



## HAKMANA PRADESHIYA SABHA

APPLICATIONS are invited from qualified citizens of Sri Lanka who are permanent residents with the area of Hakmana Pradeshiya Sabha for the following vacancy.

<i>Designation</i>	<i>No. of posts</i>	<i>Minimum educational &amp; other qualifications</i>
Health Labourer	01	Should have passed Grade Eight (Year Nine)

Salary Code - PL 1 - 03/2016

*Salary Scale.*- Rs. 24,500 - 10x250 - 10x270 - 10x300 12x330 - Rs. 36,410. Above salary scale will be fully effective from 01.01.2020.

### 02. *Age limit :*

01. Age should not be less than 18 years and not more than 45 years of age as at the closing date of receiving applications. (This maximum age limit is not applicable to those who are already employed in the permanent public service).

### 03. *General Conditions of Recruitment :*

- 3.1 Applicants should be citizens of Sri Lanka.
- 3.2 Applicant should be a resident in the area of Hakmana Pradeshiya Saba within a period over 03 years prior to closing date of applications.
- 3.3 Applicant should have a moral character and good health
- 3.4 Applicant should not have been convicted and punished by any court of law under penal code or compelled from public service.
- 3.5 Qualified applicants will be selected through a structures interview. (Priority will be given to those who are currently employed in Hakmana Pradeshiya Sabha on the basis of permanent/casual/substitute/temporary/contract basis)

### 04. *Service conditions :*

- 4.1. The post is permanent.
- 4.2. Your pension scheme is subject to policy decision that would be taken by Government in the future.
- 4.3. Appointment is subject to a probation period of 03 years. If your duties, work, attendance and conduct are satisfactory and has got through first efficiency bar examination and fulfilled other requirements, you will be made permanent at the end of the probation period.
- 4.4. In addition to these conditions of recruitment, all employees are bound to act in accordance with orders of Republic of Sri Lanka, Establishment Code, Financial Regulation, orders of Hon. Governor, Regulations and orders issued by Provincial Public Service Commission from time to time, Regulations and orders issued by Southern Provincial Council or Commissioner of Local Government and Hakmana Pradeshiya Sabha.

05. *Method of Recruitment.* – Qualified applications will be selected through a structural interview.

06. *Method of Application :*

- 6.1. Applications should be prepared in A4 paper as per the specimen form set out in this notice and duly completed applications should be sent under registered post to "Secretary" Hakmana Pradeshiya Sabha, Hakmana on or before 10.12.2017.
- 6.2. The post applied for should be clearly mentioned on the top left hand corner of the envelope in which the application is enclosed.
- 6.3. Applicants who are already in public/Provincial public service should submit their applications through their Heads of Department.
- 6.4. Incomplete, illegible and late applications will be rejected with no notice.
- 6.5. Certified copies of following documents along with the application.
  - (i) Certificate of Birth
  - (ii) Educational Certificates
  - (iii) Grama Niladari's Certificate Counter signed by Divisional Secretary Counter signed by Divisional Secretary to prove the residence.
  - (iv) Photo copy of National Identity Card.
  - (v) 02 recent character Certificates.
  - (vi) Service Certificate of experience over 03 years.

07. Secretary of Hakmana Pradeshiya Sabha reserves the rights and powers of delay or alteration or making amendments or cancellation of this notification during or after the invitation of applications.

N. M. P. G. ABEYWICKRAMA,  
Secretary,  
Hakmana Pradeshiya Sabha.

Pradeshiya Sabha Office,  
Hakmana,  
06th day of November 2017.

#### **Specimen Application**

01. Applicant's Name (With initials) :\_\_\_\_\_.
02. Name denoted by initials :\_\_\_\_\_.
03. Permanent Residential Address :\_\_\_\_\_.
04. Date of Birth :- Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.
05. National Identity Card No. :\_\_\_\_\_.
06. Gender :\_\_\_\_\_.
07. Civil status :\_\_\_\_\_.
08. Are you a citizen of Sri Lanka (If so, decent or registration) :\_\_\_\_\_.
09. Educational qualifications :\_\_\_\_\_.
10. Service experience :\_\_\_\_\_.
11. Other qualifications :\_\_\_\_\_.
12. Have you ever been convicted by any court of Law ? :\_\_\_\_\_.
13. If you are already employed at this Pradeshiya Sabha give details :\_\_\_\_\_.
14. Experience and Professional qualifications :\_\_\_\_\_.
15. If you are currently employed in Matara Pradeshiya Sabha :\_\_\_\_\_.