

**RECRUITMENT TO THE POSTS OF PRE-SCHOOL WARDEN (GRADE III)  
IN LOCAL GOVERNMENT INSTITUTIONS OF  
CENTRAL PROVINCIAL PUBLIC SERVICE - 2021**

01. Applications are invited from female applicants with permanent residence in the Central Province for the existing vacancies in the posts of Pre-School Warden (Grade III) in the Local Government Institutions of Central Province.
  02. This post is permanent/pensionable
  03. Salary Scheme: Pub. Ad. Cir. 03/2016, MN 1-2016  
Salary Scale : Rs. 27,140 - 10 x 300 - 11 x350 - 10 x 495 - 10 x660 - Rs. 45,540
  04.
    - 04.01 Basic Qualifications :
      - i. Should be citizens of Sri Lanka
      - ii. Only female applicants should apply
      - iii. Should be permanent residents of Central Province. (Permanent Residence in the Central Province within 03 years prior to the closing date for applications should be confirmed at the interview.)
      - iv. The applicants should not be convicted in any court of law under the Penal Code.
      - v. Must be of excellent character and in good physical health.
      - vi. All the qualifications required for recruitment should be completed in all respects by the date mentioned in the Notice/*Gazette* notification calling for applications.
    - 04.02. Educational and Other Qualifications :
      - 04.02.01. Open Recruitments :
        - (a) i. Should be a citizen of Sri Lanka. Permanent Resident in the Central Province for 03 years prior to the closing date of applications.  
and,  
ii. Should be not less than 18 years of age and not more than 30 years of age on the closing date of applications (Maximum age limit does not apply to officers already in permanent service in the Public Service)  
and,  
iii. Should have passed the GCE (O/L) Examination in 6 subjects with credits in one of the 03 languages Sinhala/Tamil/English, Mathematics and two other subjects.  
and,  
iv. Passing at least one subject (01) (except General Examination and Ordinary English) in the GCE (Advanced Level) Examination.
- \* **Note** - Passing the aesthetic subjects of Drawing, Music and Dance in those examinations will be special qualification.

**(b) Professional Qualifications :**

Completion of Diploma in Pre-School Education issued by the External Services Board of the Open University of Preschool Education.

or

Should have completed the Diploma in Pre-School Teacher Training Offered by the institution registered under the Children's Secretariats of the Ministry of Child Development and Women's Affairs.

or

Should have completed the Pre-School Teacher Training Diploma offered by the Early Childhood Development Unit of the Central Provincial Council.

or

Completion of Diploma in Pre-School Teacher Training offered by the institutions approved by the Tertiary and Vocational Education Commission.

**Note :** The duration of this Diploma Course should be at least one year or more.

**04.02.02. Limited Recruitments:**

**(a) Education Qualifications:**

- i. Should have passed the GCE (O/L) Examination in 6 subjects with credits in one of the 03 languages Sinhala/Tamil/English, Mathematics and two other subjects.

**(b) Professional Qualifications :**

Should have completed at least five (05) years of satisfactory end active service in a permanent post in the Central Provincial Public Service.

and

Should have completed the Teacher Training Certificate Course in Pre-School Education issued by the External Services Board of the Open University on Pre-School Education.

or

Should have completed the Pre-School Honorary Training Certificate Course offered by the institutions registered under the Children's Secretariat of the Ministry of Child Development and Women's Affairs.

or

Should have completed the Pre-School Teacher Training Certificate Course offered by the Early Childhood Development Unit of the Central Provincial Council.

or

Should have completed the Pre-School Teacher Training Certificate Course offered by the institutions approved by the Tertiary and Vocational Education Commission.

**Note :** The duration of this Certificate Course should be at least one year.

**Active Period of Service means** - The period of service remaining after excluding half pay leave or no pay leave or break / breaks of service, during which the officer is actually engaged in duties entrusted to him/her, receiving salaries entitled to the post and earned all salary increments entitled to the post subject to the requirements of the Central Province and / or policies of Central Province.

**Satisfactory Service means** - A period of service which has shown a moderate level of performance during the relevant period, without any suspension or stoppage or deferment, has earned all the increments within the prescribed preceding five years and has not been subjected to any form of disciplinary action other than warning.

**04.03. Method of Recruitment: Recruitment will be based on the results of a written examination and a structured interview.**

75% of the existing vacancies will be recruited on the basis of the results of the Open Competitive Examination and 25% will be recruited on the basis of the results of the Limited Competitive Examination accordingly. In cases where there is not a sufficient number of qualifiers under the limited competitive examination, the same number will be recruited from the qualifying candidates under the open competitive examination in the order of marks. The minimum score required to pass the written competitive examination is 40% for each question paper and twice the number expected to be recruited Called for a structured interview according to the score priority of the results of the written competitive examination. Those who have passed the written examination and appeared for the structured interview will be recruited on the basis of the aggregate of the marks obtained in the written and structured interviews and in this regard the recruitments will be made on the basis of district population ratio as per the provisions of Public Administration Circular 15/90.

