



MUNICIPAL COUNCIL - MATALE

Vacancies of the Posts of Semi Technical Category and Non Technical Category (Grade III) of the Preliminary Grade in Local Government Institutions of Public Service in Central Province

APPLICATIONS are called from the permanent residents of the geographical area of Matale Municipal Council with due qualifications for recruiting to the following post currently fallen vacant which belong to Semi Technical Category and Non Technical Category of the preliminary grade in Municipal Council of Matale.

- I. This post is permanent.
- II. Applicants should be subjugated to the Policy decisions which will be taken by the government regarding the pension scheme entitle to this post.
- III. Appointment will be subjected to three years of probation period.
- IV. Recruiting Grade is Grade III.

Semi technical category of the preliminary grade.– This recruitment has subjected to the conditions depicted in service minuet of the Primary level Semi Technical employees' category of the Preliminary Grade in the local government Authorities of public service in Central Province which approved by Hon. Governor of Central Province on 23.12.2011.

<i>Designation</i>	<i>No. of vacancies</i>
Carpenter	02
Mason	04
Mechanic	01

02. *Salary Scale.*– (PL 2-2016) Rs. 25,250-10x270-10x300-10x330-12x350- Rs. 38,450 (As per the Public Administration Circular bearing No.03/2016 dated 25.02.2016). (Salary for you will be paid as per the sub schedule II in accordance with the rules and regulations of the said circular).

03. *Qualifications for Recruitment :*

<i>Education Qualification</i>	<i>Skilled capability/ Proficiencies</i>	<i>Experience</i>
Should pass six subjects in G.C.E (Ordinary Level) or N.G.E (Ordinary Level) with two credits minimally for two subjects along with a credit to Sinhala language or Tamil language in not more than two sittings.	i. Obtaining of the certificate of National Vocational Qualification such as Level 2(NVQ 2) or Level 3 (NVQ 3) relevant to the profession or ii. Followed a (DTET) course in Department of Technical education and Training than one year of period and obtained certificate relevant to the vocation. or iii. Obtaining of a certificate by following a course than one year of period relevant to the (NYSC) of National Youth Service Council. or iv. Obtaining of a certificate by following a course than one year of period relevant to the (VAT) of Vocational Training Authority of Sri Lanka. or v. Obtaining of a certificate by following a course than one year of period relevant to the (NAITA) in Department of National Apprentice & Technical Training or vii. Obtaining of a certificate by following a course than one year of period relevant to the carrier in a Technical Training Institute which registered in the Territory and Vocational Education Commission Council.	Should have obtained an experience in relevant field. (Training Period should be at least 02 years)

04. *Recruitment Procedure.* – It has wished to direct applicants who completed the necessary minimum qualifications for a structural interview and action will be taken to select and recruit more qualified applicants for the vacancies of posts out of the equal number of vacancies existed.

General Qualifications :

- I. Applicants should be citizens of Sri Lanka
- II. Age limit should not less than 18 years and should not more than 45 years as at the closing date of applications. (This age limit will not be applicable for the candidates who already employed in the public service or who are in a public service of the Provincial Council Service)
- III. Should be a 3 years of continuous resident in the area of Matale Municipal Council
Note: When numbers of suitable applicants within Matale Municipal Council have not found enough for the vacancies existed it is able to call applications from the applicants of suburb Geographical area of Local government.
- IV. Person should have an excellent character and physically sound in to serve in any part of the Country.

Non Technical Priliminary Category. – This recruitment has subjugated to the conditions depicted in service minuet of the Primary level Non Technical employees' category of the Preliminary Grade in the Local Government Authorities of public service in Central Province which approved by Hon. Governor of central province on 18.07.2014.

<i>Designation</i>	<i>Numbers of Vacancies</i>
Karyala Karya Sahayake	02
Watcher	01
Library Assistant	04
Crematory Operator Assistant	02
Health Labor	06
Works Labor	06

2. *Salary Scale.* - (PL 1-2016) Rs. 24,250-10x250-10x270-10x300-12x330- Rs. 36,410 (As per the Public Administration Circular bearing No.03/2016 dated 25.02.2016). (Salary for you will be paid as per the sub schedule II in accordance with the rules and regulations of the said circular).

04. *Recruitment Procedure :*

<i>Education Qualification</i>	<i>Physical Fitness</i>
Should have passed minimum 06 subjects in not more than two sittings in the G.C.E.(O/L) with minimum 02 credit passes and should be passed 05 subjects out of this in one sitting. If sufficient applications have not found with above qualifications, action will be taken under the procedure to recruit grade five(05) passed applicants only for the posts of health labor and work labor(industrial labor)	Every candidate should have better eye sight and should be physically and mentally fit as well as a sound personality. Should have better health condition to serve in any area of the country.

04. *Recruitment Procedure.* - Recruitment Ratio.

<i>System</i>	<i>Percentage</i>
Open	100%

- Recruitment System - Applicants will be appointed for existed vacancies in order to obtaining of marks from the structural interview.
Written Examination - Not applicable
Vocational Test - Not applicable
Structural Interview - It will be conducted to check the qualifications.

Open Recruitment. - It has expected to guide applicants who completed the necessary minimum qualifications for a structural interview and action will be taken to select and recruit more qualified applicants for the vacancies of posts out of the equal number of vacancies existed.

