

**RECRUITMENT TO GRADE III OF THE POST OF CO-OPERATIVE DEVELOPMENT OFFICER OF THE
DEPARTMENT OF CO-OPERATIVE DEVELOPMENT OF THE
WESTERN PROVINCIAL PUBLIC SERVICE – 2020 (OPEN)**

APPLICATIONS are called from the permanent residents of Western Province who fulfill following qualifications to fill the vacancies of the post of Co-operative Development Officer of the Supervisory Management Assistant (Technical) Service Category of the Department of Co-operative Development of the Western Provincial Public Service.

02. *Salary Scale :*

Salary code will be MN-3-2006 and the salary code belong to this post as per Public Administration Circular 03/2016 will be Rs. 31,040-10x445-11x660-10x730-10x750- Rs. 57,550/. Salaries will be paid as mentioned in Schedule II of the said circular.

03. *Terms of Service :*

- (i) This post is permanent and pensionable. You will be subjected to the policy decision taken by the government regarding the pension scheme to which you will be entitled in the future.
- (ii) The candidates who will be qualified to recruit for this post will be appointed to this service subjected to a probation period of three years from the date of appointment.
- (iii) After being appointed to this post should pass efficiency bar examinations and examinations on official language proficiency as mentioned in the Recruitment and Promotion Scheme of the Co-operative Development Officers.
- (iv) Should function conforming to the Establishment Code of the Democratic Socialist Republic of Sri Lanka, Procedural Rules of the Public Service of Western Provincial Council, Financial Rules of the Western Provincial Council, regulations or orders being enacted by the Hon. Governor of Western Provincial Council, other regulations and orders enacted from time to time by the Provincial Public Service Commission of Western Province and orders of the Ministry and the Department.

04. *Fields for which vacancies exist :*

There are 18 vacancies in the post of Cooperative Development Officer. The Provincial Public Service Commission of Western Province has the authority of final decision regarding the recruitment to the vacancies of this post.

- 4.1 Closing date of application will be 06.03. 2020. All qualifications relevant for the post applied should be fulfilled on 06.03.2020 or prior to that date.

05. *Qualifications :*

5.1. *Educational Qualifications :*

- (i) Having passed General Certificate of Education (Ordinary Level) in six (06) subjects at one sitting with credit passes for Sinhala/ Tamil/ English language, Mathematics and two other subjects.

and

- (ii) Having passed General Certificate of Education (Advanced Level) in all subjects at one sitting (excluding General Common Test). (Having passed 03 subjects at one sitting under old syllabus is adequate.)

5.2. *Physical Qualifications :*

Every applicant should have both physical and mental fitness adequate to serve in any part of Western Province and to perform the duties of the post.

5.3. *Other Qualifications :*

- i. The applicant should be a citizen of Sri Lanka.
- ii. Should be a permanent resident of Western Province for at least 03 years immediately preceding the last date of closing applications.
- iii. Should have fulfilled all qualifications mentioned in this notice required to recruit for this post in every aspect as at 06.03.2020 and should be of an excellent moral character.

5.4. *Professional Qualifications :*

- (i) Having passed 01 year Higher Diploma in Accountancy from National Institute of Co-operative Development,
or
- (ii) Having passed 01 year Higher Diploma in Audit Management from National Institute of Co-operative Development,
or
- (iii) Having passed 01 year Higher Diploma in Management from National Institute of Co-operative Development,
or
- (iv) Having passed final level of Association of Accounting Technicians (AAT),
or
- (v) Having passed a 01 year Diploma Course on Accountancy from a University approved by the University Grants Commission,
or
- (vi) Having passed a 01 year Diploma Course on Management from a University approved by the University Grants Commission,
or
- (vii) Having passed 04 year Higher Diploma on Accountancy from the Sri Lanka Institute of Advanced Technological Education,
or
- (viii) Having passed 03 year Higher Diploma on Business Administration from the Sri Lanka Institute of Advanced Technological Education,
or
- (ix) Having obtained a degree on Management from a University approved by the University Grants Commission,
or
- (x) Having obtained a degree on Accountancy from a University approved by the University Grants Commission,
or
- (xi) Having obtained a Commerce degree from a University approved by the University Grants Commission.

