

**MUNICIPAL COUNCIL - MATALE**

**Vacancies of posts Grade III (Primary Skilled) Drivers Service of Local Government of Central Province**

APPLICATION are here by invited from among those who are permanent residents in the Matale District and who possess under mention qualification according to the letter No. GCP/14/02/1-II and the dated on 22/04/2019 has granted by the Governor's Secretary of central province for the Driver post (primary skilled) III (heavy vehicles and tractors) being vacant in Matale Municipal Council.

These recruitment should be subjected to condition of Drivers Services Minutes (primary skilled) of Local Government Institutions of Central Province has approved by the Hon. Governor of the Central Province on 21/ 05/2013.

Recruit Service : Drivers service of local bodies of Central Province  
 Category of service : Primary skilled  
 Recruit grade : III

<i>Designation</i>	<i>Number of Vacancies</i>
Drivers	09

- (i) This post is permanent and pensionable.
- (ii) The Applicants should comply with Policy decision will taken in future by the Government regarding entitle pension scheme for this post.
- (iii) These appointments are subjected to serve a period of probation for 3 years. Employees who recruit on limit basis are subjected 01 year testing period.

02. *Salary Scale.*– Rs. 25,790 -10 x270-10x300-10x330-12x350- Rs. 38,990 (PL 3-2016) (As per sub listed No.1 of administration circular No. 03/2016 and dated 25. 02. 2016, your salary is paid by as a mentioned of sub listed ii comply with condition said circular.)

03. *Recruitment Ratio :*

<i>System</i>	<i>Percentage</i>
open	70%
Limited	30%

04. *Qualification for recruitment :*

<i>Qualification System</i>	<i>Education Qualification</i>	<i>Professional Qualification</i>	<i>Physical Qualification</i>
Limited / Open	Should have passed minimum 06 subjects in not more than two sitting in General Certificate of Education /Ordinary level with 02 credit passes and passed 05 subjects in one and same sitting.	Possession of a class A or issued by the Commissioner General of Motor Traffic before 11. 03. 2009 or possession of D license as a new driving license.  In additional to that possession of qualification on machine operating training (Not less than level NVQ4) Issued by Government recognized institutions (NAITA/ ICTAD) is consider as additional qualification.	Should possess sound physical and moral condition to serve in day and night with good eye sight.  Minimum height should be 05 feet and 2 1/2 inches.

<i>Qualification System</i>	<i>Education Qualification</i>	<i>Professional Qualification</i>	<i>Physical Qualification</i>
		Should possess minimum 03 years experience as a driver after obtaining driving license (proven through certificate )	

05. *Method of Recruitment :*

*Open recruitment.* – The recruitment will be made according to the merit order of the achievement of competency skilled in trade test, among those who scored highest marks in the written examination who possess all qualification.

(i) *Written Examination :*

<i>Question paper</i>	<i>Time Duration</i>	<i>Total Marks</i>	<i>Minimum marks required for total marks</i>	<i>Syllabus</i>
Basic knowledge of Highway Code and Motor mechanism.	01 hour	100	40%	A multiple choice question paper on basic knowledge in highway code and motor mechanism.
Basic knowledge of motor mechanism.	01 hour	100	40%	A multiple choice question paper on basic knowledge in motor mechanism

(ii) *Trade Test :*

<i>Testing heads for marks</i>	<i>Maximum marks</i>	<i>Minimum marks required for a pass</i>
1. Driving skills/ Motor operating skills	40	Those who scored 40% or more of the total marks in written examination shall appear for tread test assessing the competencies of vehicle driving conducted by a board of examiners. The selection will be made on merit among those who qualified and scrutinizing after all qualification required.
2. Practical knowledge of high way code	40	
3. Basic knowledge of motor mechanism	20	
Total marks	100	

*Limited Recruitment.* – Applications are invited from the employees who are working in the Municipal Council Matale and possession of require qualification. "Qualification for recruitment" has mentioned this *Gazette* notification such as Education, tread, physical, and others all are applicable for limited recruitment. Applicants who qualified on the result which gain through an interview held for test the physical mental fitness and education and also by a structural interview held to test vocational and general qualifications should be obtain qualification at a practical test held by Examiner of Moto traffic when recruiting

*Other qualification :*

- Applicant should be a citizen of Sri Lanka by descent or by registration,
- Applicant should permanent residents in Matale District a period of minimum 03 years,
- Age limits is not less than 18 years and not more than 45 years at the closing date of application (Maximum age limit is not applicable for limited recruitment),
- Should possess a fair knowledge of Highway Code,
- Required qualification for this recruitment should be completed on 16<sup>th</sup> September 2019.

*Method of Application.* – Application prepared following to this notice in A4 sheet, should be sent under register cover, to the Municipal Commissioner, Municipal Council, Matale on or before 16<sup>th</sup> September 2019. Applications by

handing will not receive. The post applied "Recruitment of Drivers service III" should be marked clearly on the top left hand corner of the envelope. (Applicants who serve in Municipal Council at that time their applications should be sent *via* Head of Department) late or uncompleted application will be rejected without any inform.

Photocopies of the following certificates should be sent along with the application

- (a) Birth certificate,
- (b) Educational certificates,
- (c) Certificate in respect of residence, countersigned by the Divisional Secretary,
- (d) Two character certificates obtained recently,
- (e) Certificate of professional qualification,
- (f) Copy of driving license,
- (g) Copy of National Identity Card,
- (h) Service experience certificate.

The Commissioner of the Municipal Council has all powers to delay or alter such recruitment or cancel the notification after calling application or during such process.

In the event of any inconsistency in the Tamil and English translation the Sinhala version shall prevail.

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

Municipal Council, Matale,  
July, 2019.

For Official use

--

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 16<sup>th</sup> 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. 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.Miss .....is 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 :\_\_\_\_\_.  
Head of Department/Institution :\_\_\_\_\_.  
Date :\_\_\_\_\_.