

BOPE PODDALA PRADESHIYA SABHA

APPLICATIONS are called for the undermentioned vacant posts in the Bope Poddala Pradeshiya Sabha under the Southern Provincial Public Service from the qualified applicants of both male and female who possess the qualifications mentioned in this notification, and who have the permanent residences in Galle District of the Southern Province.

Serial No.	Designation	Service Category and Grade	No. of Post	Monthly Salary Scale	Minimum educational qualifications and Vocational Qualifications required and the work experiences/Additional qualifications and work experiences
01	Driver	Primary Skilled-Grade III	01	Rs. 25,790 -10x270 -10x300 - 10x330 - 12x350 - Rs. 38,990	01. Should have passed any six subjects in General Certificate of Education (Ordinary Level) Examination in not more than two sittings * Should possess a driving license issued by the Commissioner-General of Motor Traffic and a certificate on skill * Should possess at least three years of service experience after obtaining the driving licence.
02	Heavy Machine Operator	Primary Semi-skilled	01	Rs. 25,790 -10x270 -10x300 - 10x330 - 12x350 - Rs. 38,990	* Should have passed six subjects in General Certificate of Education (Ordinary Level) Examination in not more than two sittings. * Should obtain at least the second level competence of National Vocational Qualifications prescribed by the Tertiary and Vocational Education Commission in relation to Post/designation concerned. * Experience in the relevant field will be an additional qualification.

2. Other Qualifications required :

- (i) The applicant's age should be not less than 18 years and not more than 45 years as at the close of applications. The maximum age limit is not applicable for those applicants who are already in Public Service whereas they should forward their application through the relevant Departmental Head.
- (ii) The applicant must be a Sri Lankan Citizen by descent or by registration.
- (iii) For the post of driver mentioned in the serial No. 01, the permanent residency of 03 consecutive years in the 05 preceding years at the Galle District should be affirmed on the closing date of application.
- (iv) The applicants under the other post should have the permanent residency of 03 preceding years as at the closing date of application.
- (v) The applicant should possess a sound character and in good health in order to fulfill the duties of the post.
- (vi) Should be a person not convicted in a court of law under the Penal Code.
- (vii) Should be a person not dismissed from the public service.
- (viii) The special attention is drawn to the experiences in the relevant field.
- (ix) The required qualifications for the recruitments mentioned ahead to the each and every post should be fulfilled in every aspect by the closing date of the application.

03. *General Conditions of Recruitment :*

- (i) This post is permanent and pensionable. However, you shall have to abide by any policy decision that will be adopted in future by the state in relation to your pension scheme.
- (ii) Those who are selected should contribute to the Widows/Widowers and Orphans Pension Fund.
- (iii) Recruited employees shall subject to three year probationary period while those who have permanent appointments under the Public Service shall subject to one year acting period.
- (iv) Should be in conformity with official language policy.
- (v) The payments in relevance to the Salary Scales of each and every post are being paid as per the II Schedule of the Public Administration Circular 03/2016 since 01.01.2016. The said salary scales shall fully effect on 01.01.2020 onwards.
- (vi) The special attention will be drawn to the employees serving attached to the Pradeshiya Sabha, Bope Poddala at present on the basis of temporary/casual/substitute/contract registration.
- (vii) The employees shall liable to serve in compliance to the constitution of the Democratic Socialist Republic of Sri Lanka, Establishments Code and Financial Regulations, the orders issued by Hon. Governor of the Southern Province, other orders issued by the Southern Provincial Public Service Commission from time to time. Departmental Orders and orders issued by the Bope Poddala Pradeshiya Sabha from time to time in addition to the conditions and regulations of this recruitment.
- (viii) Similarly, the employees recruited for the post of Driver shall abide by the Drivers' Service Minute bearing No. 238 approved dated 02.01.2012 in respect of institutional Motor Vehicle Drivers of the Department of Local Government in the Provincial Public Service and the regulaions and amendments issued thereto from time to time.
- (ix) The employees recruited for the other post shall liable to serve in compliance to the recruitment procedure of the Primary-unskilled Service Category of the Minor Employee Service bearing No. 239 approved by the Hon. Governor- Southern Province dated 16.04.2013 and regulations and attendments issued thereto from time to time.
- (x) The Secretary of the Bope Poddala Pradeshiya Sabha reserves the rights to delay, change or to cancel this recruitment, after calling applications or within the period upto the deadline or otherwise the power of cancelling and amending this notice.

04. *Method of Recruitment.*– Recruitment Procedure for the Post of Driver :

* The qualified applicants are recruited upon a structured interview and a test on confirmation of the vocational proficiency.

* Marks given in respect of the said test are as follows :

For the Structured interview.

For the General Passes obtained at the G. C. E. (O/L) Examination (8x1)-8 or

For the Credit Passes obtained at the G. C. E.(O/L) Examination (8x2)-16 (Maximum)

Having been qualified at the G. C. E. (A/L) Examination - 04

Relevant occupational Skills - 10

Personality - 5

Having received a training or service experiences relevant to the occupation - 15
(Two marks per each year)

Total Marks 50

Note.— 40% (20 marks) or above should be obtained to be qualified. 50 marks for confirmation of the vocational proficiency.

