

PRADESHIYA SABHA, UKUWELA

Post of Library Assistant/Office Employees Service – KKS in Central Provincial Public Service

APPLICATIONS are invited from permanent residents within the limits of Pradeshiya Sabha, Ukuwela for recruitment of vacant posts mentioned in following schedule in the category of Service of Preliminary Grade in the Pradeshiya Sabha, Ukuwela of Central Provincial Public Service (Priority will be given to the employees who are employed under basis of permanent/casual/substitute in Ukuwela Pradeshiya Sabha).

THE SCHEDULE

<i>Name of the Post</i>	<i>Number of Vacancies</i>	<i>Salary Scale</i>	<i>Educational and other Qualifications</i>
Library Assistant Grade III	01	Salary Code Number PL-1 Rs. 24,250 -10x250 -10x270 – 10x300 - 12x330 – Rs. 36,410 monthly Payments as per salary scale in relation to the post shall be paid in terms of the Schedule II of Public Administration Circular No. 03/2016 (An Efficiency Bar Examination will be applied before 4th salary step)	Shall have passed in G. C. E. (O/L) Examination in Six subjects (06) with Two Credits in not more than Two sittings. 05 subjects shall have been passed in one sitting.
Office Employees Service KKS Grade III	02	Salary Code Number PL-1 Rs. 24,250 -10x250 -10x270 – 10x300 - 12x330 – Rs. 36,410 monthly Payments as per salary scale in relation to the post shall be paid in terms of the Schedule II of Public Administration Circular No. 03/2016 (An Efficiency Bar Examination will be applied before 4th salary step)	Shall have passed in G. C. E. (O/L) examination in Six subjects (06) with Two Credits in not more than Two sittings. 05 subjects shall have been passed in one sitting.

01. *Physical Qualifications.*- Every applicant should have an excellent character, good physical and mental health and have a very good eye sight and should physically fit to serve in any part of the Island.

02. *Other Qualifications :*

- (i) Applicants should be Sri Lankan citizens.
- (ii) Applicants should be permanent resident within Ukuwela Pradeshiya Sabha limits not less than for a period of 03 years.
- (iii) Should be not less than 18 years and not more than 45 years of age as at the closing date of applications. (Maximum age limit shall not be applicable to those who are already serve in permanent posts in Ukuwela Pradeshiya Sabha).
- (iv) Special preference will be given to the employees who are employed under basis of temporary/casual/substitute/contract in Ukuwela Pradeshiya Sabha.

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- (v) Applicants should have an excellent character and good physical health and should not be convicted in the court under Penal Code.
 - (vi) Should not be dismissed from Public/Provincial Public Service or Corporation service.

03. *Terms of Employment :*

- (i) This post is permanent and pensionable.
- (ii) Should contribute to the Widows and Orphans Pension Scheme.
- (iii) This appointment is subjected to a 03 years probation period.
- (iv) Applicants will be required to comply with regulations of Establishment Code, Departmental rules and regulations, regulations and rules issued by Central Province Provincial Council or Central Province Public Service Commission from time to time.

04. *Documents to be forwarded with the Applications :*

- (i) Candidates will be selected from a structural interview.
- (ii) The copies of the following certificates should be forwarded with the application and the originals should be submitted at the interview :
 - (a) Certificate of Birth,
 - (b) Educational Certificates,
 - (c) Certificate of Residence (countersigned by the Divisional Secretary),
 - (d) Two (02) character certificates obtained recently (one certificate should be obtained from the Grama Niladhari of the Division),
 - (e) Certificates to prove professional qualifications or experience.
(Applications from applicants who are already in the Public or Provincial Public Service must be forwarded through the Heads of their respective departments).

05. Those who fulfilled with basic qualifications will be called for the interview.

06. *Method of Application.*- Applications shall be prepared in accordance with the specimen attached to the notification and it should be sent by Registered Post to reach "Secretary, Pradeshiya Sabha, Ukuwela" on or before 30.06.2017 and the Name of the Post should be indicated at the top left hand corner of the envelope where applications is enclosed. (Candidates who are already in Provincial Public Service should send their applications through their Heads of Departments). Applications received after closing date will be rejected without any notice.

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

R. J. N. JAYASINGHE,
Secretary,
Pradeshiya Sabha, Ukuwela.

At the Office of Pradeshiya Sabha, Ukuwela,
08th May, 2017.

SPECIMEN APPLICATION FORM

PRADESHIYA SABHA, UKUWELA

RECRUITMENT TO THE POST OF IN PRADESHIYA SABHA, UKUWELA

1. Name in full : _____.
2. Name with initial : _____.

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3. Permanent Address :—————.
4. District of permanent residence :—————.
5. Date of Birth : Year :—————. Month :—————. Date :—————.
6. Age on closing date of application :—————.
7. National Identity Card Number :—————.
8. Marital Status :—————.
9. Sex :—————.
10. Whether Citizenship of Sri Lanka by descent or registration :—————.
11. Educational Qualifications (Please attach photocopies of the certificates) :

G.C.E. (O/L) Examination :

Year :—————. Index Number :—————.

<i>Subject</i>	<i>Grade</i>	<i>Subject</i>	<i>Grade</i>
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

G.C.E. (A/L) Examination :

Year :—————. Index Number :—————.

<i>Subject</i>	<i>Grade</i>
1.	
2.	
3.	
4.	

12. Other Educational Qualifications :—————.
13. Professional Qualification :
- (i) Service Experience :—————.
- (ii) Present Working Place :—————.
- (iii) Present Post :—————.
- (iv) Date of Appointment :—————.
- (v) Previous Working Place and Post held :—————.
14. If you already served in this Pradeshiya Sabha :
- (i) Present Post :—————.
- (ii) Whether permanent/casual/temporary/contract/substitute :—————.
- (iii) Date of Appointment :—————.
15. Have you ever been convicted for any offence by a court of law ? :—————.

I hereby certify that the particulars furnished by me in this application are true and correct. I am aware that if any particulars contained herein are found to be false I am liable to disqualification before selection and to dismissal without any compensation if this inaccuracy is detected after appointment.

_____,
Signature of the Applicant.

Date :_____.

Certificate of the Head of the Department for the applicants those who are already employed in Public Service :

I declare that Mr./Mrs./Miss is holding the post of this institution and he/she can be released/cannot be released from the institution if selected for this post. He/She is not convicted any disciplinary punishment (except warning). I recommend/not recommend and submitted the application.

_____,
Signature of the Head of the Department.

Date :_____.