

PUJAPITIYA PRADESHIYA SABHA

Filling the Vacancies in the Government Service of Central Province

APPLICATIONS are hereby invited from among those persons who are permanent residents of the Pujapitiya Pradeshiya Sabha, who possess under mentioned qualifications in order to recruit to the under mentioned vacant posts in the Pujapitiya Pradeshiya Sabha.

Serial No.	Post	Number of Vacancies	Educational and other qualifications	Salary Scale	Recruitment												
01	Vehicle Driver Grade III	01	<p><i>Educational Qualifications :</i></p> <ul style="list-style-type: none">Should have passed minimum 06 subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. <p><i>Professional Qualifications:</i></p> <ul style="list-style-type: none">A driving license issued by the Commissioner General of the Motor Traffic to drive B, C and C1 class or D class driving license	Rs. 25,790 – 10x270 – 10x300 – 10x330 – 12x 350 – Rs. 38,990 (PL-3-2016)	<p><i>Open Recruitment :</i></p> <p>01. Written Examination: Details of competitive examination for the Recruitment to the Local Government Driver Services</p> <table><tr><th><i>Question Paper</i></th><th><i>Time Duration</i></th><th><i>Total Marks</i></th><th><i>Minimum marks required for total marks</i></th></tr><tr><td>1. Highway Code and basic knowledge in motor mechanism</td><td>01 hour</td><td>100</td><td>40</td></tr><tr><td>2. Basic knowledge in motor mechanism</td><td>01 hour</td><td>100</td><td>40</td></tr></table> <p>1. Related recruitment Authority will conduct this examination.</p> <p>2. Two question papers should be answered in favour of the competitive examination by the medium of instruction or an official language.</p> <p>3. Minimum forty per cent (40%) of the total marks should be obtainable for a pass in each subject.</p> <p>4. Syllabus of the examination</p>	<i>Question Paper</i>	<i>Time Duration</i>	<i>Total Marks</i>	<i>Minimum marks required for total marks</i>	1. Highway Code and basic knowledge in motor mechanism	01 hour	100	40	2. Basic knowledge in motor mechanism	01 hour	100	40
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			<p>under new driving license and should possess minimum three (03) years experience.</p> <ul style="list-style-type: none">And a (NVQ – 4) National Vocational Qualification Level 4 training certificate issued by a Government recognized institution. <p><i>Physical Qualifications :</i></p> <p>Every applicant should possess a sound physical and moral condition to serve in day and night with good eye sight.</p> <p>Minimum height should be 05 feet and 2 ½ inches.</p> <p><i>Experience :</i></p> <p>Should possess minimum 03 years of experience after obtaining driving license (experience proven by certificates).</p> <p><i>Educational Qualifications :</i></p> <ul style="list-style-type: none">Should have passed minimum 06 subjects in not more than two sittings in the General Certificate of		<table><tr><th>Name of Question Paper</th><th>Syllabus</th></tr><tr><td>01. Highway Code and basic knowledge in motor mechanism</td><td>A multiple choice question paper on basic knowledge in highway code and motor mechanism</td></tr><tr><td>02. Basic knowledge in motor mechanism</td><td>A multiple choice question paper on basic knowledge in motor mechanism</td></tr></table> <p>5. The highest marks scored applicants in the written examination will be called for a trade test based on the vacant positions prevailed.</p> <p>(2) Trade Test</p> <table><tr><th>Testing heads for marks</th><th>Maximum marks</th><th>Minimum marks obtainable for a pass</th></tr><tr><td>1. Driving skills / Motor operating skills</td><td>40</td><td rowspan="3">Those who scored 40% or more out of the total marks in the written examination shall appear for the trade test conducted by a board of examiners assessing the competencies of vehicle driving. The selection will be made on merit among those who qualified and scrutinizing after all qualifications required based the vacant positions prevailed.</td></tr><tr><td>2. Practical knowledge in highway code</td><td>40</td></tr><tr><td>3. Basic knowledge in motor mechanism</td><td>20</td></tr><tr><td>Total Marks</td><td>100</td><td></td></tr></table>	Name of Question Paper	Syllabus	01. Highway Code and basic knowledge in motor mechanism	A multiple choice question paper on basic knowledge in highway code and motor mechanism	02. Basic knowledge in motor mechanism	A multiple choice question paper on basic knowledge in motor mechanism	Testing heads for marks	Maximum marks	Minimum marks obtainable for a pass	1. Driving skills / Motor operating skills	40	Those who scored 40% or more out of the total marks in the written examination shall appear for the trade test conducted by a board of examiners assessing the competencies of vehicle driving. The selection will be made on merit among those who qualified and scrutinizing after all qualifications required based the vacant positions prevailed.	2. Practical knowledge in highway code	40	3. Basic knowledge in motor mechanism	20	Total Marks	100	
