

NEGOMBO MUNICIPAL COUNCIL

Vacancies in Western Province Local Government Service

APPLICATIONS are invited only from permanent residents of the western province who have fulfilled the required qualifications for open recruitment to fill the current vacancies of Fireman, Library Assistant, Driver, Office Assistant, Watcher, Health Labourer and Work/Field Labourer in the Negombo Municipal Council.

Applications prepared according to the specimen application form mentioned below should be sent through register post to the address "Municipal Commissioner, Municipal Council, Negombo to be received on or before 19.08.2019.

Serial Number	Name of the position	Number of Vacancies	Grade	Salary Scale
01	Fireman	02	-	RS-1-2016 (according to Public Administration Circular No. 03/2016) Initial Salary Step of Rs. 29,540/= of Salary Scale Rs. 29,540-7x300-27x370- Rs. 41,630/=, before reaching the 4 th salary step an efficiency bar has to be passed.
02	Library Assistant	01	III	PL-1-2016 (according to Public Administration Circular No. 03/2016) Initial Salary Step of Rs. 24,250/= of Salary Scale Rs.24,250-10x250-10x270-10 x 300-12 x 330 - Rs. 36,410/=, before reaching the 4 th salary step an efficiency bar has to be passed.
03	Driver	04	III	PL-3-2016 (According to Public Administration Circular No. 03/2016) Initial Salary Step of Rs.25,790/= of Salary Scale Rs. 25,790-10x270-10x300-10x330-12x350- Rs. 38,990/= Before reaching the 4 th salary step an efficiency bar has to be passed.
04	Office Assistant	01	III	PL-1-2016 (According to Public Administration Circular No. 03/2016) Initial Salary Step of Rs.24,250/= of Salary Scale Rs. 24,250-10x250-10x270-10x300-12x330- Rs. 36,410/=
05	Watcher	01	III	Before reaching the 4 th salary step an efficiency bar has to be passed.
06	Health Labourer	04	III	PL-1-2016 (According to Public Administration Circular No. 03/2016) Initial Salary Step of Rs.24,250/= of Salary Scale Rs. 24,250-10x250-10x270-10x300-12x330-Rs. 36,410/= Before reaching the 4 th salary step an efficiency bar has to be passed.
07	Work/Field Labourer	01	III	

01. Qualifications required for the post of Fireman :

Service Category :- Regulatory Services

Educational qualifications :- Should have passed G.C.E.(O/L) Examination with 06 Subjects including 4 credit passes for Sinhala/ Tamil and Mathematics in one sitting and should have passed subjects of Science and English at the same time or at one extra sitting.

Physical qualifications :-

- I. The height of the applicants should not be less than 162 cm and BMI should be duly existed.(Body Mass Index should be between 18.5 – 24)
- II. Every applicant should be physically and mentally fit to discharge the duties in the post and serve in any part of the island.
- III. Eye sight requirements – Eye sight should be between 6/6 and 6/12 without glasses or contact lenses and the colour sight should be normal.
- IV. No any artificial physical changes (like tattoos)

Other Qualifications :-

- I. Applicant should be a citizen of Sri Lanka.
- II. Should be a person having permanent residency in the western province for consecutive three (03) years.
- III. Should be unmarried.
- IV. Should possess an excellent moral character and should confirm by a police report that he has not been involved in any illegal activity.
- V. Should have complete all the qualifications stated under each post by the date mentioned in the notice of application/*Gazette*.

