



MORATUWA MUNICIPAL COUNCIL

APPLICATIONS are called for the undermentioned vacant posts in the Moratuwa Municipal Council, 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 Posts</i>	<i>Salary Code</i>	<i>Salary Scale</i>	<i>Educational and Other Qualifications</i>
01	Works/Field Labourer (Grade III)	10	PL-1-2016	Rs. 24,250 -10x250 -10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed Grade 8/ Year 9
02	Health Labourer (Grade III)	10	PL-1-2016	Rs. 24,250 -10x250 -10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed Grade 8/ Year 9

Method of Recruitment : By the Structural Interview.

Fields and number of the marks to be given for the structured interview :

<i>The main captions under which marks</i>	<i>Highest Marks</i>	<i>Pass Marks</i>
The service period on Casual, substitute, contract basis. (05 Marks per year)	15	50
Other Certificates obtained with regard to (external) experience relating to the post	05	
General Knowledge with regard to national & international current events.	75	
Personality (To considered how the employee faces the interview and other matters)	05	
Total Marks	100	

Conditions of Recruitment :

- (i) Applicant should be a citizen of Sri Lanka
- (ii) Applicant should be a permanent resident in the Western Province during the preceding three years on the date of accepting applications.
- (iii) Applicants should be not below 18 years of age and not over 45 years as at the closing date of applications.
- (iv) Applicant should possess a sound character and in good health.
- (v) Applicant should not be a person, who had been convicted in a Court of Law or a person who has been punished.
- (vi) All qualifications required as necessary mentioned in the Notice/*Gazette* calling applications for the recruitment to the post should have been as at the date of 05.09.2019.
- (vii) Applicants will be called for the interview in accordance with the provisions in the relevant Scheme of Recruitment and selections will be made according to the highest marks scored.
- (viii) No applicant will be considered suitable for recruitment solely on the fact that they have been called for the interview or they had appeared for the interview.

Conditions of Service :

1. This post is permanent and pensionable. You should be subjected to the policy decision taken by the Government in future regarding the pension scheme applicable to this post. Selected employees Should Contribute to the W.& O.P. Fund. You should make contributions in accordance with the manner in which the Government orders from time to time.
2. The permanent appointment is subject to a probationary period of 03 years.
3. Appointees are bound to adhere to the Constitution of the Democratic Socialist Republic of Sri Lanka, Establishment Code, and Financial Regulations and to orders from time to time issued by the Government and Western Provincial Council and Moratuwa Municipal Council.

How to send Applications :

1. Applicants should prepare their application in a A 4 size paper as shown in the specimen attached using both sides and should be sent under registered post. addressed to Municipal Commissioner, Municipal Council, Moratuwa or can be hand delivered on or before 2019.09.05. The name of the post applied for should be mentioned in the application and on the top left hand corner of the envelope. Late applications will be rejected.
2. Applications lost in post or returned undelivered due to wrong address written and file applications not filled according to the notice will be treated as incomplete applications and will be rejected.
3. Photocopies of the following Certificates should be sent along with the application. The applications not sent in such manner will be rejected.
 - (a) Birth Certificate
 - (b) Educational Certificates; (with certificates to confirm the result),
 - (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) Police Report. .
4. In case any applicant is sending applications for more than one post, separate applications should be sent in respect of each post and should be enclosed in - separate envelopes and sent.

K.A.THILAKARATHNE,
Municipal Commissioner,
Municipal Council, Moratuwa,

At the Moratuwa Municipal Council,
26th July, 2019.

SPECIMEN APPLICATION FORM

APPLICATION FOR THE POST OF OF THE MORATUWA MUNICIPAL
COUNCIL IN THE WESTERN PROVINCIAL PUBLIC SERVICE

01. Name with initials : _____.
02. Names denoted by Initials : _____.
03. Permanent address : _____.
04. District of Permanent residence : _____.
05. N.I.C. No. : _____, Telephone Number : _____.
06. Date of Birth : Years : _____, Months : _____, Days : _____.
07. Nationality : _____.
08. Age as at the closing date of application : Years : _____, Months : _____, Days : _____.
09. Sex (Male or Female) : _____.
10. Civil status : _____.
11. Are you a Citizen of Sri Lanka, if so by descent or by Registration ? : _____.
12. Educational Qualifications : _____.
13. Professional Qualifications & Experience : _____.
14. Other Qualifications : _____.
15. If you are already working in this Municipal Council :
 - I. State your designation : _____.
 - II. Whether this appointment is Contract Basis/Substitute/Temporary /Casual ? : _____.
 - III. Date of appointment : _____.
16. Applicant should not be a person, who had been convicted in a Court of Law and punished : _____.

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 : _____.

Certificate of the Head of the Department / Institution, for applicants who are already in the Government Service/ Provincial Government Service :

Mr./Mrs./Miss is presently employed in this Department / Institution , as a
..... He/ She can / cannot be released from service if selected for the post he/she has applied. I also certify that, he/she has not been punished for any disciplinary action. His application is recommended and submitted.

Name : _____.

_____,
Signature of the Head of the Department / Institution.

Post : _____.

Dept. : _____.

(place the official seal)

Date : _____.