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			<p>Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting.</p> <p><i>Professional Qualifications :</i></p> <ul style="list-style-type: none">• A driving license issued by the Commissioner General of the Motor Traffic to drive B, C and C 1 class or D class driving license under new driving license and should possess minimum three (03) years experience.• And a National Vocational Qualification Level 4 (NVQ – 4) training certificate issued by a Government recognized institution. <p><i>Physical Qualifications :</i></p> <ul style="list-style-type: none">• Every applicant should possess a sound physical and moral condition to serve in day and night with good eye sight.• Minimum height should be 05 feet and 2 ½ inches.		<p><i>Method of Recruitment:</i></p> <p>Those who are qualifying in the interview checking physical, moral, educational and general qualifications along with the result of the structural interview should be succeeded in a trade test conducted by a Motor Traffic Inspector.</p> <p>Trade Test</p> <table><tr><th>Testing heads for marks</th><th>Maximum marks</th><th>Minimum marks obtainable for a pass</th></tr><tr><td>1.Driving skills / Motor operating skills</td><td>40</td><td rowspan="4">Those who scored 40% or more out of the total marks in the written examination shall appear for the trade test conducted by a board of examiners assessing the competencies of vehicle driving. The selection will be made on merit among those who qualified and scrutinized after all qualifications required.</td></tr><tr><td>2.Practical knowledge in highway code</td><td>40</td></tr><tr><td>3.Basic knowledge in motor mechanism</td><td>20</td></tr><tr><td>Total Marks</td><td>100</td></tr></table>	Testing heads for marks	Maximum marks	Minimum marks obtainable for a pass	1.Driving skills / Motor operating skills	40	Those who scored 40% or more out of the total marks in the written examination shall appear for the trade test conducted by a board of examiners assessing the competencies of vehicle driving. The selection will be made on merit among those who qualified and scrutinized after all qualifications required.	2.Practical knowledge in highway code	40	3.Basic knowledge in motor mechanism	20	Total Marks	100
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02	Heavy Vehicle Machine Operators Class III	01	<p><u>Educational Qualifications :</u></p> <ul style="list-style-type: none">Should have passed minimum six (06) subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. <p><u>Professional Qualifications :</u></p> <ul style="list-style-type: none">A driving license issued by the Commissioner General of the Motor Traffic to drive lorry / tractor in the related group of motor vehicles. Should possess a transport bus driving license exceeding 34 cwt. tare weight and carrying not exceeding 32 passengers. (Should possess “A” class driving license or “B” class new driving	Rs. 25,790 – 10x270 – 10x300 – 10x330 – 12x 350 – Rs. 38,990 (PL-3-2016)	<p>Open Recruitment :</p> <p>02. <i>Written Examination :</i> Details of competitive examination for the Recruitment to the Local Government Driver Services</p> <table><tr><th>Question Paper</th><th>Time Duration</th><th>Total Marks</th><th>Minimum marks required for total marks</th></tr><tr><td>1. Highway Code and basic knowledge in motor mechanism</td><td>01 hour</td><td>100</td><td>40</td></tr><tr><td>2. Basic knowledge in motor mechanism</td><td>01 hour</td><td>100</td><td>40</td></tr></table> <p>1. R elated recruitment Authority will conduct this examination.</p> <p>2. Two question papers should be answered in favour of the competitive examination by the medium of instruction or an official language.</p> <p>3. Minimum forty per cent (40%) of the total marks should be obtainable for a pass in each subject.</p> <p>4. Syllabus of the examination</p> <table><tr><th>Name of Question Paper</th><th>Syllabus</th></tr><tr><td>1. Highway Code and basic knowledge in motor mechanism</td><td>A multiple choice question paper on basic knowledge in highway code and motor mechanism</td></tr><tr><td>2. Basic knowledge in motor mechanism</td><td>A multiple choice question paper on basic knowledge in motor mechanism</td></tr></table> <p>5. The highest marks scored applicants in the written examination will be called for a trade test based on the vacant positions prevailed.</p>	Question Paper	Time Duration	Total Marks	Minimum marks required for total marks	1. Highway Code and basic knowledge in motor mechanism	01 hour	100	40	2. Basic knowledge in motor mechanism	01 hour	100	40	Name of Question Paper	Syllabus	1. Highway Code and basic knowledge in motor mechanism	A multiple choice question paper on basic knowledge in highway code and motor mechanism	2. Basic knowledge in motor mechanism	A multiple choice question paper on basic knowledge in motor mechanism
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			<ul style="list-style-type: none"> Minimum height should be 05 feet and 2 ½ inches. <p><i>Experience :</i></p> <ul style="list-style-type: none"> Should possess minimum 03 years of experience after obtaining driving license (experience proven by certificates). 		
03	Electrician Grade III	01	<p><i>Educational Qualifications :</i></p> <ul style="list-style-type: none"> Should have passed minimum six (06) subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. <p><i>Professional Qualifications :</i></p> <ul style="list-style-type: none"> Every applicant should have the Level 3 (NVQ 3) or Level 3 (NVQ 3) of the National Vocational Qualifications, related to the profession, or Should have followed a related professional course not less than one year conducted by the Department 	Rs. 25,250 – 10x270 – 10x300 – 10x330 – 12x 350 – Rs. 38,450 (PL-2-2016)	By structural Interview