**04.03.01. Subjects:**

The Competitive Examination shall consist of the following question papers.

**04.03.01.01. Syllabus of Open Competitive Examination:**

<i>Subject</i>	<i>Syllabus</i>	<i>Duration</i>	<i>Total Marks</i>
General Knowledge	A subject related question paper designed to measure the knowledge of the candidates on current events of local and foreign importance.	01 Hour	100 Marks
General Intelligence	A thematic question paper designed to measure the logical strength of the candidates, their ability to analyze and synthesize, and their ability to make quick and accurate decisions.	01 Hour	100 Marks

**04.03.01.02. Syllabus of Limited Competitive Examination:**

<i>Subject</i>	<i>Syllabus</i>	<i>Duration</i>	<i>Total Marks</i>
Professional Knowledge Related Test	A professional knowledge related question paper designed to measure knowledge about early childhood development.	01 Hour	100 Marks
General Intelligence	A thematic question paper designed to measure the logical strength of the candidates, their ability to analyze and synthesize, and their ability to make quick and accurate decisions.	01 Hour	100 Marks

A minimum of 40% marks is required for each question paper to pass the examination Recruitment will be done in the order of marks obtained according to the number of vacancies allotted for the competitive examination.

- 04.03.02 : Structured Interview  
04.03.02.01 : Syllabus for Structured Interview

<i>Subject</i>	<i>Syllabus</i>	<i>Maximum score</i>
Dancing	Performing a dance to a given title (Time 05 mins)	5
Singing	Performing a song to a given title - Folk Poems, Viridhu, Children's Songs (Time 05 mins)	5
Playing Musical Instruments	Playing the provided instrument - tambourine, flute, Getabereya, serpina, violin	5
Drawing	Draw a picture according to the given title.	5
Creativity (Handicrafts)	Create a handicraft using the given material.	5

#### 05. Method of Application :

- The application should be prepared using A4 (21 cm x 29 cm) size paper as per the model given at the end of the announcement. (The first page should be numbered 01 to 07, the second page 08 to 10, the third page 11 to 14 and the fourth page 15)
- Completed application should be sent by registered post to the Commissioner of Local Government, Department of Local Government, Provincial Council Complex, Pallekele, Kundasale before 18.10. 2021. Applicants currently serving in the Public Service and Provincial Public Service should send their applications through the Head of their Department / Institution. The top left hand corner of the envelope should be clearly marked with the words "Open / Limited Competitive Examination for Recruitment to Grade III of Pre-School Warden' of Central Provincial Public Service - 2021".
- The application must clearly be marked whether you are applying on an open basis or on a limited basis. Applications of limited applicants should be submitted by the Head of the Institution of the relevant institution.
- The District of application should indicate the code number of the District of the applicant's permanent residence :  
Kandy-01                      Matale-02                      Nuwara Eliya -03
- Applications which do not conform to the relevant format and applications which are not sent in correct and clear handwriting and do not meet the basic qualifications for recruitment on the last date of calling and do not comply with the conditions mentioned, incomplete and late will be rejected without any notice. The Department of Local Government, Central Province will not hold any responsibility on delayed and lost applications in post.
- Applicant's signature should be attested by a Principal of a Government school/ a justice of Peace/ a Notary Public/ a Commissioned Officer of the Armed Forces/ a high rank officer of the Police Service or a Staff Officer holding a permanent post in the Government or Provincial Public Service with an annual salary of Rs. 508,020/- or more.

**Note :-** No document or copy other than the receipt for the payment of examination fee should be attached to the application form.

#### 06. Examination Fees :

Receipt of payment of Six hundred rupees as examination fee (600 / -) credited to the revenue head 20-03-02-13 of the Chief Secretary of the Central Province to any Divisional Secretariat in the Central Province shall be attached to the application form. Receipts or money orders paid for any other institution except to a Divisional Secretariat shall not be accepted. It should also be noted that the examination fees paid will not be refunded for any reason.

**07. Service Conditions and Regulations:**

- i. Shall be bound by the provisions of the Establishments Code, Financial Regulations, Provincial Financial Regulations and regulations made by Departments and other orders stipulated from time to time by the Central Provincial Council.
- ii. All officers in accordance with the provisions of Public Administration Circular No. 18/2020 and Circulars consequential thereto, must obtain proficiency in the other official language in addition to the official language of the service within 03 years of joining the service. Salary increments of officers who do not obtain the prescribed second language proficiency within 03 years from the date of appointment will be suspended until they qualify.
- iii. Upon appointment to this post, the appointee will be subject to a compulsory period of service of 03 years at the place of appointment and no request for transfer will be considered till the expiry of that period.
- iv. Must agree to work in a pre-school governed by any local authority in the Central Province.

