



## **MINUWANGODA URBAN COUNCIL**

### **Filling vacancies in Western Provincial Public Service**

APPLICATIONS are called from the permanent residents in the Western Province having required qualifications for filling following posts currently fallen vacant on Western Provincial Public Service in the Minuwangoda Urban Council.

SCHEDULE

Serial No.	Designation	No. Vacancies	Salary Code No.	Salary Scale	Educational and Other Qualifications
01	Markert Supervisor Grade III	01	MN1/2016 (As per P.A.C. 03/2016)	Rs. 27,140-10x300-10x350-11x495-10x660- Rs. 45,540  But basic salary and adjustment allowance related will be paid as per P.A.C. 03/2016. (First efficiency bar to be passed within 03 months of Recruitment)	<i>Open Recruitment :</i> Educational Qualifications Passing 06 subjects at G. C. E. (O/L) examination at one sitting with credit passes for Sinhala/Tamil, English, Maths and two other subjects and Passing at least one subject (except General Test) at G. C. E. (A/L) examination.
02	Driver Grade III	01	PL3/2016 (As per P.A.C. 03/2016)	Rs. 25,790-10x270-10x300 -330x10-350x12- Rs. 38,990  But basic salary and adjustment allowance related will be paid as per P.A.C. 03/2016. (First efficiency bar to be passed within 03 months of Recruitment)	<i>Educational Qualifications :</i> Passing 06 subjects at G. C. E. (O/L) examination at least in two sittings with 2 credit passes for Sinhala/Tamil languages. (at least five subjects to be passed at one sitting.)  <i>Vocational Qualifications :</i> 1. Having a driving license on Private/ hiring vehicles and station wagon less tha 24 TAR issued by Motor Traffic Commissioner General (Having a license of Class B or C and C1 driving license at least 3 years as at date of recruitment) 2. Should have a through knowledge highway rule.  <i>Experience :</i> Should have at least three year experience as a driver after securing license (experience to be confirmed by formal certificate.)  <i>Physical Qualifications :</i> Height should be five feet at Minimum should be physically fit to serve day and night and must have clear vision, it has to certified by a medical report issued Government Medical officer.
03	Crema-torium Operator Grade III K. K. S. (Non skilled)	01	PL2/2016 (As per P.A.C. 03/2016)	Rs. 25,250-10x270-10x300 -330x10-350x12 - Rs. 38,450  But basic salary and adjustment allowance related will be paid as per P.A.C. 03/2016. (First efficiency bar to be passed within 03 months of Recruitment)	<i>Educational Qualifications for external applicants :</i> Passing 06 subjects at G. C. E. (O/L) examination at least in two sittings with 2 credit passes for Sinhala/Tamil languages. (at least five subjects to be passed at one sitting.)

Serial No.	Designation	No. Vacancies	Salary Code No.	Salary Scale	Educational and Other Qualifications
					<p><i>Vocational Qualifications :</i> Having at least second level of National Vocational Qualification as stipulated by Tertiary and vocational Education Commission as required by post concerned or having experience of at least 06 months in the same field. (to be proved by certificates)</p> <p><i>Experience :</i> Employee should have satisfactory service of five years, passing EBs with a permanent service period of five years in primary grade of a Local body.</p> <p><i>Educational Qualifications for External applicants :</i> Passing 06 subjects at G. C. E. (O/L) examination at least in two sittings with 2 credit passes for Sinhala/Tamil languages. (at least five subjects to be passed at one sitting.)</p> <p><i>Vocational Qualifications :</i> Having at least second level of National Vocational Qualification as stipulated by Tertiary and vocational Education Commission as required by post concerned or having experience of at least 06 months in the same field. (to be proved by certificates)</p>
04	K.K.S.	02	PL1/2016 (As per P.A.C. 03/2016)	Rs. 24,250-10x250-10x270 -300x10-330x12 - Rs. 36,410  But basic salary and adjustment allowance related will be paid as per P.A.C. 03/2016. (First efficiency bar to be passed within 03 months of Recruitment)	Passing 06 Subjects at G. C. E. (O/L) examination at least in two sittings with 2 credit passes for Sinhala/Tamil languages. (at least five subjects to be passed at one sitting.)
05	Field Labourer	01	PL1/2016 (As per P.A.C. 03/2016)	Rs. 24,250-10x250-10x270 -300x10-330x12- Rs. 36,410  But basic salary and adjustment allowance related will be paid as per P.A.C. 03/2016. (First efficiency bar to be passed within 03 months of Recruitment)	Passing Grade 8 (year 9)

2. *General Qualifications :*

1. Applicant should be a citizen of Sri Lanka.
2. Should be a permanent resident in the Minuwangoda Divisional Secretariat Division in Western Province for 03 continued, immediate years by the date of calling applications.
3. Applicant must have an unblemished character and sound physical fitness.
4. Applicant should be a not less than 18 years and not more than 45 years as at closing date of application. This is not related to those who are already on public/provincial public service.
5. For the post of sales outlet Manager, age at deadline of applications should be more than 18 and less than 30.
6. Should not be convicted in a court of law under the Penal Code.