<i>Serial No.</i>	<i>Post</i>	<i>Number of Vacancies</i>	<i>Educational and other qualifications</i>	<i>Salary Scale</i>	<i>Recruitment</i>
			<p>of Technical Education and Training (DTET), or</p> <ul style="list-style-type: none"> • Should have followed a related professional course not less than one year conducted by the National Youth Services Council (NYSC) or, • Should have followed a related professional course not less than one year conducted by the Vocational Training Authority (VTA) or, • Should have followed a related professional course not less than one year conducted by the National Apprentice Training Department (NAITA) or, • Should have followed a related professional course not less than one year conducted by the Tertiary and Vocational Education Commission. • Should possess experience in the related field. (Training period should be counted minimum 02 years) 		

<i>Serial No.</i>	<i>Post</i>	<i>Number of Vacancies</i>	<i>Educational and other qualifications</i>	<i>Salary Scale</i>	<i>Recruitment</i>
04	Crema- torium Op- erator Grade III	01	<ul style="list-style-type: none"> Should have passed minimum six (06) subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. 	Rs. 24,250 – 10x250 – 10x270 – 10x300 – 12x 330 – Rs. 36,410 (PL-1-2016)	By structural Interview
05	Library Atten- dant Grade III	01	<ul style="list-style-type: none"> Should have passed minimum six (06) subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. 	Rs. 24,250 – 10x250 – 10x270 – 10x300 – 12x 330 – Rs. 36,410 (PL-1-2016)	By structural Interview
06	Work / Field Labour- ers Grade III	03	<ul style="list-style-type: none"> Should have passed minimum six (06) subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. 	Rs. 24,250 – 10x250 – 10x270 – 10x300 – 12x 330 – Rs. 36,410 (PL-1-2016)	By structural Interview
07	Sanitary Labour- ers Grade III	01	<ul style="list-style-type: none"> Should have passed minimum six (06) subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. 	Rs. 24,250 – 10x250 – 10x270 – 10x300 – 12x 330 – Rs. 36,410 (PL-1-2016)	By structural Interview

<i>Serial No.</i>	<i>Post</i>	<i>Number of Vacancies</i>	<i>Educational and other qualifications</i>	<i>Salary Scale</i>	<i>Recruitment</i>
			In case of applicants no applied with above qualifications, the minimum qualifications (Grade 5 pass) will be considered.		
08	Office Work Assistant (KKS)	01	<p><i>Educational Qualifications :</i></p> <ul style="list-style-type: none"> Should have passed minimum six (06) subjects in not more than two sittings in the General Certificate of Education Ordinary Level Examination with 02 Credit passes and passed 05 subjects in one and same sitting. <p><i>Physical Qualification :</i></p> <ul style="list-style-type: none"> Should possess a sound physical and health condition to serve in day and night with good eye sight. Should have a good physical condition to serve any part of the Island. 	Rs. 24,250 – 10x250 – 10x270 – 10x300 – 12x 330 – Rs. 36,410 (PL-1-2016)	<p>Open Recruitment 100%</p> <p>By structural Interview will be conducted to scrutinize qualifications.</p>

01. *General Conditions of Recruitment :*

- (i) Applicants should be citizens of Sri Lanka by descent or by registration.
- (ii) Age limits is not less than 18 years and not more than 45 years at the closing date of applications. The upper age limit is not applicable for those who are presently serving in this Local Government institution on limited recruitments.
- (iii) Applicants should permanent residents of the authority areas of Pujapitiya Pradeshiya Sabha and should establish a period of minimum 03 years permanent residency. (Voter Register or the certificate issued by the Divisional Secretary should be forwarded to prove the residency)
- (iv) Should possess a sound physical and moral condition.

