iv) Special consideration will be given to the employees who are employed under basis of temporary/casual/substitute/contract in Pradeshiya Sabha Ukuwela,
- (v) Applicants should have an excellent character and good physical health and should not be convicted in the court under Penal Code,
- (vi) Should not be dismissed from Public/Provincial Public Service or Corporation Service.

06. *Terms of Employment :*

- (i) This post is permanent and pensionable.
- (ii) Should contribute to the Widows'/Widower's and Orphan's Pension Scheme.
- (iii) This appointment is subjected to a 03 years probation period.
- (iv) In addition to these recruitment conditions and regulations the applicants will be required to comply with regulations of establishment code of the Republic of Sri Lanka, departmental orders, regulations and orders issued by Central Provincial Council or Central Province Public Service Commission from time to time.

07. *Documents to be forwarded with the Applications :*

- (i) The copies of the following certificates should be forwarded with the application and the originals should be submitted at the interview :
 - (a) Certificate of Birth,
 - (b) Educational Certificates.
 - (c) Certificate of residence (countersigned by the Divisional Secretary).
 - (d) Two (02) character certificates obtained recently (one certificate should be obtained from the Grama Niladhari of the division).
 - (e) Certificates to prove professional qualifications or experience.
(Applications from applicants who are already in the public or provincial public service or local government service must be forwarded through the Heads of their respective departments)

08. Candidates will be selected from a structural interview.

09. Those who fulfilled with basic qualifications will be called for the interview.

10. *Method of Application.* - Applications shall be prepared in accordance with the specimen attached to the notification and it should be sent by registered post to reach "Secretary, Pradeshiya Sabha, Ukuwela" on or before 22.06.2018 and the Name of the Post should be indicated at the top left hand corner of the envelope where applications is enclosed. (Candidates who are already in Provincial Public Service should send their applications through their Heads of Departments). Applications received after closing date will be rejected without any notice.

The Secretary of Pradeshiya Sabha, Ukuwela reserves the absolute power to delay, alter or cancel this notification while or after these applications are invited.

R. J. N. JAYASINGHE,
Secretary,
Ukuwela Pradeshiya Sabha.

Pradeshiya Sabha, Ukuwela,
23rd May, 2018.

Specimen Application Form

UKUWELA PRADESHIYA SABHA

RECRUITMENT TO THE POST OF IN PRADESHIYA SABHA, UKUWELA

1. Applicant's name in full : _____.
2. Name with initials : _____.
3. Permanent Address : _____.

4. Telephone Number: _____.
5. District of Permanent residence : _____.
6. Date of Birth :- Year : _____, Month : _____, Date : _____.
7. Age on closing date of application : _____.
8. National Identity Card Number : _____.
9. Marital Status : _____.
10. Sex : _____.
11. Whether Citizenship of Sri Lanka by descent or registration : _____.
12. Educational Qualifications (Please attach photocopies of the certificates) : _____.

G. C. E. (O/L) Examination :

Year : _____, Index Number : _____.

No.	Subject	Grade	No.	Subject	Grade
1			6		
2			7		
3			8		
4			9		
5			10		

G. C. E. (A/L) Examination :

Year : _____, Index Number : _____.

No.	Subject	Grade
1		
2		
3		
4		

13. Other Educational Qualifications : _____.
14. Professional Qualification : _____,
 - (i) Service Experience : _____.
 - (ii) Present Working Place : _____.
 - (iii) Present Post : _____.
 - (iv) Date of Appointment : _____.
 - (v) Previous Working Place and Post held : _____.
15. If you already served in this Pradeshiya Sabha :
 - (i) Present Post : _____.
 - (ii) Whether permanent/casual/temporary/contract/substitute : _____.
 - (iii) Date of Appointment : _____.
16. Have you ever been convicted for any offence by a court of law ? : _____.

I hereby certify that the particulars furnished by me in this application are true and correct. I am aware that if any particulars contained herein are found to be false I am liable to disqualification before selection and to dismissal without any compensation if this inaccuracy is detected after appointment.

_____,
Signature of the Applicant.

Date : _____.

Certificate of the Head of the Department for the applicants those who are already employed in Public Service :

I declare that Mr./Mrs./Miss is holding the post of this institution and He/She can be released/cannot be released from the institution if selected for this post. He/She is not convicted any disciplinary punishment. I recommend/not recommend and submitted the application.

Signature of the Head of the Department.

Date :_____.