Age :-

Minimum Age limit: not below 18
Maximum Age limit: not above 24

Scheme of Recruitment :-

- I. Will be selected as Apprentice Fireman for the vacancies according to the order of the marks obtained by written test and vocational (practical) test.
- II. Before the commencement of the training, the entire apprentice Fireman will be subjected to a medical test to ensure the physical, mental fitness.
- III. The persons who are selected for the vacancies have to follow one year fire training course. Appointing Authority has the full power to terminate the training of those trainers, whose conduct is found to be unsatisfactory and of those trainees who are unable to achieve the expected performance standards during the training period without compensations.
- IV. The apprentice Fireman who completed the relevant training successfully will be recruited for the post of fireman. Training period will be calculated for the permanent service and will be placed in the 2nd step of salary scale.
- V. A monthly allowance of Rs.10, 000 will be paid during the training period.
- VI. Permission will not be granted for any Apprentice Fireman to get married during the training period.
- VII. The selected Fireman should serve for 5 years continuously in the Western Provincial Public Service upon successful completion of the training programme and to this effect trainers should enter into a bond of Rs. 500,000/- (Five hundred thousand) with the relevant local government body.
- VIII. If the apprentice leaves during the training period at his discretion, all the expenses incurred for the training should be paid to the institution.
- IX. It can be directed for those who are appointed to the post of Fireman to reside in the administrative limits of the relevant local government institution.

Written Test :-

Subjects	Time	Maximum marks	Minimum pass mark
General knowledge and IQ test (This paper is designed to test the candidate's knowledge in Social, Cultural, educational, scientific, political, and economic and other relevant factors, as well as scientific and industrial knowledge available at national, regional and international organizational environments, together with logical ability , mathematical skills, logical decision making and time management)	01 hour	100	40

Vocational Test.– Vocational test for the applicants who passed the written examination (practical)

A medical certificate obtained from the government registered medical officer should be presented in participating this test.

Subjects	Maximum marks	Minimum pass mark
Ability to endure I. Running (Priority according to the minimum time spent to run 1km) II. Dips (Minimum time spent to do 25 dips) III. Weight carrying	60	36
Balance I. Climb the ladder II. Climb down the rope	40	24

General Interview .– This will be held to overview the basic qualifications. No marks will be allocated.

Job description :-

- I. Required missions, practicing and training for fire fighting and rescuing lives and property.
- II. Ambulance services, technological services, communicational duties, VIP security services and Fire prevention on-call duties.
- III. Missions in situations of sudden disasters, emergency rescues and various humanitarian necessities.
- IV. All the duties relevant in carrying out the Fire Service Centre.
- V. All the duties considered under the duties assigned by officers who are higher in service.
- VI. Fulfilling own duties according to the department orders issued with relevant to the post.
- VII. Any kind of duty assigned by the Institutional head or Department head.

02. Qualifications required for the post of Library Assistant :

Service Category :- Primary non-skilled

Educational qualifications :- Should pass G.C.E.(O/L) examination in 06 subjects with credit passes for at least two subjects in not more than two sittings (should pass 5 subjects at one sitting)

Note :- In a circumstance where applicants who have passed G.C.E. (O/L) are not available, applicants who have passed Grade 8 will be considered for recruitment.

Physical qualifications :- Every applicant should be physically and mentally fit to discharge the duties in the post and serve in any district of Western Province.

Scheme of Recruitment :- Structured interview

Main titles for marks allocation	Maximum No. of marks	Minimum No. of marks required to be considered for selection
Other than the basic educational qualifications mentioned as 06 subjects with two credit passes for G.C.E.(O/L) examination ,marks will be given for other passes for maximum number of two subjects according to the merit obtained. <ul style="list-style-type: none"> • Ordinary pass marks - 04 • Credit pass marks - 06 • Very good pass marks - 08 • Distinction pass marks - 10 	20	50%
General Knowledge of current affairs internationally and locally.	75	
Personality (examine how the applicant faces the interview and other requirements)	05	

Note.– Appointments to the vacancies will be made in accordance with the order of highest marks obtained at the structured interview. Checking of certificates, which is expected to be done at the general interview will also be done here.

Age :-

Minimum Age limit: Should not be below 18 for the last date of closing application

Maximum Age limit: Should not be above 45

Job Description.– Performing necessary duties to keep the library in a pleasant, attractive manner. Deposit newspapers and magazines in the due places. Receive books that will be handed over by the readers and deposit them in the due places, assist the librarian when necessary.

