



VACANCIES IN WESTERN PROVINCE LOCAL GOVERNMENT SERVICE

Negombo Municipal Council

APPLICATIONS are invited only from permanent residents of the Western province who have fulfilled the due qualifications for **limited and open** recruitment for the following vacancies available in Negombo Municipal Council.

Applications prepared according to the specimen application form mentioned below should be sent through register post to the address "Municipal Commissioner, Municipal Council, Negombo to be received on or before 12-04-2021.

❖ *Open Recruitment :-*

<i>Serial Number</i>	<i>Name of the position</i>	<i>Number of Vacancies</i>	<i>Grade</i>	<i>Salary Scale</i>
01	Fireman	03	-	RS-1-2016 (according to Public Administration Circular No 03/2016) Initial Salary Step of Rs. 29540/= of Salary Scale Rs. 29540-7x300-27x370-41630/=, before reaching the 4 th salary step an efficiency bar has to be passed.

01. *Qualifications required for the post of Fireman :*

Service Category : Regulatory Services

Educational qualifications : Should have passed GCE(O/L) examination with 06 Subjects including 4 credit passes for Sinhala/ Tamil and Mathematics in one sitting and should have passed subjects of Science and English at the same time or at one extra sitting.

Physical qualifications :

- I. The height of the applicants should not be less than 162 cm and BMI should be duly existed. (Body Mass Index should be between 18.5 - 24)
- II. Every applicant should be physically and mentally fit to discharge the duties in the post and serve in any part of the island.
- III. Eye sight requirements -Eye sight should be between 6/6 and 6/12 without glasses or contact lenses and the colour sight should be normal.
- IV. No any artificial physical changes (such as tattoos)

Other Qualifications :

- I. Applicant should be a citizen of Sri Lanka.
- II. Should be a person having permanent residency in the Western province for consecutive three (03) years.
- III. Should be unmarried.
- IV. Should possess an excellent moral character and should confirm by a police report that he has not been involved in any illegal activity.
- V. Should have complete all the qualifications stated under each post by the date mentioned in the notice of application/*Gazette*.

Age : Minimum Age limit : not below 18 by the final date of application submission
Maximum age limit : not above 24

Scheme of Recruitment :

- I. Will be selected as Apprentice Fireman for the vacancies according to the order of the marks obtained by written test and vocational (practical) test.
- II. Before the commencement of the training, the entire apprentice Fireman will be subjected to a medical test to ensure the physical, mental fitness.
- III. The persons who are selected for the vacancies have to follow one year fire training course. Appointing Authority has the full power to terminate the training of those trainees, whose conduct is found to be unsatisfactory and of those trainees who are unable to achieve the expected performance standards during the training period without compensations.
- IV. The apprentice Fireman who completed the relevant training successfully will be recruited for the post of fireman. Training period will be calculated for the permanent service and will be placed in the 2nd step of salary scale.
- V. A monthly allowance of Rs.10, 000 will be paid during the training period.
- VI. Permission will not be granted for any Apprentice Fireman to get married during the training period.
- VII. The selected Fireman should serve for 5 years continuously in the Western Provincial Public Service upon successful completion of the training programme and to this effect, trainees should enter into a bond of Rs. 500,000/- (Five hundred thousand) with the relevant local government body.
- VIII. If the apprentice leaves during the training period at his discretion, all the expenses incurred for the training should be paid to the institution.

IX. It can be directed for those who are appointed to the post of Fireman to reside in the administrative limits of the relevant local government institution.

Written Test :

<i>Subjects</i>	<i>Time</i>	<i>Maximum marks</i>	<i>Minimum pass mark</i>
General knowledge and IQ test (This paper is designed to test the candidate's knowledge in Social, Cultural, educational, scientific, political, and economic and other relevant factors, as well as scientific and industrial knowledge available at national, regional and international organizational environments, together with logical ability , mathematical skills, logical decision making and time management)	01 hour	100	40

Vocational Test.– Vocational test for the applicants who passed the written examination (practical)

A medical certificate obtained from the Government registered medical officer should be presented in participating this test.

<i>Subjects</i>	<i>Maximum marks</i>	<i>Minimum pass mark</i>
Ability to endure I. Running (Priority according to the minimum time spent to run 1km) II. Dips (Minimum time spent to do 25 dips correctly) III. Weight carrying	60	36
Balance I. Climb the ladder II. Climb down the rope	40	24

General Interview.– This will be held to overview the basic qualifications. No marks will be allocated.

Job description :

- I. Required missions, practicing and training for fire fighting and rescuing lives and property.
- II. Ambulance services, technological services, communicational duties, VIP security services and Fire prevention on-call duties.
- III. Missions in situations of sudden disasters, emergency rescues and various humanitarian necessities.
- IV. All the duties relevant in carrying out the Fire Service Centre.
- V. All the duties considered under the duties assigned by officers who are higher in service.
- VI. Fulfilling own duties according to the department orders issued with relevant to the post.
- VII. Any kind of duty assigned by the Institutional head or Department head.

