

Posts – Vacant

PANDUWASNUWARA PRADESHIYA SABHA

APPLICATIONS are invited for following vacant posts in the Panduwasnuwara Pradeshiya Sabha of North Western Provincial Public Service from permanent residents only in the Jurisdiction of Panduwasnuwara Pradeshiya Sabha who fulfilled qualifications referred in the notice.

Serial No.	Name of the Post	Numbers of vacant	Cadre	Salary Scale	Least Educational Qualification, Other Qualifications and Experience for Recruitment
01	Office Assistant	01	PL 1-2016	Rs. - 24,250 - 250 x 10 - 270 x 10 - 300 x 10 -330 x 12 - Rs. 36,410 monthly Salary Scale is entitled to the post as per salary group PL 1- 2016 in the Public Administration Circular No. 03/2016.	<p><i>External Candidates :</i></p> <p>(a) Should have passed at least two subjects at the G. C. E. (O/L) Examination (Other than optional subject).</p> <p><i>Internal Candidates :</i></p> <p>Candidates who employed in a permanent post of provincial public service at present, should have passed Year 9 (Grade 8) in a school approved by the Government.</p>
02	In Charge person of Community Hall	01	Primary Non Technician Cadre Grade 111		
03	Library Assistant	01			
04	Work/ Field Labourer	06			

1. General Conditions For Recruitment :

- 1.1 Every Applicant Should be a citizen of Sri Lanka. And Should have an excellent character and physically in good health.
- 1.2 Should not be less than 18 years and not exceeding 45 years of age to the closing date of application. (Maximum age limit is not applicable for Applicants who are already in a permanent post in the Provincial Public Service).
- 1.3 Should be a permanent resident within the jurisdiction of Panduwasnuwara Pradeshiya Sabha for a period not less than 3 years (Certificate of Residence issued by the Grama Niladhari, should be countersigned by the Divisional Secretary).

2. Conditions For Engagement In Service :

- 2.1 The post is permanent and pensionable.
- 2.2 This appointment is subjected to a period of probation for three years. If you maintained your service, conduct, and attendance in a satisfactory level and you passed 1st Efficiency Bar Examination, you will be confirmed in the post/ service at the end of the probation period.
- 2.3 As per the public Administration Circular Numbered 1/2014, all officers appointed to the public Service of Provincial Council from 01.07.2007, in addition to their language of recruitment, should acquire proficiency in other official languages within 05 years.

3. Methods of Recruitment :

- 3.1 All Applicants who have least educational qualifications for recruitment will be forwarded to a Structural Interview. Qualified applicants only will be called for interview and date for interview will be informed later. Following documents Should be Submitted at the interview.
 - I. Original Copy of Birth Certificate.
 - II. Original Copies of Education Certificates.
 - III. National Identity Card or valid Pass Port.

- IV. Grama Niladhari Certificate issued recently.
- V. Two Character Certificates issued recently.
- VI. Service Certificate. (if available)
- VII. Other Certificate for Qualification.

3.2 Highly qualified persons from applicants who faced interview will be recruited to the vacant post.

4. Methods of Application :

- 4.1 Application Prepared using both sides of A4 Paper in accordance with the specimen form indicate in the Notification should be sent under the registered post to "Secretary, Panduwasnuwara Pradeshiya Sabha, Hettipola." To be received on or before 29. 06.2018.
- 4.2 Name of the post should be written clearly on the top left hand corner of the envelop enclosing the Applications.
- 4.3 Signature of the Applicant should be attached by a principal of a government school/ Justice of Peace/ Commissioner of Oath/ Attorney at law.
- 4.4 Applications from Applicants who are already in the Public Service/ Services must be forwarded through the Heads of their respective departments.
- 4.5 Applications which are not completed or Received after the closing date, will be Rejected without Information.

It will be decided by Panduwasnuwara Pradeshiya Sabha regarding number of and effective date of the appointment. The secretary of Panduwasnuwara Pradeshiya Sabha reserves all rights to delay or cancel this notification or amend it during or after calling applications.

H. A. G. NISHANKA,
Secretary,
Panduwasnuwara Pradeshiya Sabha.

At Panduwasnuwara Pradeshiya Sabha Office,
On this 25th day of May 2017.

Specimen Application Form

RECRUITMENT TO THE POST OF GRADE 111 OF PRIMARY NON TECHNICIAN CADRE AT
PANDUWASNUWARA PRADESHIYA SABHA IN THE PUBLIC SERVICE OF NORTH WESTERN PROVINCE

- 1. Full Name : _____,
- 2. National Identity Number : _____,
- 3. Permanent Address : _____,
- 4. Telephone Number : _____,
- 5. Date of Birth :- Year : _____, Month : _____, Date : _____,
- 6. Age on closing Date of Application :- Years : _____, Months : _____, Days : _____.

7. Educational Qualifications :

Grade Passed at last : _____,
 GCE (O/L) Examination : _____,
 Year sat for the examination : _____, Index No. : _____.

<i>Subject</i>	<i>Grade</i>

8. Have you been Ever Convicted of any offence in a Court? : _____,
 9. Declaration of the Applicant : _____.

I am also aware that if any information Provided here in is found incorrect or false before the selection, I am liable to disqualification and to dismissal without any compensation if found incorrect or false after the Selection.

_____,
 Signature of Applicant.

Date : _____.

10. Attestation of the signature :

I Certify that (Full Name) the applicant is Personally Known to me and that he/ she Signed before me.

_____,
 Signature of person Attesting.

Date : _____,
 Full Name : _____,
 Designation : _____,
 Address : _____,
 (official Stamp)

11. Report of the head of the Department/Institution :

I Certify that Mr./Mrs./Miss is employed in this Ministry/Department/provincial Council/ Institution as an officer in Permanent/Casual/Temporary. I am Aware of that if he/ she selected to the post I can/can't release him/her from prevailing post.

_____,
 Signature of Head of the Department or Authorized officer.

Date : _____,
 Full Name : _____,
 Designation : _____,
 Address : _____,
 (official Stamp)