- (v) Should not have been convicted by a Court of Law under Penal Code.
- (vi) Should not be a person dismissed from the Government or Local Government service.
- (vii) Should not be a person retired under 44/90 Public Administration Circular.
- (viii) The applicant should possess all qualifications required for recruitment at the date mentioned in this *Gazette* notification.
- (ix) The Secretary to the Pujapitiya Pradeshiya Sabha reserves all such powers to delay or alter such recruitment, replace or do amendment to the new recruitment procedures of the Central Province, after calling application or during such process.

02. *Conditions of Employment* :

- (i) This post is permanent and pensionable. These appointments will be subjected to a period of probation for 03 years.
- (ii) Contribution should be made to Widow's, Widower's and Orphan's Pension Scheme.
- (iii) Should comply with the Official Languages policy.
- (iv) In addition to the terms and conditions of recruitment, appointees should comply with regulations of Establishment Code of the Republic of Sri Lanka, the Government Financial Regulations, orders that may be laid down by the Government Departments, the Central Provincial Council or the orders that may laid down from time to time by the Pujapitiya Pradeshiya Sabha.

03. Only the applicants who possess all qualifications will be called for the interview. The applications should be enclosed with copies of the following documents :

- (i) Certificate of Birth,
- (ii) Certificates of Educational Qualifications,
- (iii) Copy of the National Identity Card,
- (iv) Certificate of Residential proof certified by the Divisional Secretary,
- (v) 02 recent character certificate (one should be obtained from the Grama Niladhari),
- (vi) Professional certificates,
- (vii) Experience certificates,
- (viii) Other service certificates.

04. Applications prepared in both sides of an A4 paper according to the specimens given, with bio data and professional details should be posted under registered post or handed over personally, with copies of related documents on or before 03.05.2019 to the under mentioned address.

05. The post applied for should be marked in the upper corner of the left side of the envelope, enclosing the application.

06. The applicants those who are presently serving in Government or Provincial Government service should forward their applications with the recommendation, through their head of the Institution.

07. Late applications received after the prescribed date will be rejected.

C.I. AMADORU,
Secretary,
Pujapitiya Pradeshiya Sabha,
Pujapitiya.

Pujapitiya Pradeshiya Sabha office.

SPECIMEN APPLICATION FOR THE POST OF IN THE
PUJAPITIYA PRADESHIYA SABHA

1. Name with Initials :_____.
2. Names denoted by the Initials :_____.
3. Permanent Address :_____.
4. Date of Birth : Year :_____. Month :_____. Date :_____.

5. National Identity Card Number :

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6. Sex : Male / Female :_____.

7. Telephone Number :

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8. Marital status: Married / unmarried :_____.

9. Educational Qualifications:

9.1. Latest passed Grade: Sinhala :_____.

Tamil :_____.

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

(i) Year :_____. Month :_____.

(ii) Index Number :_____.

(iii) Results :

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

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

(i) Year :_____. Month :_____.

(ii) Index Number :_____.

(iii) Results :

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

10. Professional Qualifications and Experience :_____.
11. Other Qualifications :_____.
12. Have you been convicted for any offense by a Court of Law? :_____.

I do hereby declare that the particulars furnished by me in this application are true and correct to the best of my knowledge. I am aware that I am liable to be disqualified before the appointment if the information furnished by me are found to be false and I am liable to dismiss without any compensation if it is detected after selection to the post.

_____,
Signature of Applicant.

Date :_____.

Recommendation of the Head of the Institution

(Only for the applicants already occupied in the Public Service, Provincial Government Service/
Government Corporation or Statutory Boards)

I hereby recommend the application of Mr. /Mrs. / Miss serving in this Institution /
Department as and, I further certify that he /she can be released / cannot be released if selected, and
his / her work and conduct is satisfactory and has not been subjected to any inquiry on disciplinary ground and no intention
of taking such actions against him and I do forward the application.

_____,
Signature of the Head of the Department,
and the official seal.

Date : _____.