<i>Main head for mark offer</i>	<i>Maximum marks (100)</i>	<i>Minimum marks for selection</i>
1.Extra Education Qualification	40	Applicants who obtained higher marks will be selected as per the vacancies.
2.Experience	55	
3.Skills show at the interview	05	
Grand Total	100	

(Priority will be given to those who already serve in relevant Local Authority when recruiting for the Vacancies of the posts.)

Other Qualifications :

- I. Applicants should be a Sri Lankan Citizens and should have an excellent character.
- II. Should be a permanent resident within the geographical area of Matale Municipal Council for three years.
If qualified applicants are not present to fill the vacancies within the geographical area of Matale Municipal Council It is able to provide opportunity to the applicants of suburb Local government area.
- III. Should be not less than 18 years and not over 45 years as at the closing date of applications.
(This Maximum age limit will not be applicable for the candidates who already serve in the Municipal Council of Matale.
- IV. Necessary qualifications requires to this Post should be completed in every aspects as at 16th September 2019 .

Method of application. - Applications prepared in A4 sheets accordance with the specimen form of this advertisement should be sent to over registered post to reach the "Municipal Commissioner Municipal Council, Matale." on or before 16th September 2019. Applications handover by hand will not be accepted. The post applied should be written clearly at the

top left hand corner of envelop which the application is enclosed. (Applicants already serve in the Municipal Council of Matale should submit their applications through their heads of Department) Incomplete/Illegible/disqualified/non-preparing according to the specimen form and late applications will be rejected without any prior notifications.

Certified copies of following documents should be forwarded together with the application.

- (a) Certificate of Birth
- (b) Certificates of Educational Qualifications,
- (c) Certificate of Residential (Counter Signed by Divisional Secretary)
- (d) 02 Character Certificates obtained recently
- (e) Certificates of vocational Qualifications
- (f) A copy of National Identity card
- (g) Experience certificates

Municipal commissioner of Municipal Commission in Matale reserves the absolute power to delay, alter or cancel this notification while or after these applications are invited.

If it seems to be that any mismatch or incompatible meaning occurred in this advertisement which is publishing in Sinhala, Tamil and English medium action will be taken to perform according to the Sinhala medium Advertisement.

K.G.S.P. KALUARACHCHI,
Municipal Commissioner,
Municipal Council,
Matale.

At Municipal Council Office - Matale,
July, 2019.

For Official use

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MUNICIPAL COUNCIL - MATALE

RECRUITING FOR THE POSTS OF SEMI TECHNICAL CATEGORY AND NON TECHNICAL CATEGORY
(GRADE III) OF THE PRELIMINARY GRADE IN LOCAL GOVERNMENT INSTITUTIONS OF PUBLIC SERVICE IN CENTRAL PROVINCE

1. Name with Initials : _____.
2. Name in Full : _____.
3. National Identity card No. : _____.
4. Permanent Address : _____.
5. Sex : _____.
6. Date of Birth: Year : _____, Month : _____, Date : _____.
7. Age as at 16th September 2019 : Year : _____, Month : _____, Date : _____.
8. Contact Number : _____.
9. Civil Status : _____.
10. Post Applied : _____.
11. Education Qualifications :
 - 11.1 Results of G.C.E (O/L) :
 1. First Attempt: Year : _____, Index No. : _____.

Subject	Grade	Subject	Grade

2. Second Attempt: Year :_____. Index No. :_____.

11.2 Results of G.C.E (A/L): Year :_____. Index No. :_____.

Subject	Grade	Subject	Grade

12. Experience obtained relevant to the post :_____.

13. Vocational Qualifications :_____.

14. (I) Have you been convicted for any offense in any day by a Court of law ? :_____.

(Put ✓ Mark in relevant cage)

Yes No

(II) If the answer is "yes" mention the details :_____.

15. Certification of the applicant:

(a) I do hereby declare that the particulars furnished by me in this application are true and correct to the best of my Knowledge.

(b) I aware that I am liable to be disqualified before the appointment furnished by me is found to be false and I am liable to dismiss without any compensation if it is detected after selection to the post.

_____,
 Signature of Applicant.

Date :_____.

16. Certification of the signature of Applicant :

* Applicants should be certified their signature by a Principal of a government school/ Retired Chief, Grama Niladhari of the division, a Justice of Peace, Commissioner of Oath, an authorized Officer of all three arm forces, an officer of a public sector or a Local government officer who earns annual basic salary Rs.240, 260/- or more than that or a staff officer or Chief Thero of a Temple or a chief incumbent Thero or a Responsible chief of clergies of other religious places.

I do hereby certify that Mr./Mrs./Missis well known to me and he/she has signed this document in presence of me.

_____,
 Signature & Frank.

Name :_____.

Designation :_____.

Address :_____.

Date :_____.

Recommendation of the Head of Institution for the Applicants who are already serves in Public Service :

I do hereby certify that this applicant, Mr./Mrs./Miss is serving currently in this department/ institution as and He/she has not been subjected to any disciplinary punishment (other than warning) according to the personnel File. Application hereby recommended/Not recommended.

_____,
 Signature & Frank of the Head of Department.

Name :_____.

Designation :_____.

Department/Institution :_____.

Date :_____.