3. *Recruitment and conditions of employment :*

1. These positions are permanent and pensionable (to be subjected to policy decision taken in future by government on pension scheme.)
2. Recruits will be subjected to three year probation period.
3. Recruitment Procedure
  - (i) Sales Outlet Manager- Grade iii

Open Written test

<i>Question Paper/ subject field</i>	<i>Duration</i>
IQ Test	1 hour
General Knowledge on current affairs	1 hour

Interview :

Checking basic qualifications of recruitment

Vacancy will be filled from those who scored most as per marks securing procedure.

<i>Name of Paper</i>	<i>Syllabus</i>
IQ Test	Checking logical, mathematical and language skills
General Knowledge on current affairs	Paper is consist with question on economic, social, educational, scientific, cultural, political as well as local and international current incidents.

(ii) Driver Grade iii

Vocational tests :

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Selection</i>
Driving skill	40	Vacancy to be filled by applicants scored maximum.
Practical knowledge on highway code	40	
Basic knowledge on Motor Mechanics	20	

Interview

Vacancy will be filled by applicants scored most at both vocational test and interview.

(iii) Crematorium Operator Grade iii

Structured Interview (Limited)

<i>Main heads of marks</i>	<i>Maximum Marks</i>	<i>Selection</i>
Educational qualifications in addition to basic academic qualifications at recruitment	20	Vacancy to be filled by applicants scored most.
Practical knowledge related to post	75	
Personality	05	

Structured Interview (Open)

<i>Main heads of marks</i>	<i>Maximum Marks</i>	<i>Selection</i>
Educational qualifications in addition to basic academic qualifications at recruitment	20	Vacancy to be filled by applicants scored most.
General knowledge	75	
Personality	05	

(iv) KKS

Structured Interview

<i>Main heads of marks</i>	<i>Maximum Marks</i>	<i>Selection</i>
Educational qualifications in addition to basic academic qualifications at recruitment	20	Vacancy to be filled by applicants scored most.
General knowledge on international and national level current affairs	75	
Personality	05	

(v) Field Labourer

Structured Interview

<i>Main heads of marks</i>	<i>Maximum Marks</i>	<i>Selection</i>
Service period at Local body as casual, attached, contract basic (05 marks for each year)	15	Vacancy to be filled by applicants scored most.
Experience related to post and other certificates	05	
General knowledge on international and National level incidents	75	
Personality	5	

4. *Employment Conditions.*— You have to abide by regulations in Establishment Code of Sri Lanka, financial and other regulations of Western Provincial Council or Public Service Commission of Western Province or Minuwangoda Urban Council from time to time.

5. *Application Submission.*— Applications prepared as per the given specimen to be sent by applicants with afore given qualifications under registered cover to reach "Secretary, Minuwangoda Urban Council, Minuwangoda" on or in advance to 21.09.2018. Further, the post for which applications is related to be mentioned on left upper corner of envelope. Belated and unduly applications will be rejected.

Copies of following certificated to be attached with the application.

1. Birth Certificate
2. Educational Certificates
3. G S Certificate
4. Certificates on Experience
5. Two character certificates
6. A photocopy of driving License (only those applying for post of driver)

The sole authority of delaying recruitment or changing or cancelling this notice following or in between calling this applications lies with the Secretary to Minuwangoda Urban Council.

H.A.S. RATHNALATHA,  
Secretary,  
Minuwangoda Urban Council,  
Minuwangoda.

In Minuwangoda Urban Council,  
On 10<sup>th</sup> day of August, 2018.

SPECIMEN OF APPLICATION

APPLICATION FOR POST OF ..... IN MINUWANGODA URBAN COUNCIL IN  
WESTERN PROVINCIAL PUBLIC SERVICE

01. I. Name with initials :\_\_\_\_\_.  
II. Names donated by initials :\_\_\_\_\_.
02. Permanent living Address :\_\_\_\_\_.
03. Permanent Address :\_\_\_\_\_.
04. NIC No. :\_\_\_\_\_.
05. Sex :\_\_\_\_\_.
06. Date of birth: Year :\_\_\_\_\_. Month :\_\_\_\_\_. Date :\_\_\_\_\_.
07. Age as at deadline of application :\_\_\_\_\_.
08. Civil status :\_\_\_\_\_.
09. Sri Lankan citizenship by birth or registration? :\_\_\_\_\_.
10. Educational Qualifications (Copies of certificates to be attached) :

G.C.E. (O/L)-

<i>Subjct</i>	<i>Pass</i>	<i>Subjct</i>	<i>Pass</i>

G. C.E. (A/L)-

<i>Subjct</i>	<i>Pass</i>	<i>Subjct</i>	<i>Pass</i>

11. I. Other Qualifications :\_\_\_\_\_.
- II. Vocational Qualifications :\_\_\_\_\_.
- III. Experience :\_\_\_\_\_.
12. No. and type of Driving License (related to post of driver) :\_\_\_\_\_.
13. Post held in case you are already employed with this Urban Council:  
Whether permanent/Casual/ temporary/ contract/attach :\_\_\_\_\_.
- Date of appointment :\_\_\_\_\_.
14. Have you ever convicted in a court of law? :\_\_\_\_\_.

I do declare that details mentioned by me in this application are true and correct to the best of my knowledge. As per conditions related to this recruitment I am aware that I am subjected to dismiss from service even after appointment in case proved any information furnished by me found false.

\_\_\_\_\_,  
Applicant's Signature.

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