06. *Age Limit :*

Minimum limit : 18 years
Maximum limit : 30 years (this maximum age limit will not be considered if employed in Public/ Provincial Public Service at present)

07. *Details on the Examination :*

<i>Paper/ field</i>	<i>Duration</i>	<i>Total marks</i>	<i>Pass marks</i>
Intelligence Test	01 hour	100	40%
General Knowledge and subject related knowledge	01 hour	100	40%

08. *Syllabus for the Examination :*

<i>Name of the Paper</i>	<i>Syllabus</i>
1. Intelligence Test	A paper consist of 50 questions expecting multiple choice and short answers to evaluate logical thinking, analytical skills and ability of decision taking of the candidates.
2. General Knowledge and subject related knowledge	(a) Local and international social, economic and political knowledge (b) Co-operative philosophy and knowledge on business A paper consist of 50 questions expecting multiple choice and short answers

09. *Fees for the Examination :*

Every applicant should pay an examination fee to the Western Provincial Council. Examination fee for this examination is Rs. 600/-. That examination fee should be paid in cash to any Divisional Secretariat located in the Western Province on or before the final date of closing applications as crediting to the Western Provincial Council Revenue Head 20-03-02-99 and the receipt obtained for your name should be pasted in a non-detachable way on the relevant place of the application. It will be useful to keep a photocopy of the receipt. The fees paid for this examination will not be refunded in full or in half for any reason. Also, stamps or money orders will not be accepted for the examination fee.

10. *Method of Application :*

- (a) The application should be prepared by using both sides of A4 size page in accordance with the specimen attached to this notice and should be dully filled by the applicant with his own handwriting. The application should be prepared as including paragraph No. 01 to 03 in the first page and from paragraph No. 04 onwards in the other pages. The applications that are inconsistent with the specimen form and that have not paid examination fees prior to due date and that have not been duly filled and that are in an uncompleted state will be rejected without any notice. Any loss incurred by not having duly completed the application should be borne by the applicant. It will be useful to keep a photocopy of the application.
- (b) When preparing the application, the name of the examination mentioned at its top should be mentioned in English in addition to Sinhala in Sinhala applications and in addition to Tamil in Tamil applications.
- (c) The completed application should be sent by register post to reach “Secretary, Provincial Public Service Commission of Western Province, No. 628, 10 th Floor, Jana Jaya City Building, Nawala Road, Rajagiriya” on or before 06.03.2020. “Recruitment to Grade III of the post of Co-operative Development Officer of the Department of Co-operative Development of the Western Provincial Public Service – 2020 (Open)” should be clearly written in the top left hand corner of the envelope. Receipt of application will not be notified and the applications sent after the due date and which have not fulfilled required qualifications or that are not completed will be rejected without any notice.
- (d) As soon as the admissions are issued to the candidates a notification about it will be published in the official website of Provincial Public Service Commission of Western Province www.psc.wv.gov.lk. If the admission is not received within 07 days from the notice it should be informed to the Office of the Provincial Public Service Commission of Western Province as per the notice. Inquiries should be made from the Office of the Provincial Public Service Commission of Western Province by mentioning full name of the applicant, address, National Identity Card number and the name of the Examination correctly with the photocopies of the application, receipt for the payment of cash and the receipt by which the application has been registered in hand.
- (e) The signature of the applicant should be certified by a person authorized to certify signatures of the application and the admission card of the examination. The candidates should certify their signature by any Justice of Peace, Commissioner of Oaths, Attorney-at-law, Notary Public, a principal of a government school, (Permanent staff grade officer of the Public or Provincial Public Service who earns an annual salary of Rs. 498,960/- or over that), an Incumbent of a Buddhist Temple or a Chief Incumbent Thero, a member of clergy in charge of any other religious institution, a Commissioned Officer of the Armed Forces, an officer bearing a gazette post of the Police Service. Any applicant who is already in the Public or Provincial Public Service should certify their signature by the respective Head of the Department or any officer given authority to do so.

