

HOMAGAMA PRADESHIYA SABHA

VACANCIES

Applications are invited from permanent residents of the Western Province who have fulfilled the relevant qualifications for recruitment under open basis for the following permanent posts that are vacant at the Homagama Pradeshiya Sabha of the Western Provincial Public Service.

General Conditions for Recruitment and Conditions of Service:-

1. Applicant should be a citizen of Sri Lanka.
2. Should be a permanent resident of the Western Province continuously for three (03) years preceding the closing date of applications. (Residence should be proved either by the Voters List or with a certificate issued by the Divisional Secretary)
3. Should be not less than 18 years and not more than 45 years as at the closing date. (Should be not less than 18 years and not more than 30 years only for the post of pre-school teacher)
4. Should not have been convicted by a court of law under the Penal Code and should not have been punished.
5. Should have an excellent moral character and should be physically and mentally fit to discharge the duties entrusted to the post.
6. It is mandatory that all specified qualifications are fulfilled as at the closing date of applications.
7. Should be subject to act as per the Establishment Code, Public Administration Circulars, Financial Regulations and Work Procedures and Financial Regulations, Regulations and orders of the Western Provincial Council.
8. Subjected to policy decisions taken by the government in the future regarding the pension scheme entitled to you.
9. This appointment is subject to a three (3) year probation period. Should pass the first efficiency bar test as mentioned in the Recruitment Procedure within three years of recruitment to the post.
10. Should obtain the relevant Official Language efficiency within 05 years from the date of assuming duties as per the Provisions of the Public Administration Circular No. 01/2014 of 21.01.2014 and to the provisions of the related circulars.

Method of Recruitment:-

1. Applicants who fulfill the relevant qualifications for the posts of Ayurveda Dispenser III, Office Peon (K.K.S.) III, Work/Field Worker III, Health Worker III will be subjected to a structured interview and the suitable persons will be selected.
2. For the recruitment for the post of Pre-School Teacher III, a written test will be conducted in addition to the normal interview. (Written test will be conducted under two parts and to pass the test at least 40% marks should be obtained for each subject – Aptitude and Intelligence Test - 100 Marks, General Knowledge – 100 Marks)
3. Only the applicants who have fulfilled the qualifications will be called for the interview.
4. Special consideration will be given to those who are currently in the service of the Homagama Pradeshiya Sabha and permanent residents within the authority limits of the Homagama Pradeshiya Sabha.
5. Applications that are incomplete, applications that do not contain the photocopies of certificates and applications without the required qualifications will be rejected.
6. If it is found out before appointment that you have provided false information your candidature will be cancelled and if it is found out after the appointment you will be dismissed from service subject to relevant actions.

Ser. No.	Name of Post and Duties	No. of Vacancies	Salary Scale and Salary Code No.	Educational and Other Qualifications
01	Pre-School Teacher III Should bear responsibility regarding the educational activities and skills development of the children who are given to your care in the pre-school and should perform the duties entrusted to you under the duty list by the Head of the Department or Institution and other duties entrusted from time to time as per the service requirements.	01	MN1-2016, 27,140-10x300-11x350-10x495-10x660-45,540/-	Educational Qualifications (a) Should have passed the G.C.E. (O/L) Examination in six subjects in one sitting with Credit Passes in Sinhala/Tamil/ English language, Mathematics and for two other subjects And (b) Should have passed in at least one (1) subject (Except General Common Test) at the G.C.E. (A/L) Examination Professional Qualifications Should have followed a course of not less than six months regarding Child Education and Child Development and obtained a Certificate from a Government or government recognized (registered) Pre School Teacher training Institution.
02	Ayurveda Dispenser III Obtaining drugs of Ayurveda Dispensaries on time and issuing to patients, maintaining Drug Stock Books Obtaining equipment required for the activities of Ayurveda Dispensaries, Maintaining them and Maintaining the Inventory List	01	PL 2-2016, 25,250-10x270-10x300-10x330-12x350-38,450/-	Educational Qualifications Should have passed in 06 subjects with at least 02 Credit Passes in not more than two sittings at the G.C.E. (O/L) Examination. (Out of these should have passed in 05 subjects in one sitting) Experience Should have obtained field related service experience of not less than one year at a Government Ayurveda Dispensary or in a registered Ayurveda Dispensary recognized by the Government. (Should prove with certificates)
03	Office Peon (K.K.S.) III Performing the duties of the institution and maintaining them properly and assisting in reaching the expected goals.	02	PL1-2016, 24,250-10x250-10x270-10x300-12x330-36,410/-	Educational Qualifications Should have passed in 06 subjects with at least 02 Credit Passes in not more than two sittings at the G.C.E. (O/L) Examination. (Out of these should have passed in 05 subjects in one sitting)
04	Work/Field Worker III Regularizing the matters relevant to protect and promote the well being, comfort, welfare and all facilities of the public that have been entrusted to the Pradeshiya Sabha by the Pradeshiya Sabha Act towards Public health, Public Utility Services and Public Roads	06	PL1-2016, 24,250-10x250-10x270-10x300-12x330-36,410/-	Should have passed Grade 8 (Year 9).
05	Health Worker III Performing the duties entrusted to the post	06	PL1-2016, 24,250-10x250-10x270-10x300-12x330-36,410/-	Should have passed Grade 8 (Year 9).

