

**GALLE MUNICIPAL COUNCIL**

**Public Service in Southern Province Vacancies**

FOLLOWING posts/positions have fallen vacant in the Galle Municipal Council and the applications are hereby called from the qualified persons who should necessarily be permanent residents in the Southern Province.

| Serial No. | Post/Designation      | No. of Vacancies | Service Group/ Grade       | Monthly Salary Scale  | Required minimum Educational Qualifications, Additional Qualifications, if any and experience   |
|------------|-----------------------|------------------|----------------------------|---|---|
| 1          | Street Lamp Operator  | 01               | Primary Non skilled (III)  | PL 1-2016<br>Rs. 24,250 - 250x10 270x10 -300x10 - 330x12 -<br>Rs. 36,410<br>(As per P. ad. c. 3/2016)<br>N. B.- Salary step will be placed in keeping with Sub-schedule II of P. a. C. 3/2016.    | General Certificate of Education (Ordinary Level) Examination six (06) ordinary passes obtained at least with two credits in two sitting  |
| 2          | Crematorium Assistant | 01               |                            |   |   |
| 3          | Park Keeper           | 01               |                            |   |   |
| 4          | Library Attendant     | 01               |                            |   |   |
| 5          | Tools Caretaker       | 01               |                            |   |   |
| 6          | Tree cutter           | 01               |                            |   |   |
| 7          | Work/Field Labourer   | 28               | Primary Non skilled (III)  | PL 1-2016<br>Rs. 24,250 - 250x10 -270x10 -300x10 - 330x12 -<br>Rs. 36,410 (As per P. ad. c. 3/2016)<br>N. B.- Salary step will be placed as per P. a. C. No. 3/2016 Schedule II.                  | Grade 8 (Year 09) should have been completed  |
| 8          | Health Labourer       | 03               |                            |   |   |
| 9          | Crematorium Operator  | 01               | Primary Semi-skilled (III) | PL 2-2016<br>Rs. 25,250 - 270x10-300x10 -330x10 -350x12 -<br>Rs. 38,450<br>(As per P. ad. C. 3/2016)<br>N. B.- As given above as per P. a. C. 3/2016 Schedule II, the salary step will be placed. | * General Certificate of Education (Ordinary Level) Examination six (06) passes in not more than two sittings.<br><br>* As the Tertiary and Vocational Education Commission has prescribed in relation to Post/designation concerned, at least the second level competence of National Vocational Qualifications. (N. V. Q.) is required.<br><br>* Experience in the relevant field will be an added qualification. |
| 10         | Mason                 | 06               | Primary Semi-skilled (III) |   |   |
| 11         | Carpenter             | 01               | Primary Semi-skilled (III) |   |   |
| 12         | Welder                | 01               | Primary Semi-skilled (III) |   |   |

02. Age Limit :

- (i) On the closing date for applications, the applicant's age should be not less than 18 years and not more than 45 years
- (ii) For those applicants who are already in Public Service, the maximum age limit is not applicable.

03. *Common requirements :*

- (i) The applicant must be a Sri Lankan Citizen by descent or by registration.
- (ii) The applicant must be permanent residents for a period of three (03) years within the limits of southern province prior to the closing date of applications, Priority will be given to those applicants who live within the area that comes under the Galle Municipal Council.
- (iii) The applicants must be healthy, physically fit enough and also should bear a very good character.
- (iv) The applicant should not have ever been punished by a court of law under Criminal code.
- (v) By the date of closing for applications, The applicants should have obtained the minimum qualifications as applicable to the relevant post/Position/designation.

04. *General Conditions:*

- (i) The Mayor of the Galle Municipal Council has the power to delay recruitment, to change or alter the procedure or to revise the same and even to totally cancel this notice/announcement after calling for applications and /or during the very procedure.
- (ii) If selected, the applicants will have to undergo a govt. Medical examination within the period of 03 months, in that, however, if they are found to be physically and mentally unfit for employment, their appointments shall be discontinued.

05. *Conditions for employment :*

- (i) This is a permanent post. You shall have to abide by any policy decisions that will be adopted in future by the govt. in relation to your pension scheme/w & o. p.
- (ii) The post will be subject to a probation period of 03 years.

06 . In addition to the rules/regulations and conditions applicable to your recruitment, you will have to agree to work adhering to the constitution of the Republic of Sri Lanka, the establishment code and its regulations, Financial Regulations, The recruitment procedure and its conditions, bearing, No. 239 and approved by the Hon. Governor of the Southern Provincial Council on 16.04.2013, which applies to junior workers/employees who come under primary, semi - skilled, and fully skilled service categories but are, at present, employed at Provincial Council or Local Government and also to future amendments thereto, if any.

07. *Recruitment procedure.*– Qualified candidates/applicants will be selected in a properly conducted interview.