03. Qualifications required for the post of Driver

Service Category :- Primary skilled

Educational qualifications :- Should pass G.C.E.(O/L) examination in 06 subjects with credit passes for at least two subjects including Sinhala/Tamil in not more than two sittings (should pass 5 subjects at one sitting)

Note: Grade 8 pass will be considered only for the driver posts in waste transportation vehicles.

Professional qualifications :-

1. Should possess a license issued by the Commissioner of Motor Traffic for driving private/ hiring vehicles and Station Wagons below 24 CWT tare(Should possess a minimum “C” or “C1” vehicle class driving license immediately prior to 03 years from the date of recruitment or a “B” class driving licence according to the new driving licence.)
2. Should possess a thorough knowledge of Highway Code.

Note.– On the institution’s requirement where current vacancies have to be filled with skilled drivers heavy vehicle license (a driving licence for light Lorries up to 34 CWT tare and 32 passengers buses, that means a “A1” and “C1” class driving licence or “B” and “D1” class licence according to the new driving licence, or else a competency certificate issued by the Commissioner General of Motor Traffic to drive Motor vehicles weight more than 34 CWT tar and heavy trailers and licensed 32 passengers buses or “A” class license or “D” class license according to the new driving licence) will be treated as a basic qualification by the appointment authority.

Experience.– Should have minimum 3 years of experience after obtaining driving license.(experience should be certified by a proper certificate)

Physical Qualifications :-

Should be with a minimum height of five feet (5)

should be physically fit to discharge duties in both day and night time, should have a good eye sight. That should be proved through a medical certificate issued by a Government Medical Officer.

Scheme of Recruitment :-

Professional test :

<i>Subjects</i>	<i>Maximum No. of marks</i>	<i>Pass Mark</i>
1. Driving Skill	40	20
2. Practical Knowledge about Traffic laws	40	20
3. Basic Knowledge about Motor Mechanics	20	10

Above Professional test will be conducted by an Executive/Staff officer appointed by the appointment authority, an Inspector of Motor Vehicles from the Department of Motor Traffic and a officer from Police Motor Traffic Department.

General Interview.– This test which is conducted to evaluate the basic qualifications for the recruitment. No marks will be allocated.

Age :-

Minimum Age limit: Should not be below 18

Maximum Age limit: Should not be above 45

Note.– Maximum age limit will not be applicable for those who are already holding permanent and pensionable posts in Western province provincial government service.

04.05. Qualifications required for the posts of Office Assistant and Watchman

Service Category :- Primary non-skilled

Educational qualifications :- should pass G.C.E.(O/L) examination in 06 subjects with credit passes for at least two subjects in not more than two sittings (should pass 5 subjects at one sitting)

Note.– In a circumstance where applicants who have passed G.C.E. (O/L) are not available, applicants who have passed Grade 8 will be considered for recruitment.

Physical Qualifications :- Every applicant should be physically and mentally fit to discharge the duties in the post.

Scheme of Recruitment :- Structured interview

<i>Main titles for marks allocation</i>	<i>Maximum No. of marks</i>	<i>Minimum No. of marks required to be considered for selection</i>
Other than the basic educational qualifications mentioned as 06 subjects with two credit passes for GCE(O/L) examination ,marks will be given for other passes for maximum number of two subjects according to the merit obtained. <ul style="list-style-type: none"> • Ordinary pass marks -04 • Credit pass marks-06 • Very good pass marks -08 • Distinction pass marks -10 	20	} 50%
General Knowledge of current affairs internationally and locally.	75	
Personality (examine how the applicant faces the interview and other requirements)	05	

Note.– Appointments to the vacancies will be made in accordance with the order of highest marks obtained and the similar requirements that are considered at a normal interview will be applicable here.

