

## MATUGAMA PRADESHIYA SABHA

### Recruitment for the vacancies in Provincial Public Service in the Western Province

APPLICATIONS are called for the undermentioned Vacant Posts in the Matugama Pradeshiya Sabha, from applicants who possess qualifications mentioned in this notification, and who are permanent residents in the Western Province.

<i>Serial No.</i>	<i>Designation</i>	<i>No. of Post</i>	<i>Salary Scale</i>	<i>Educational Qualifications</i>	<i>Other Qualifications</i>
01	Pre School Teacher (Management Assistant- Non Technical-Segment-2)	02	M.N.1 (3/2016) Rs. 27,140-10x300-11x350-10x495-10x660 - Rs. 45,540  (Should pass the first proficiency before the expiry of 03 years from the date of first appointment.)	Should have passed G.C.E. (O/L) Examination in not more than two sittings in 06 subjects with Mathematics and Sinhala/ Tamil Language	Should have followed a course of not less than six months re. pre childhood development certificate obtained from a Government approved institution registered for the training of pre-school Teacher.
02.	Office Work Assistant (Un skill)	02	PL-1 (3/2016) Rs. 24,250 – 250x10-270x10 – 300x10-330x12 – Rs. 36,410 (Should pass the first proficiency before the expiry of 03 years from the date of first appointment.)	Should have passed G.C.E. (O/L) Examination in not more than two sittings in 06 subjects with two credit passes (should have passed at least 05 subjects in one sitting)	Not applicable
03.	Works/Field Labourer (Un Skill)	01	PL-1 (3/2016) Rs. 24,250 – 250x10-270x10 – 300x10-330x12 - Rs. 36,410 (Should pass the first proficiency before the expiry of 03 years from the date of first appointment.)	Should have passed Grade 8/ Year 9.	Not applicable

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04.	Health Labourer (unskill)	01	PL-1 (3/2016) Rs. 24,250-250x10-270x10-300x10-330x12- Rs. 36,410 (Should pass the first proficiency before the expiry of 03 years from the date of first appointment.)	Should have passed Grade 8/ Year 9.	Not applicable

02. *Method of the recruitment :*

- I. Pre-school teacher – Recruitment will be made on and interview conducted upon the merits of a written examination conducted for the applicant who have fulfilled education qualifications and other qualifications.
- II. Office Work Assistant, Works/Field Labourer, Health Labourer- it will be 100% open recruitment.
- III. This segment of service is considered as a multipurpose segment of service which fulfils the basic functions without a specific skilled proficiency out of the common basic requirements necessary to perform or maintain the affairs of the institution. Therefore preference will be given to those who are capable of rendering their active service to undertake any function delegated to them by the secretary.
- IV. At the interview for the consideration of basic Qualifications, in addition to consider the basic educational Qualifications, the knowledge of international and current affairs in national level and the personality will be considered and the applicants will have to face a structural interview and recruitments will be made according to the highest marks scored.

03. *Age.*—Applicants should be not below 18 years of age and not over 45 years as at the closing date of applications.

04. *Other Qualifications :*

- (i) Applicant should be a citizen of Sri Lanka by descent or by Registration.
- (ii) Applicant should possess a sound character and in good health.
- (iii) Applicant should be a permanent resident in the Western Province during the preceding three years on the date of accepting applications. (Should confirm the residence by way of electoral register or from a certificate issued by Grama Sevaka/Divisional Secretary)
- (iv) Preference will be given to applicants who confirm a permanent resident of not less than 03 years in the area of authority of Matugama Pradeshiya Sabha.
- (v) Should not be a person who has been dismissed from Public service or Provincial Public service and a person who is retired under Pub. Adm. Circular No. 44/90.
- (vi) Applicant should not be a person who had been convicted in the Court of Law under the criminal procedure Court.
- (vii) Should be prepared to deposit a security in cash or by way of an insurance certificate.
- (viii) All requirements required for the appointment to this post should be fulfilled in all aspects on the date of the application calling Notice/*Gazette* Notice.

05. *General Conditions :*

- (i) Should be in a sufficient physical and mental fitness to perform the duties of this post. Should be of a good personality.

- (ii) This post is permanent and pensionable.
- (iii) The permanent appointment is subject to a probationary period of 03 years.
- (iv) Confirmation will be considered at the end of the probation period.
- (v) In the event it is confirmed after the recruitment the educational and other qualifications furnished are false or untrue your appointment will be terminated without given any other notice.

06. *How to send applications :-*

1. Applicants should prepare their application in the manner as shown in the specimen in the schedule. The application should be sent under registered post addressed to Secretary, Pradeshiya Sabha, Matugama to reach on or before 21.12.2017. The name of the post applied for should be mentioned in the application and on the top left hand corner of the envelope. We will not be responsible for the applications received late and also the applications lost in the post.

07. Only, the applicants who have the necessary qualifications will be called for the interview.

08. Photocopies of the following Certificates should be sent along with the application. Originals of those certificates, should be submitted at the interview :

- (a) Birth Certificate
- (b) Educational Certificates.
- (c) Certificate in respect of residence issued by Grama Niladhari Countersigned by the Divisional Secretary,
- (d) Two character certificates obtained recently. (One from GS)
- (e) Professional Experience and Other Qualifications Certificates.
- (f) If Serving in the Matugama Pradeshiya Sabha on Casual, substitute or contract basis the certificate issued by the Head of the Department confirms such service.

09. The Secretary of the Matugama Pradeshiya Sabha reserves the rights to delay, change or to cancel this recruitment, either after calling applications, or in the interim period.

10. As all the vacancies will be filled as at on the date of recruitment and therefore the number of Post Vacant can be varied.

ASOKA RANASINGHE,  
Secretary Cum officer,

implementing the duties and Functions of  
the Pradeshiya Sabha, Matugama.

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 descent or by Registration ? :\_\_\_\_\_.
08. Educational Qualifications :\_\_\_\_\_.
09. Professional Qualifications :\_\_\_\_\_.
10. If you are already working in this Council as a 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 if detected after being appointed to the post.

\_\_\_\_\_,  
Signature of the Applicant.

Date :\_\_\_\_\_.