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II. Recruitment procedure for the Heavy Machine Operator.

* Maximum marks given as follows in terms of the relevant recruitment procedure followed by a structured interview and a test on confirmation of the qualifications.

<i>Main Criteria for the marking</i>	<i>Maximum Marks</i>	<i>Minimum cut off marks considered for the selection</i>
01. Educational Qualifications	30	} 50%
02. Professional Qualifications	10	
03. Work Experiences	10	
04. Residency under the Pradeshiya Sabha Division	45	
05. Competencies shown at the interview	05	
Total	100	

Note :

1. Examination of the basic qualifications are processed at the structured interview itself.
2. Posts shall be filled in terms of the rank obtained over the marks received at the structured interview and no. of vacancies availed among the qualified applicants of basic qualifications.

05. *Method of Applying.*— Applications prepared in A4 size in accordance with the specimen form as shown in this notification together with the certified copies of the below mentioned particulars should be sent only by registered post as to be reached to "Secretary, Bope Poddala Pradeshiya Sabha, Kalgana on or before 28th December 2018. The post of applying should be clearly mentioned at the top left hand corner of the envelope in which the application is enclosed. Applications not contrary to the instructions, incompleted, unclear and received after the closing date will be rejected without a prior notification. (The officers who have already been serving in the Public Service/Provincial Public Service should send their applications through their Departmental Head).

The particulars to be sent together with the application :

1. Birth certificate,
2. A photocopy of the National Identity Card,
3. Educational Certificates/Leaving Certificates,
4. Certificate in respect of the residency issued by the Grama Niladhari and countersigned by the Divisional Secretary (obtained within 06 months),
5. The Police Certificate in order to confirm that the applicant has not been convicted for a criminal offence by a court and to confirm that the applicant has not been subjected to an investigation on such an offence up to this time.
6. A certificate to prove work or service experience (if any),
7. Two character certificates obtained recently.

06. The chairman of the Bope Poddala Pradeshiya Sabha reserves the rights to delay, change or to cancel this recruitment, after calling applications or within the period upto the deadline or otherwise the power of cancelling and amending this notice.

If there is any inconsistency in Tamil and English translations of this notification, the Sinhala test shall prevail.

The final decision in respect of the all facts which have not provided with provisions under this recruitment is vested upon the Chairman of the Bope Poddala Pradeshiya Sabha.

DILLRUK N. ABEYKOON,
Chairman,
Bope Poddala Pradeshiya Sabha.

At the Bope Poddala Pradeshiya Sabha,
Dated 14th day of November in 2018.

Specimen Application

BOPE PODDALA PRADESHIYA SABHA

APPLICATION FOR THE POST OF

01. (i) Name with initials :_____.
- (ii) Names denoted by the initials :_____.
02. Permanent address :_____.
03. District of permanent residence :_____.
04. Divisional Secretariat Division of Permanent residence :_____.
05. Birthday : Year :_____, Month :_____, Date :_____.
06. Age on the closing date of application (As at 28.12.2018) :
Years :_____, Months :_____, Days :_____.
07. Gender :_____.
08. National Identity Card No. :_____.
09. Telephone No. :_____.
10. Marital Status :_____.
11. Are you a Sri Lankan citizen if so, state whether by descent or registration :_____.
12. Educational Qualifications : (Details about them and results obtained) :
 - 12.1 The last class passed :_____.
 - 12.2 G. C. E. (O/L) Examination :_____.
 - I. Year :_____ Month :_____.
 - II. Index Number :_____.
 - III. Results :

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

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

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

- I. Year : _____, Month : _____.
- II. Index Number : _____.
- III. Results :

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

13. Vocational and/or service experience (Should be confirmed by certificates) : _____.

14. If you are already serving under the Public Service :

- I. The present post : _____.
- II. Service Station : _____.
- III. Date and nature of the appointment : _____.

15. Whether the applicant has ever been found guilty/punished under criminal law or offence : _____.

16. Applicant's Declaration :

I declare that the above information furnished by me are true and correct, according to my knowledge and belief. I am also aware, that I will get disqualified, if the above information is found to be false and untrue before being appointed to the post and it will lead to dismissal from service without paying any compensation if detected after being appointed to the post.

_____,
Signature of the Applicant.

Date : _____.

(This part is only applicable to the applicants who are serving under the Public Service and Provincial Public Services) :

Recommendation of Head of the Department :

I recommended and submit the application that Mr./Mrs./Miss has been serving in this Department as a I certify that his/her working and behavior are satisfied and he has not subjected to whatever disciplinary action and he never decide to do such action. She/He can be/cannot be released from service if she/ he is recruited to this post.

_____,
Signature of Head of the Department.

Date : _____.