Age :-

Minimum Age limit: Should not be below 18 for the last date of closing application

Maximum Age limit: Should not be above 45

Job Description.– Provide necessary assistance to perform duties in the institute and maintain them properly, also to achieve the expected targets.

06.07. Qualifications required for the posts of Health Labourer and Work/Field Labourer

Service Category :- Primary non-skilled

Educational qualifications :- Should have passed grade 08 (year 09)

Physical Qualifications :- Every applicant should be physically and mentally fit to discharge the duties in the post

Scheme of Recruitment :- Structured interview

Main titles for marks allocation	Maximum No. of marks	Minimum No. of marks required to be considered for selection
Service period at a local government institution on casual, substitute or contract basis(5 marks for each year)	15	} 50%
Other certificates obtained with regard to the experience relevant to the post	05	
General understanding of current affairs, internationally and local level	75	
Personality	05	

Note.– Appointments to the vacancies will be made in accordance with the order of highest marks obtained and the similar requirements that are considered at a normal interview will be applicable here.

Age :-

Minimum Age limit: Should not be below 18

Maximum age limit: Should not be above 45

Other qualifications relevant for all the posts :-

- Applicant should be a Sri Lankan Citizen.
- Should be a person having permanent residency in the western province for consecutive 03 years immediately prior to the closing date of the applications.
- Should be with a good character.
- Should have complete all the qualifications stated under each post by the date mentioned in the notice of application/*Gazette*.

Nature of the posts :- Permanent and pensionable.

Language Proficiency

Language	Proficiency
1. Official Language	Language proficiency should be acquired within the probationary period for employees recruited through a language which is not an official language.
2. The other Official Language	In accordance with the Public Administration Circular No. 01/2014 Language proficiency should be achieved before 5 years of appointment
3. Link Language (only if relevant)	Not relevant

Conditions other than the common conditions mentioned in the Procedural Rules of the Western Province Public Service Commission :-

Applicants once appointed to the posts, should be abide by the regulations in the establishment code, financial regulations of the Western Provincial Council ,any other conditions imposed time to time by the western provincial public service commission and the orders and the instructions issued by the heads of the departments of the relevant local government body.

Definitions other than the Definitions mentioned in the Procedural Rules of the Western Province Public Service Commission :-

If any definition is available other than the Definitions mentioned in the Procedural Rules of the Western Province Public Service Commission that will be conducted after inquiring the Western Province Public Service Commission/Honourable governor of Western Province .

Municipal Commissioner,
Negombo.



(for office use only)

APPLICATION FORM

NEGOMBO MUNICIPAL COUNCIL

POST APPLIED FOR

1. Name with initials :_____.
2. Name in full :_____.
3. NIC No. :_____.
4. Permanent address :_____.
5. Contact No. :_____.
6. Postal address :_____.
7. District of the permanent residence :_____.
8. Divisional Secretariat of the permanent residence :_____.
9. Administrative division of Local authorities of permanent residence :_____.
10. Date of birth :_____.
11. Age as at 2019.08.19 :_____.
12. Educational qualifications :_____ (Photocopies should be attached)
13. Experience :_____ (Photocopies should be attached)
14. Professional Qualifications :_____ (Photocopies should be attached)
15. Other qualifications :_____.
16. Whether you have ever been found guilty of a Criminal offence :_____.

I hereby state that the all the details furnished here are true and accurate according to my knowledge. Also I am fully aware that If any detail provided in here is found to be false before recruitment, I can be declared ineligible ,and if found after appointment was made, I can be dismissed from the service.

_____,
Signature of the applicant.

Date :_____.

Certification of the Department Head for the applicants who are already serving in the government sector :

This applicant Mr/Mrs/Msis serving in this department/
Institute asHe/She can/cannot be released for this post. I
certify that he/she has not been subjected to any disciplinary punishment (except advise) and the application is recommended/
not recommended.

_____,
Signature of the Department /Institute Head.

Name :_____.
Post :_____.
Date :_____.