**08. Examination Centre**

On the day of commencement of the examination, the candidates should produce their admission cards with the attestation of their signatures, to the Supervisor of the examination center.

**09. Identity of the Candidate :**

Candidates should prove their identity in the examination hall to the satisfaction of the Head of the Examination Hall for each subject in which they appear. Only the following documents will be accepted for this purpose.

- (A) National Identity Card issued by the Department of Registration of Persons
- (B) Valid passport issued by the Department of Immigration and Emigration
- (C) Valid driving license issued by the Commissioner of Motor Traffic

10. **Conducting the examination :** The examination shall be conducted by the Public Service Commission of the Central Provincial Council.
11. The Commissioner of Local Government, Central Province reserve such powers to postpone or cancel the examination, selection after examination/not selecting or taking final decision of number of vacancies and on matters not mentioned herein.
12. The Commissioner of Local Government, Central Province reserve such powers to determine the number of recruits at the time of recruitment.
13. Candidacy will be cancelled if it is revealed that a candidate is not eligible before the appointment, They will also be dismissed if it is discovered that they have knowingly submitted false information or that the correct information has been intentionally suppressed.

H. M. M. U. B. Herath,  
Commissioner of Local Government,  
Central Province.

At the Department of Local Government, Central Province,  
Provincial Council Complex,  
Pallekele, Kundasale.  
On 31st of August, 2021.

SPECIMAN APPLICATION FORM

**Recruitment to the posts of Pre-School Warden (Grade III) in Local Government Institutions of Central Provincial Public Service - 2021**

(For Official usage)

District and Code No. applied for :

Whether applying for Limited/Open : Limited  Open  (  Tick the related cage)

District of residence  (Kandy - 01, Matale - 02, Nuwara Eliya - 03)

01. i. Name with Initials at the end  
.....  
(In English Capital Letters) PERERA A. B. C.

ii. Names denoted by the Initials (In English Capital Letters)  
.....  
.....

iii. Name in full (in Sinhala/Tamil)  
.....  
.....

02. National Identity Card No. :

03. i. Address to which the Admission Card shall be posted :.....

ii. Permanent Address : .....  
.....

iii. District of Permanent Residence:.....

iv. Divisional Secretary Division :.....

v. How long have you been living in the Central Province?.....

04. Telephone No. :.....

05. Civil Status :.....

06. Medium of appearing for the Examination :   
(Mark as Sinhala - S, Tamil - T, English - E)

07. i. Date of Birth :

ii. Age as at 17.09.2021 Years :.....Months :..... Days:.....

08. Citizenship :.....



- 12. i. Receipt number and date of payment of examination fees: .....
- ii. Divisional Secretariat from which the receipt was obtained:.....

Please affix the receipt obtained on payment of examination fees.

13. I, do hereby certify that the particulars furnished by me in this application are true and accurate. According to the conditions laid down for this recruitment, I am also aware that, if any particulars contained herein are found to be false or incorrect, my candidature can be cancelled before or after the examination and I will be subject to dismissed if it is revealed after the selection.

.....  
Signature of Applicant.

Date :.....

**Attestation of the Signature of the applicant :**

14. I, hereby certify that the applicant Mrs./Miss .....who submits this application is known to me personally and that he/she placed her signature in my presence and she has paid the prescribed examination fee and affixed the receipt.

.....  
Signature of Attestor.

Name :.....

Designation :.....

Date :.....

(Place the Official Seal)

(Applicant’s Signature should be attested by a Principal of a Government School/a Justice of Peace/a Notary Public/ a Commissioned Officer of the Armed Forces/a high rank Officer of the Police Service or a Staff Officer holding a permanent post in the Government or Provincial Public Service with an annual Salary of Rs. 508,020 or more.)

(Applies only to applicants currently serving in the Public Service or Provincial Public Service)

**Recommendation of the Head of the Department**

15. I, certify that the applicant, Mrs./Miss ..... is currently employed at ..... as a .....since .....and the details furnished by her in this application were verified with her personal file and service records and that they are correct. Her work and conduct were satisfactory and the salary increments for the immediate 05 years were duly earned and she possess all qualifications to apply for the post of Pre School Warden in the Central Province and whereas if she is selected for this post, she can be/cannot be released from the current position that she holds.

.....  
Signature of the Head of the Department.

Name :.....

Designation :.....

Date :.....

(Place the Official Seal)