

URBAN COUNCIL - MINUWANGODA

Filling of Vacancies in the State Service of the Western Province

APPLICATIONS are invited from permanent residents within the Western Province and duly qualified for the open recruitment for the post mentioned below in the Minuwangoda Urban Council in the state service of the Western Province.

SCHEDULE

Serial No.	Name of Post	Quantity of Posts	Salary Code Number	Salary Scale	Educational and other Qualifications												
01	Administrator of trading shop Grade III	01	MN 1/2016 (according to G.P.C. 03/2016)	Rs. 27,140 -10x300 -11x350 - 10x495 - 10x660 - Rs. 45,540 (Should be passed in the 1st efficiency bar test before completion of 03 years of recruitment)	<p>Method of recruitment : Should have passed in six subjects with Sinhala/Tamil/English Language, Mathematics and 02 credit passes in any other subjects at the G. C. E. (O/L) and at least 01 subject (excluded General Test) should be passed at the G. C. E. (A/L)</p> <p><i>Trade Qualifications :</i> not applicable. <i>Experience :</i> not applicable. <i>Physical fitness :</i> Applicants must be physically and mentally fit to work.</p> <p>Written test :-</p> <table border="1"> <thead> <tr> <th>Subjects</th> <th>Time</th> <th>Total Marks</th> <th>Passed Marks</th> </tr> </thead> <tbody> <tr> <td>Aptitude and I.Q. Test</td> <td>01 hr.</td> <td>100</td> <td>40%</td> </tr> <tr> <td>General knowledge of current occurances</td> <td>01 hr.</td> <td>100</td> <td>40%</td> </tr> </tbody> </table> <p>Note.– Vacancies will be filled in accordance with the highest marks obtained.</p> <p>General Interview :- No marks will be given in this interview and this will be conducted in order to inspect the basic qualifications only.</p>	Subjects	Time	Total Marks	Passed Marks	Aptitude and I.Q. Test	01 hr.	100	40%	General knowledge of current occurances	01 hr.	100	40%
Subjects	Time	Total Marks	Passed Marks														
Aptitude and I.Q. Test	01 hr.	100	40%														
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2. General Qualifications :-

1. Candidates should be a citizen of Sri Lanka,
2. Applicant must have an excellent character and physically fit to work,

3. Applicants should be a permanent resident of the Western Province at least 03 years completed on the date of calling applications.
4. Applicants should not be under 18 years of age on the date of closing applications.
5. Applicants should not be over 30 years of age.
6. All required qualifications for the recruitment should be completed on the date mentioned in the notice calling applications in the *Gazette*.

3. *Condition of Service.*– Selected candidates should work according to the orders or regulations of the Western Province or Public Service Commission of the Western Province or Minuwangoda Urban Council from time to time and Financial Regulations of the Western Province Council and the Establishment Code of the Democratic Socialist Republic of Sri Lanka.

4. *Method of sending Applications.*– The application should be prepared according to the specimen given below and send in their applications on registered post to the Secretary, Urban Council, Minuwangoda on or before 01.04.2021. The name of the post should be written on the upper left corner of the envelope. The late and incompleting applications will not be entertained and the acknowledgment letter will not be sent.

The following copies of the certificates should be attached in order to be proved.

1. Certificate of birth,
2. Educational certificates,
3. Certificate from the Grama Niladhari.

It will be the final decision of Secretary of the Urban Council, Minuwangoda, regarding the facts within the instruction of calling applications or any other reason not in the same instructions of calling applications or recruiting or not recruiting or revising or cancelling this notification.

P. A. S. S. SANDARUWAN,
Secretary,
Urban Council, Minuwangoda.

At the Urban Council Office,
On 24th March, 2021.

SPECIMEN APPLICATION FORM

SPECIMEN APPLICATION FORM FOR THE POST OF IN THE URBAN COUNCIL, MINUWANGODA IN THE
STATE SERVICE OF THE WESTERN PROVINCE

1. Name with initials :_____.
2. Full Name :_____.
3. District of permanent resident :_____.
4. Permanent Address :_____.
5. National Identity Card No. :_____.
6. Female/male :_____.
7. Date of birth : Year :_____. Month :_____. Date :_____.
8. Age at the date of completion of the application :_____.
9. Married/Unmarried :_____.
10. Telephone No. :_____.

11. Educational Qualifications : (copies of the certificates should be attached) :_____.
12. Other Qualifications :_____.
13. Experience of service :_____.
14. Have you ever been convicted by a Court of Law ? :_____.

I declare that the above mentioned particulars are true and accurate to the best of my knowledge and belief. According the conditions of the recruitment, the statement in the application which is found to be incorrect will liable to disqualification if the inaccuracy is discovered before the selection and to dismissal if discovered after the selection.

_____,
 Signature of the Applicant.

Date :_____.

15. Certification of the Head of department on behalf of the applicant :

I do hereby certify that Mr./Mrs./Miss..... who forward this application is an officer attached to my office working as a He/she can/cannot be released if he/she will be selected to the post. Further I certify that he/she has not been subjected to any form of disciplinary punishment (excluding warning) with the completion of a satisfactory service as per the *Gazette* notification and hereby approved/not approved.

_____,
 Signature of the Head of Department/Institution.

Name :_____.

Designation :_____.

Date :_____.