

## ARACHCHIKATTUWA PRADESHIYA SABHA

### Recruitment for Grade III Unskilled / Semi – skilled Posts

APPLICATIONS are called from qualified candidates those permanently residing in the area of authority of Pradeshiya Sabha Arachchikattuwa for requirement of the following posts.

02.

<i>Name of the post</i>	<i>Number of posts</i>	<i>Salary Scale</i>	<i>Educational qualifications</i>
Electrician (Semi – skilled)	01	P.A.C. 03/2016 – PL 2 -2016 Rs. 25,250 – 10x270-10x300- 10x330-12x350 = Rs. 38,450	* Shuould have passed at least two subjects at the G.C.E. O/L Examination (except alternative subjects)  * Should have an Electrician certificate from a government accredited technical college or a professional training institute or an institute accepted by the tertiary institute.  * Should have 2 years experiences (except the training period) in the similar capacity (A certificate for proof needed)
Office Assistant (Unskilled)	01	P.A.C. 03/2016 –PL 1-2016 Rs. 24,250-10x250-10x270- 10x300-12x330 =Rs. 36,410	Should have passed at least two subjects at the G.C.E. O/L Examination
Watcher (Unskilled)	01		
Working/ Field Labourer (Unskilled)	01		
Sanitary Labourer (Unskilled)	01	P.A.C. 03/2016 – PL 1-2016 Rs. 24,250-10x250-10x270- 10x300-12x330=Rs. 36,410	Should have passed the grade 9 from a government approved school.

#### 03. Other qualifications required :

- Applicants should be a citizen of Sri Lanka.
- Should be a permanent resident not less than for a period of immediate previous 3 years within the area of authority of Pradeshiya Sabha Arachchikattuwa as at the closing date. (residency should be confirmed by the electoral register of a certificate issued by the Divisional Secretary)
- Should not be below than 18 years of age and not more than 45 years of age on the closing date of applications. The maximum age limit will not be applicable for the candidates who are already permanently employed in the service)
- Should not have been convicted before a Court of Law under the Penal Code.
- Should have an excellent character and should be in good health.

04. *Method of requirement.*– Requirements are made considering the educational qualifications and result of an oral test of the applicants those participate at the interview.

05. *Terms of employment :*

- (i) This post is permanent and pensionable, subject to 03 years probation period.
- (ii) In addition to the above terms of employment the applicants should abide by the conditions of service minutes approved by the Hon. Governor in the North Western Province, Financial Regulations, other departmental orders and other regulations and orders issued by the North Western Provincial Council or Public Service Commission from time to time.

06. *Method of application :*

- (i) Applications prepared in accordance with the specimen form given to this notification should be sent by registered post to reach the address of Secretary, Pradeshiya Sabha Arachchikattuwa on or before 29.11.2017.
- (ii) The Post applied should be indicated at the top left hand corner of the envelop where the application is enclosed .
- (iii) The copies of the following certificates should be annexed to the application.
  - (a) Certificate of birth,
  - (b) Certificate of education,
  - (c) Certificate of school leaving,
  - (d) Certificate of Grama Niladhari for confirm the residency (should have countersigned by the Divisional Secretary),
  - (e) 02 certificates of character issued recently,
  - (f) Certificates of experience.

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

A.F.P. FERNANDO,  
Secretary,  
Pradeshiya Sabha Arachchikattuwa.

Pradeshiya Sabha Arachchikattuwa.

SPECIMEN APPLICATION

RECRUITMENT FOR GRADE III UNSKILLED/ SEMI – SKILLED POSTS OF PRADESHIYA SABHA ARACHCHIKATTUWA – 2017

APPLICATION FOR THE POST OF .....

1. Name of the applicant with initials :\_\_\_\_\_.
2. Names denoted by initials :\_\_\_\_\_.
3. Permanent Address :\_\_\_\_\_.
4. Grama Niladhari Division :\_\_\_\_\_.
5. Divisional Secretariat Division :\_\_\_\_\_.
6. District :\_\_\_\_\_.
7. Date of Birth: Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.
8. Age as at closing date of applications received :  
Years :\_\_\_\_\_. Months :\_\_\_\_\_. Days :\_\_\_\_\_.
9. Sex :\_\_\_\_\_.
10. Are You Sri Lankan by descent or by registration ? :\_\_\_\_\_.

11. Marital Status :————.
12. National Identity Card No. :————.
13. Educational Qualifications :-  
G.C.E. O/L Examination :  
Year :————. Index No. :————.

<i>Se. No.</i>	<i>Subject</i>	<i>Pass</i>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

14. Professional and other qualifications :————.
15. Service Experience :-  
(a) Present place of work :————.  
(b) Present post held :————.  
(c) Date of appointment to the present post :————.  
(d) Previous places of work and posts held :————.

I hereby declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I am aware that if these particulars are found to be false before I am selected to this post I will be disqualified and if found after I am selected I will be dismissed from the service without any compensation.

\_\_\_\_\_,  
Applicant's signature.

Date :————.

*Certificate of the Head of the Institute for the applicants those who already employed in public service :*

This applicant Mr. / Mrs. / Ms. \_\_\_\_\_ is employed in this Department/Institute as a \_\_\_\_\_  
\_\_\_\_\_ if he/she is selected for this post he/she can/cannot be released from the present post I hereby  
certify that he / she has not been to any disciplinary punishment and the application is recommended / not recommended  
and forwarded.

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

Name :————.  
Designation :————.  
Department / Institute (Should be franked) :————.  
Date :————.