

MATHUGAMA PRADESHIYA SABHA

Recruitment for the vacant posts in the Western Province Public Service

APPLICATIONS are called from the permanent residents in the Western Province for the recruitment to the following vacancies fallen vacant in Matugama Pradeshiya Sabha.

Preference will be given to the persons residing within Matugama Pradeshiya Sabha limits.

<i>Serial No.</i>	<i>Post</i>	<i>No. of Vacancies</i>	<i>Salary scale</i>	<i>Educational qualifications</i>	<i>Professional qualifications</i>
01	Driver III	01	PL3-2016(A) Rs. 25, 790 – 270x10- 300x10 – 330x10- 350x12 - Rs. 38, 990 (Should pass the Efficiency Bar before the expiry of 3 years of recruitment to Grade III)	Should pass the General Certificate of Education (Ordinary Level) Examination in not more than two (02) sittings in six (06) subjects with at least two (02) credit passes for Sinhala/Tamil Language Should pass a minimum of five (05) subjects in one sitting.	Should possess a Motor Vehicle Driving License issued by the Commissioner General of Motor Traffic for driving private/hiring and station wagons of less than 24 cwt tare. (Should possess a License of at least C and C1 Class or a B Class License according to New Driving License three (03) years prior to the date of recruitment) should have a sound knowledge of Highway Code.
02	Work Field Labourer III	01	PL1 (2006(A) Rs. 24,250 - 250x10- 270x10 – 300x10- 330x12 – Rs. 36,410	Should have at least passed Grade 8/year 9	

Note – Driver

According to the requirement of the Establishment when it becomes necessary to fill the existing vacancies from drivers who have the skill to drive heavy vehicles the appointing authority will take action to fix as the primary qualification the possession of Heavy Vehicle Driving License (Driving License for light lorries up to tare of 34 cwt. and buses that can carry passengers not exceeding 34, which is "A1" and "C1" License) or according to new Driving License of "B" and "D1" class or Motor vehicles and heavy trailers of over 34 cwt and buses and a certificate of Proficiency issued by the Commissioner of Motor Traffic to drive buses that can carry over 32 passengers or "A" class License or according to new Driving License "D" class License.

02. Other Qualifications :

- 2.1 Should fulfill the qualifications required for the appointment to the post in all aspects on the date specified in the Notice for Applications/*Gazette* notification.

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- 2.2 Applicant should be a citizen of Sri Lanka by decent or by registration.
 - 2.3 Should be of a moral character and good health.
 - 2.4 The applicant should be a permanent resident in the Western Province for a period of not less than three years on the last date of accepting application. (The residence should be confirmed by way of the Electoral Register or from the Certificate of issued by the Grama Niladhari or Divisional Secretary)
 - 2.5 Should be a person not dismissed from the Government service or Local Government Service and should not be a person retired under public Administration Circular No. 44/90.
 - 2.6 Should not be a person punished by Court under the Penal Code.
 - 2.7 Should be prepared if necessary to keep a security in cash or by an insurance certificate as directed by the Council.

03. *Physical Qualifications (Driver) :*

- 3.1 Minimum height should be five (5) feet.
- 3.2 Should be physically fit to engage in service during day and night and should have a good eye sight.
- 3.3 That fact should be confirmed by way of a Medical Certificate issued by a Government Medical Practitioner.

04. *Experience (Driver) :*

- 4.1 Should have a minimum of three (03) years of experience as a driver after obtaining the License (experience should be duly confirmed by a proper certificate.)

05. *Age :*

- 5.1 Should not be below 18 years and not over 45 years on the last date of accepting applications.
(This maximum age limit does not apply to those who are already in Government Service or Local Government Service)

06. *Scheme of Recruitment (Drivers) :*

- 6.1 By a professional test and an ordinary interview.

07. *Scheme of Recruitment (Work, Field Labourers) :*

- 7.1 This segment of service is considered a multi purpose service segment which can attend to basic functions without any specific skilled or semi skilled proficiency from and out of the general basic requirements required for the maintenance of the functions of the Institute. Therefore preference will be given to the applicants who are capable of undertaking any job of work entrusted by the Secretary in any Division including the Road Division of this Institute.
- 7.2 At the interview for the consideration of basic qualifications in addition to giving consideration for basic educational qualifications the applicants will have to face a structural interview as well to ascertain his knowledge on international and current affairs and selections will be made according to the highest marks obtained.

08. *General Conditions :*

- 8.1 Should be of good physical and mental health to perform the duties of the post.
- 8.2 This post is permanent and pensionable.
- 8.3 It is subject to period of three year probation.
- 8.4 At the end of the probation period grating permanent status will be considered.
- 8.5 If it is revealed after recruitment that the Certificate furnished by you are false or untrue your appointment will be terminated without any other notification.

09. *Applications.*— The applications may prepare applications in accordance with the specimen given in this Schedule and send under registered post addressed to Secretary Pradeshiya Sabha, Matugama or can be hand delivered to reach before 18-08-2017. The name of the post applied for should be mentioned on the top left hand corner of the envelope where the applications are enclosed. No responsibility for the applications received late and lost in the post.

10. Only the applicant with qualifications will be called for interview.

11. Copies of the following certificate should be sent with the application forms and originals should be forwarded at the interview :

11.1 Birth Certificate

11.2 Educational certificate

11.3 Divisional Secretary's Certificate relating to residence/copy of the electoral list

11.4 Two character certificates recently obtained (one of which should be from the Grama Seva Niladhari)

11.5 Certificate relating to Professional experience/photocopy of the Driving license

11.6 National Identity Card

12. Secretary of the Matugama Pradeshiya Sabha has all the powers to delay or change these recruitments after calling these applications of in the interim.

13. As action will be taken to fill all the vacancies as at the date of recruitment the above said number of vacancies may change.

ASHOKA RANASINGHE,
Secretary and Authorising Officer of
Matugama Pradeshiya Sabha.

18th July, 2017.

SPECIMEN APPLICATION FORM

MATUGAMA PRADESHIYA SABHA

APPLICATION FOR THE POST OF

01. Name with initials :_____.

Names denoted by initials :_____.

02. Postal address :_____.

03. Date of Birth : Year :_____. Month :_____. Date :_____.

04. Age as at the closing date of application: Years :_____. Months :_____. Days :_____.

05. Civil status :_____.

06. Nationality :_____.

07. Are you a Citizen of Sri Lanka, if so by decent or by Registration? :_____.

08. Educational Qualifications :_____.

09. Professional Qualifications :_____.

10. If you are already working in this Council as Casual, substitute or Contract basis? :

(i) State your designation :_____.

(ii) Date of appointment :_____.

(iii) Whether this appointment is Casual/Temporary/Substitute/Contract basis? :_____.

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 of detected after being appointed to the post.

_____,
Signature of the Applicant.

Date :_____.