

**URBAN COUNCIL, AMBALANGODA**

**Vacancies in the State Service of Southern Province**

APPLICATIONS are called from the permanent residents of Southern Province with, respective qualifications for recruitment of the following post.

<i>Serial No.</i>	<i>Designation of Post</i>	<i>No. of Vacancies</i>	<i>Salary Scale</i>	<i>Educational Qualifications and Mode of Recruitment</i>
01	Library Assistant	01	PL 1 -2016 Rs. 24,250- 10x250- 10x270 - 10x300- 12x330- Rs. 36,410 [Placement is according to S. A. Circular No: 3/2016	Passes in Six subjects with two credit passes at least at G. C. E. (O/L) Examination in not more than two sittings

*General Requirements of recruitment:-*

1. Applicant should be a Sri Lankan either by descent or by registration.
2. Applicant should be in very good health and bear an excellent character. If selected for the above post, the employee will have to appear for a medical test within a month and the appointment will be cancelled if found medically unfit.
3. Applicant should be between 18-45 years of age by the closing date of applications. [This upper age limit does not apply to internal applicant who holds a permanent post.]
4. Applicant should be a permanent resident of Southern Province for a period of three years immediately before the closing date of applications. Residence should be confirmed by the certificate, issued by Grama Niladhari of the respective division, counter- signed by the divisional secretary.
5. Applicant should neither be convicted by a court of law for an offence, stipulated in Penal Code, nor be a person, dismissed from State Service.

*Conditions of Employment :*

1. Above qualifications and requirements are examined at the interview itself, held by an Interview Board, on the prior approval obtained from the Head of Department.

Subjects for which marks are given and number of marks allocated for each subject.

	<i>Subjects for which marks are given</i>	<i>Maximum</i>	<i>The minimum marks for selection</i>
1	Educational Qualifications	30	50%
2	Additional Qualification	10	
3	Experience	10	
4	Residence within the local limits of Urban Council	45	
	Skills and attitudes, displayed at the interview	05	
	Total	100	

2. Pension scheme, pertaining to the above post is subject to the State Policy decisions to be taken by the State in due course.

3. Contributions to W and OP Fund should be made.
4. Appointment is subject to a probation period of three years.
5. Selected applicant should undertake to abide by Establishment Code and Financial Regulations of Republic of Sri Lanka, orders made by the Governor of Southern Province. Regulations and orders to be made by Southern Provincial Council from time to time.
6. Special attention is paid for previous experience in this field.
7. The power to amend or cancel this notice or change or delay recruitment after or during the period of calling applications is vested in Hon. Chairman of Urban Council, Ambalangoda.

*Submission of Applications :*

1. Applications should be prepared according to the model application form mentioned in the Notice in A4 sheets. The post applied for should be clearly stated on top left hand corner of the envelope enclosing the application. Incomplete, illegible applications or those which are received after the closing date are rejected without notice.
2. Duly completed applications together with the photocopies of the certificates, mentioned below should be sent by registered post to the address. "The secretary, Urban Council, Ambalangoda", on or before 10th September, 2018.
  - (a) Birth Certificate
  - (b) Educational Certificates
  - (c) Two testimonials, obtained recently.
  - (d) The certificate, issued by Grama Niladhari and counter- signed by Divisional Secretary confirming the residence.
  - (e) Certificates confirming professional qualifications and experience if any
  - (f) Certificate of service.

**Note:-** The applications, sent by those who are already in State Service should be sent on the recommendation of the Head of the relevant institute. The originals of the certificates sent with the applications should be produced at the interview.

Chairman,  
Urban Council, Ambalangoda.

At the office of Urban Council Ambalangoda,  
On 19th day of July 2018.

Ref. No. :.....  
[For office use only]

MODEL APPLICATION FORM

URBAN COUNCIL, AMBALANGODA

APPLICATION FOR THE POST OF .....

1. Full Name of Applicant :\_\_\_\_\_.
2. Name with Initials :\_\_\_\_\_.
3. Permanent Address :\_\_\_\_\_.

4. National Identity Card No. :\_\_\_\_\_.
5. Date of Birth :- Day :\_\_\_\_\_. Month :\_\_\_\_\_. Year :\_\_\_\_\_.
6. Age by Closing Date of Applications :\_\_\_\_\_.
7. Race :\_\_\_\_\_.
8. Religion :\_\_\_\_\_.
9. Civil Status :\_\_\_\_\_.
10. Sex :\_\_\_\_\_.
11. Are you a Sri Lankan by descent or by Registration :\_\_\_\_\_.
12. Period of Permanent Residency in Southern Province :\_\_\_\_\_.
13. Educational Qualifications :-

(1). G. C. E. (O/L)

<i>Subjects</i>	<i>Grade</i>	<i>Subjcets</i>	<i>Grade</i>
1.		5.	
2.		6.	
3.		7.	
4.		8.	

14. The Highest Educational Qualification, you have ever got :\_\_\_\_\_.
15. Other Qualifications :\_\_\_\_\_.
16. Experience :\_\_\_\_\_.
17. Have you ever been convicted by a court of law :\_\_\_\_\_.

I do hereby declare that the above particulars are true and accurate to the best of my knowledge. In case of any of the above particulars being found false, I do know that my candidature will be cancelled and that if found, after selection, I will be subject to dismissal of service.

\_\_\_\_\_,  
 Signature of Applicant.

*For applicants in State Service :*

Above name applicant Mr./Miss./Mrs./ ..... is employed at this institute as ..... If he/she is selected for the above post, he/she can be exempted from service. I do hereby certify that he/she has not been subject to any disciplinary punishment earlier, recommend this application and forward it.

\_\_\_\_\_,  
 Head of Department/ Institute.

Name :\_\_\_\_\_.  
 Post :\_\_\_\_\_.  
 Department/ Institute :\_\_\_\_\_.  
 [Put the Official Stamp]  
 Date :\_\_\_\_\_.