

**FILLING VACANCIES OF MATARA PRADESHIYA SABHA IN
SOUTHERN PROVINCIAL PUBLIC SERVICE**

APPLICATIONS are invited only from qualified permanent residents in Southern Province for following Primary Non Skilled, Semi Skilled and Skilled service categories of the Junior Service of Southern Provincial Public Service presently existing at Matara Pradeshiya Sabha. (Priority will be given to those who are permanent residents within the area of Matara Pradeshiya Sabha and employed at Matara Pradeshiya Sabha on temporary, casual, substitute, contract and registered basis).

<i>Serial No.</i>	<i>Position</i>	<i>No. of Vacancies</i>	<i>Salary Scale</i>	
01	Office Employee Grade III	01	As per Pub. Admin. Cir. 3/2016 (PL-01-2016) Rs. 24,250 - 250x10 - 270 x10 - 300x10 -330x12 - Rs. 36,410 (will be placed in salary level as per Schedule II of Pub. Adm. Circular 03/2016)	Should have passed Six (6) subjects with Two (2) Credit passes in not more than two sittings at General Certificate of Education Ordinary Level Examination. (Five (05) of these subjects should have passed in one sitting.)
02	Watcher Grade III	01	As per Pub. Admin. Cir. 3/2016 (PL-01-2016) Rs. 24,250 - 250x10 - 270 x10 - 300x10 -330x12 - Rs. 36,410 (will be placed in salary level as per Schedule II of Pub. Adm. Circular 03/2016)	Should have passed Six (6) subjects with Two (2) Credit passes in not more than two sittings at General Certificate of Education Ordinary Level Examination. (Five (05) of these subjects should have passed in one sitting.)
03	Health Labourer Grade III	01	As per Pub. Admin. Cir. 3/2016 (PL-01-2016) Rs. 24,250 - 250x10 - 270 x10 - 300x10 -330x12 - Rs. 36,410 (will be placed in salary level as per Schedule II of Pub. Adm. Circular 03/2016)	Should have passed Grade 8 (Year 9)
04	Work Field Labourer Grade III	01	As per Pub. Admin. Cir. 3/2016 (PL-01-2016) Rs. 24,250 - 250x10 - 270 x10 - 300x10 -330x12 - Rs. 36,410 (will be placed in salary level as per Schedule II of Pub. Adm. Circular 03/2016)	Should have passed Grade 8 (Year 9)

02. *General conditions for recruitment :*

- I. Applicant should be a citizen of Sri Lanka.
- II. Applicants should bear an excellent moral character.
- III. Should be a permanent resident in the Southern Province within a period of consecutive 03 years from nearest passed 05 years as at the closing date of applications.
- IV. Age should be not less than 18 years and not more than 45 years as at the closing date of applications. But maximum age limit will not apply for those who are already in the Public Service or Provincial Public Service.
- V. Applicant should not have been convicted and punished by any court of law under penal code and should not be a person who has been dispelled from Provincial Public Service.
- VI. All of required qualifications should have completed as at the date mentioned in the notice of calling applications/*Gazette* notice.

VII. The Chairman of Matara Pradeshiya Sabha reserves the right of delaying or changing or cancelling or amending this recruitment or this notice on or after calling applications.

03. As per service minute concerned, applicants will be referred for one or all interviews including written test/oral test/physical fitness test/structural interviews/professional interviews and qualified persons will be selected based on marks obtained there from. (When two or more applicants have obtained similar marks the person to be selected will be decided by the Chairman of Matara Pradeshiya Sabha.)

04. No candidate will be considered qualified for recruitment only by calling for the interview or facing such interview.

05. *Service conditions* :

1. This appointment is permanent. Pension of the post shall be subject to policy decisions that will be taken by Government in the future.
2. Appointment will be subject to probation period of 03 years and permanent appointments will be awarded only for servants whose works, attendance and conduct are satisfactory at the end of such probation period of 03 years.
3. All appointees shall adhere to serve according to service minutes of Junior Employees Service of Department of Local Government of Southern Provincial Public Service, Establishment Code, Financial Regulations, Departmental orders and regulations and orders which will be enacted from time to time by the Government or Southern Provincial Public Service Commission and statutes passed by Matara Pradeshiya Sabha from time to time.
4. Applicants should adhere to official language policy.

06. *How to apply* :

- I. Application prepared in A4 paper as per the specimen given here should reach on or before 10.03.2020 to "Chairman" Matara Pradeshiya Sabha, Wehelgoda, Matara under registered post.
- II. On the top left hand corner of the envelope in which the application is enclosed Application for the post of '.....' has to be mentioned. Incomplete or delayed applications will be rejected.
- III. In case of applying for a few posts separate applications should be forwarded.
- IV. Applicants who are already employed in Public/Provincial Public Service should forward their applications through heads of their institutions.
- V. Late applications will not be considered. Incomplete application will be rejected and only qualified applicants will be called for the interview.
- VI. Copies of following certificates should be attached with the application and originals have to be submitted at the interview :
 - (a) Certificate of Birth,
 - (b) Identity Card,
 - (c) Educational Certificates,
 - (d) Grama Niladari's certificate certified by Divisional Secretary to prove the residence,
 - (e) Vocational and other qualifications,
 - (f) 03 recent character certificates (One has to be obtained from Grama Niladhari).

If information and certificates are found false or inaccurate or the applicant has purposely conceal any important information or facts he will become disqualified for selection and in such a reveal after selection he is liable to be dispelled from service at any time without any compensation.

H. K. WIMAL PRIYAJANAKA,
Chairman,
Matara Pradeshiya Sabha.

Matara Pradeshiya Sabha,
Matara,
28th January, 2020.

Specimen Application

MATARA PRADESHIYA SABHA

APPLICATION FOR THE POST OF

01. Applicant's name with initials :_____.
02. Names denoted by initials :_____.
03. Permanent Residential Address :_____.
04. Sex :_____.
05. Civil Status :_____.
06. (i) Date of Birth : Year :_____. Month :_____. Date :_____.
- (ii) Age as at 15.12.2019 : Years :_____. Months :_____. Days :_____.
07. National Identity Card Number :_____.
08. Race/Religion :_____.
09. Are you a citizen of Sri Lanka ? If so by decent or registration :_____.
10. Period of permanent residence within Southern Province :_____.
11. Education qualifications (Attach certificates) :_____.
12. Service experience and vocational qualifications :_____.
13. Other qualifications :_____.
14. If you are already employed at this Pradeshiya Sabha, period of such service and details, type of that appointment (Temporary/Casual/substitute/contract/registered) :_____.
15. Have you been convicted by court under Penal Code ? :_____.
- If so give details :_____.

I do hereby certify that above details furnished by me are true and correct. I am aware that I will be disqualified if any information is found fault before selection and I will be subject to be dispelled from the service paying no compensation if such an information found fault after the appointment. I have not been convicted by any court for a criminal offense.

_____,
Applicant's Signature.

Date :_____.

Certificate of the Head of Department
(Only for those who are presently employed)

I do certify that information furnished above by the Applicant are correct and he/she could be released from service if selected and he/she has been serving as a

_____,
Signature and Official Stamp of the
Head of Department.

Date : _____.