11. *Admission to the Examination :*

- (a) Admissions will be issued by the Provincial Public Service Commission of Western Province to all applicants who have correctly forwarded the applications. The applicant should sit for the examination in the center specified for the applicant and should produce his admission card with attested signature to the Chief Invigilator on the first date of such appearing. Any applicant who fails to provide his admission card will not be allowed to sit for the examination.
- (b) Candidates will be subjected to the rules and regulations imposed by the Provincial Public Service Commission of Western Province regarding the conduction of the examination. In case of any violation of such rules and regulations, the candidate will be liable for any penalty imposed by the Provincial Public Service Commission of Western Province.

12. *Identity of the applicant :*

Candidates should prove their identity at the examination hall in a way of satisfying the Chief Invigilator regarding every subject they appear. One of the following documents should be submitted to the Chief Invigilator for the purpose of verifying the identity of the applicant.

- (i) Valid National Identity Card issued by the Department of Registration of Persons.
- (ii) Valid Passport issued by the Department of Immigration and Emigration.

13. *Submission of false information :*

The candidature of any applicant shall be subjected for cancellation at any time during the examination or before or after the examination if any candidate is found to have disqualifications. If it is revealed that the applicant has intentionally provided any false information by him/ herself or he/ she has concealed any significant point intentionally, he/ she may be subjected to be dismissed from the government service. Actions will be taken in terms of Section 47 of the Procedural Rules of the Public Service of Western Province in this regard.

14. *Method of Examination :*

- (i) The applicant should answer in one language for all question papers he sits at the examination.
- (ii) This examination will be held on a day informed in the future.

15. *Method of Recruitment :*

Number of existing vacancies will be filled under the open stream by subjecting the applicants who have passed the written examination into a general interview according to the order of their total marks. No marks will be given at the interview and this will be conducted only to confirm the basic qualifications and physical fitness related to recruitment for the post.

- 16. The result sheet including the names of the applicants who have been qualified from these examinations will be published in the official website www.psc.wp.gov.lk by the Provincial Public Service Commission of Western Province.
- 17. Final decision of any matter covered/ not covered by this notice for calling applications will belong to the Provincial Public Service Commission of Western Province.
- 18. All the applicants who have paid the examination fees and applied on or before the closing date will be allowed by the Provincial Public Service Commission of Western Province to sit for the competitive examination, on the assumption that only the applicants who are qualified and eligible as per the Notice have applied for the post. Applications which have not been completed in every way will be rejected without any notice. Any complain made about misplacing or delaying of an application in the post will not be considered. The Issuance of an admission card to sit for the examination will not be an acknowledgement that the applicant has met the qualifications required for the post. The candidature of

the applicants shall be cancelled if disclosed disqualified at the interview, where the qualifications are scrutinized as per the Notification.

19. This notice and the specimen application form have also been published in the official website of Provincial Public Service Commission of Western Province www.psc.wv.gov.lk.
20. In case of an inconsistency between Sinhala, English, Tamil texts of this Gazette Notification, Sinhala text shall prevail.

THILAK SENARATH,
Secretary.

Provincial Public Service Commission
Western Province
2020.....