08. *Method of giving marks in the interview :*

|   | <i>Main areas where points are given</i>                | <i>Maximum Points</i> | <i>Minimum level of Points (%) Considered for Selection</i> |
|---|---|-----------------------|---|
| 1 | Educational qualifications                              | 30                    | 50%   |
| 2 | Additional vocational qualifications (if required only) | 10                    |   |
| 3 | Experience/competence (if required only)                | 10                    |   |
| 4 | Residence in the Galle Area (points 05 per each year)   | 45                    |   |
| 5 | Capacity of Performance as is shown in the Interview    | 05                    |   |
|   | Total   | 100                   |   |

09. *How you should submit your application.*– Certified copies of the following documents should be sent along with application.

1. Birth certificate
2. Educational certificates

3. Document to prove your residence (The document issued by the Grama Niladhari which should have been obtained within six 06 months will have to be countersigned by the relevant divisional Secretariat).
4. A document issued by the police to prove that the applicant has not been punished by a court of law and also to state that the applicant has not committed any offence investigation or inquiry Violating the criminal code.
5. Recently obtained 02 character testimonials.
6. Documents/Testimonials is support of your vocational and/or service experience (if available).

The Completed applications prepared according to the specimen annexed to this notification and addressed to "The Municipal Commissioner, Municipal Council, Galle" must be sent only by registered post to be received on or before 28.09.2018. The post should be clearly written on the left upper corner of the envelope. (Applications should be prepared only on A4 size papers) all incomplete and illegible applications, and also those received after the closing date will be directly rejected with on any intimation.

Those who are already in Govt./Public service must forward their applications through their Head of dept./Institute.

10. In the *Gazette* notification published in Sinhalese, Tamil and English languages there is any discretion between or among the meaning words, the meaning of the Sinhala word should be meaning of the considered as original meaning of the word.

Mayor,  
 Galle Municipal Council.

At Galle Municipal Council Office,  
 15th August, 2018.

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|---------------------|
| For office use only |
|                     |

**SPECIMEN APPLICATION**

**GALLE MUNICIPAL COUNCIL**

FOR THE POST OF .....

01. Name with initials : \_\_\_\_\_.  
 Name indicated by the initials : \_\_\_\_\_.
02. Permanent address : \_\_\_\_\_.
03. District : \_\_\_\_\_.
04. Date of Birth :  
 Year : \_\_\_\_\_, Month : \_\_\_\_\_, Date : \_\_\_\_\_.
05. National Identity Card No. : \_\_\_\_\_.
06. Contact/Telephone No. : \_\_\_\_\_.
07. Sex : \_\_\_\_\_.
08. Age on the Closing date of application :  
 Years : \_\_\_\_\_, Months : \_\_\_\_\_, Days : \_\_\_\_\_.
09. Civil/Marital State : \_\_\_\_\_.

10. Are you a Sri Lankan citizen : \_\_\_\_\_.  
If so, state whether by descent or registration : \_\_\_\_\_.
11. Educational qualifications : (Details about them and results obtained) :  
(i) School you attended : \_\_\_\_\_.  
(ii) The year or the Grade you passed : \_\_\_\_\_.  
(iii) G. C. E. (O/L) Examination : \_\_\_\_\_.  
Index No. : \_\_\_\_\_.  
The year and the month of the examination : \_\_\_\_\_.  
Subject and their results :

| <i>Subject</i> | <i>Grade</i> | <i>Subject</i> | <i>Grade</i> |
|----------------|--------------|----------------|--------------|
|                |              |                |              |
|                |              |                |              |
|                |              |                |              |
|                |              |                |              |
|                |              |                |              |
|                |              |                |              |

12. Vocational and/or service experience (Should be confirmed by certificates) : \_\_\_\_\_.
13. Whether the applicant has ever been found guilty/punished by a court of law : \_\_\_\_\_.  
If so, give the punishment given and the reasons : \_\_\_\_\_.
14. The names and their positions/Posts of the two referees who issued you testimonials :  
1. \_\_\_\_\_.  
2. \_\_\_\_\_.

I do wish to state that the details and information furnished by me in this application are true and correct in every aspect. Also I do understand that I shall be disqualified in the event that any of those furnished by me are found to be wrong and incorrect before/in the process of selection and if found so after my being appointed, I shall be discontinued without any compensation whatsoever.

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

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

(This section applies only for those who are already in Govt.Public Service)  
*The certificate to be issued by the Head of Department/Institute :*

I certify that Mr/Mrs./Ms..... is in service in this Institute, at present, as ..... and I have found this/her work and conduct is/are satisfactory. Further, there is no any disciplinary action going on or pending against him/her in the event of his/her being selected for this post/Position/designation, he/she/can/cannot be released from service here.

Signature of the Head of the institute : \_\_\_\_\_.  
Date : \_\_\_\_\_.  
Official Seal : \_\_\_\_\_.