Method of Applying

1. Applicants should self prepare an application using both sides of A4 size paper as per the specimen given below and send by registered post addressed to "Secretary, Homagama Pradeshiya Sabha, Homagama" to receive on or before 07.06.2018.
2. Full Name of the post applying for should be mentioned on the left hand top corner of the envelope containing the application.
3. Photocopies of following certificates should be attached and submitted with the application.
 - I. Birth Certificate
 - II. Educational Certificates
 - III. National Identity Card
 - IV. Students Work Sheet (School Leaving Certificate)
 - V. Certificate of residence issued by the Divisional Secretary
 - VI. Two recent Character Certificates
4. Late, incomplete applications, applications that do not contain the photocopies of relevant certificates and that do not fulfill the required qualifications will be rejected without any intimation.

K.B.T. Kumuduni Gunathilake
Secretary
Pradeshiya Sabha
Homagama

SPECIMEN APPLICATION FORM

Application for the Post ofat the Homagama Pradeshiya Sabha of the Western Provincial Public Service

1. Name with Initials:
2. Names denoted by Initials:
3. Permanent Address:
4. District of Permanent Residency:
5. Telephone No.
6. National Identity Card No.
7. Date of Birth: Date Month Year
8. Age as at the Closing Date of Applications: Years Months Days
9. Gender: (Male/Female)
10. Marital Status:
11. Citizen of Sri Lanka by Birth or Registration:
12. Educational Qualifications (Copies of Certificates should be attached)
 - I. G.C.E. (Ordinary Level) Examination: - Year Passed Index No.

Serial No.	Subject	Pass/Grade	Serial No.	Subject	Pass/Grade

- II. G.C.E. (Advanced Level) Examination: - Year Passed Index No.

Serial No.	Subject	Pass/Grade

13. 01. Other Educational Qualifications:
02. Professional Qualifications:
03. Other Qualifications:
(For the Post of Driver)

1. No. of the Driving License :
2. Class of the Driving License :
3. Validity of the Driving License :

14. If you are currently in the service of this Pradeshiya Sabha;
 - i. Post currently held :
 - ii. Whether Permanent/Casual/Temporary/Contract/Substitute:
 - iii. Date of Appointment to that Post:
 - iv. If the service is made permanent No. and of Letter:
15. Have you been ever convicted by Court of Law:
16. Declaration of the Applicant:

I hereby declare that the information given by me in this application is true and correct. I am well aware that if the information provided by me is found to be false and untrue before the appointment I will be disqualified if it is found to be false and untrue after being appointed I am subject to dismissal without any compensation.

Date:

.....
Signature of Applicant

17. Certification of the Head of the Institute with regard to applicants currently in Government service.

I hereby certify that Mr./Mrs./Misssubmitting this application is presently serving in this institution as a From.....to-date. Further, I hereby certify that if he/she is selected to this post, he/she may be released/not released from service and that he/she has never been subject to any sort of penalization and that his/her service has been satisfactory and I recommend and submit this application.

Institution :
Name :
Designation :
Date :

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Signature of Head of Institution