SPECIMEN APPLICATION FORM

Recruitment to Grade III of the post of Co-operative Development Officer of the Department of Co-operative Development of the Western Provincial Public Service – 2020 (Open)

Index Number

For Office Use Only

Medium of examination applied (write the relevant letter in the box)

Sinhala	-	S	<input type="text"/>
Tamil	-	T	
English	-	E	

- 01
- 1.1 Full Name (In Block Capitals) -
(Ex.: HERATH MUDIYANSELAGE SAMAN KUMARA GUNAWARDANA)
- 1.2 Name with Initials (In Block Capitals) -
(Ex.: H.M.S.K. GUNAWARDANA)
- 1.3 Full Name (In Sinhala/ Tamil) -
- 1.4 National Identity Card No.
- 02
- 2.1 Permanent Address (In Block Capitals) -
- 2.2 Permanent Address (In Sinhala / Tamil) -
- 2.3 Address to which the Admission Card should be sent -
- i. In Sinhala/ Tamil -
- ii. In Block Capitals -
- 2.4 Contact Number
- Fixed Line:
- Mobile:

Please mention a valid telephone number as all information related to the examination will be sent by SMS to the mobile number mentioned above.

03 3.1 Gender – (Put a tick “√” in the relevant box)

Male – ☐ Female – ☐

3.2 District of Permanent Residence of the Applicant –

Colombo – 1

Gampaha – 2 ☐

Kalutara – 3

(Write the relevant number in the box)

3.3 Divisional Secretariat Division –

3.4 Duration of Permanent Residence in the Western Province –

04 4.1 Civil Status - (Put a tick “√” in the relevant box)

Married ☐ Unmarried ☐

4.2 Date of Birth : Year: Month: Date:

4.3 Age as at the date of Closing Applications - Years: Months: Days:

05. Educational Qualifications:

5.1 G.C.E. (O/L) Qualifications :

- i. Year of Examination and Month : Year Month
ii. Index No. :
iii. Results :

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

5.2 G.C.E. (A/L) Qualifications:

- i. Year of Examination and Month: Year Month
ii. Index No. :
iii. Results :

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

06. Professional Qualifications obtained as per No. 5.4 of the Notice for Calling Applications (Mark in front of the serial number related to the professional qualifications mentioned in the notice)

(Ex:- Having passed final level of Association of Accounting Technicians (AAT) – IV)

i) ☐

ii) ☐

07. If already employed in Public/ Provincial Public Service,

7.1 Post bearing at present:

7.2 Name and Address of the work place:

7.3 Date of Appointment to that Post:

7.4 Whether that Post is Permanent, Temporary, Casual:

7.5 Date of Confirmation of Service:

08. Have you ever been convicted by a court of law for any offence?

(Put a tick “√” in the relevant box) Yes ☐ No ☐

If ‘Yes’ give details:

09. Divisional Secretariat from which the Receipt has been obtained –

Receipt No. for the payment of Examination fee –

Date –

STICK THE RECEIPT HERE SO THAT IT WILL NOT BE DETACHED

10. Certificate of the Applicant

I certify that the details furnished by me in this application are true and accurate to the best of my knowledge. I am fully aware that I will be disqualified to be appointed to the post of Co-operative Development Officer Grade III of the Provincial Public Service of Western Province if the details provided by me are found to be false.

.....
Signature of the Applicant.

Date

11. Certifying the Signature of the Applicant:

I certify that, Mr./Mrs./Miss who is submitting this application is personally known to me and he/ she has paid the due fee for the examination and that he/she placed his/her signature in my presence
(Date)

.....
Signature and the official stamp of the
officer attesting the signature.

Date:-

Full Name of the Certifier:-

Designation:-

Address:-

12. Certificate of the Head of the Department for the applicants serving in the Public Service :

I do hereby certify that Mr./Mrs./Miss.who is submitting this application is serving in a permanent/ temporary/ casual post of this Office/Institution as a fromup to present and that his/her service is satisfactory and that he/she could be released /could not be released from his/her present post if he/she will be selected for this post.

.....
Signature and the Official Seal of the
Head of the Department.

Date:-
Full Name of the Certifier:-
Designation:-
Address:-