Other qualifications relevant for all the posts :

- Applicant should be a Sri Lankan Citizen
- Should be a person having permanent residency in the Western province for consecutive 03 years immediately prior to the closing date of the applications.
- Should be with a good character
- Should have complete all the qualifications stated under each post by the date mentioned in the notice of application/*Gazette*.

Nature of the Posts : Permanent and pensionable.

Limited Recruitments :

<i>Serial Number</i>	<i>Name of the position</i>	<i>Number of Vacancies</i>	<i>Grade</i>	<i>Salary Scale</i>
01	Work Field Supervisor	02	III	MN-1-2016 (according to Public Administration Circular No. 03/2016) Salary Scale Rs. 27140-10x300- 11x350- 10x495- 10x660- Rs. 45540/- , before reaching the 4 th salary step an efficiency bar has to be passed.
02	Health Supervisor	01		

01. / 02. **Work Field Supervisor III /Health Supervisor III**

Educational Qualifications : should have passed GCE(O/L) examination with 06 Subjects including 2 credit passes for language and Mathematics in not more than 2 sittings.(5 subjects should be passed at once sitting)

Experience : Should be in the Provincial Government Permanent Service completing 05 years of permanent service period, under the salary scale PL1 and PL 2, which should also be certified by the head of the institute.

Physical Qualifications : Every applicant should be physically and mentally fit to discharge the duties in the post.

Others

- Applicant should be a Sri Lankan Citizen
- Should be a person having permanent residency in the Western province for consecutive 03 years immediately prior to the closing date of the applications.
- Should be with a good character

Age : Minimum limit } Age limit is not relevant for those who are already in the Provincial Government
Maximum limit } Service

Recruitment Scheme :

01. *Written Test* :

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass marks</i>
General Knowledge and IQ test	100	40%
Exam for the field based knowledge	100	40%

Note.– Twice as the number of vacancies will be called for the structured interview according to the highest marks obtained from the written test and vacancies will be filled with those who obtain highest marks from both tests.

02. *Structured interview :*

<i>Main titles for marks allocation</i>	<i>Maximum No. of marks</i>	<i>Minimum No. of marks required to be considered for selection</i>
Number of years of service in addition to permanent service period to be completed	15	} 50%
Acting or performing duties	10	
Field based knowledge	20	
Personality	05	

Note : Requirements considered in the general interview also will be considered here.

Nature of the post :

- Permanent and pensionable.
- Language Proficiency should be acquired within 05 years period of appointment as per the relevant Public Administration Circular.
- Should contribute to the Widow and orphan Widows'/Widowers' & Orphans' Pension Scheme.

❖ Common conditions for the above Limited/Open posts :-

Language Proficiency :

<i>Language</i>	<i>Proficiency</i>
1. Official Language	Language proficiency should be acquired within the probationary period for employees recruited through a language which is not an official language.
2. The other Official Language	In accordance with the Public Administration Circular No 01/2014 Language proficiency should be achieved before 5 years of appointment
3. Link Language (only if relevant)	Not relevant

Conditions other than the common conditions mentioned in the Procedural Rules of the Western Province Public Service Commission :- Applicants once appointed to the posts, should be abide by the regulations in the establishment code, financial regulations of the Western Provincial Council ,any other conditions imposed time to time by the western provincial public service commission and the orders and the instructions issued by the heads of the departments of the relevant local government body.

Definitions other than the Definitions mentioned in the Procedural Rules of the Western Province Public Service Commission :- If any definition is available other than the Definitions mentioned in the Procedural Rules of the Western Province Public Service Commission that will be conducted after inquiring the Western Province Public Service Commission/Honourable governor of Western Province .

Municipal Commissioner (P.D.)
Negombo.



(for office use only)

NEGOMBO MUNICIPAL COUNCIL

APPLICATION FORM FOR THE POST..... (LIMITED/OPEN)

1. Name with initials :
2. Name in full :
3. NIC No. :
4. Permanent address :
5. Contact No. :
6. Postal address :
7. District of the permanent residence :
8. Divisional Secretariat of the permanent residence :
9. Administrative division of Local authorities of permanent residence :
10. Date of birth :
- Age as at 2021-04-12 :
11. Marital Status :
12. Educational qualifications : (Photocopies should be attached)
13. Experience : (Photocopies should be attached)
14. Professional Qualifications : (Photocopies should be attached)
15. Other qualifications :
16. Whether you have ever been found guilty of a Criminal offence :

I hereby state that the all the details furnished here are true and accurate according to my knowledge. Also I am fully aware that If any detail provided in here is found to be false before recruitment, I can be declared ineligible ,and if found after appointment was made, I can be dismissed from the service.

.....,
Signature of the applicant.

Date :

Certification of the Department Head for the applicants who are already serving in the government sector :

This applicant Mr. /Mrs. / Ms..... is serving in this department / Institute as He / She can / cannot be released for this post. I certify that he / she has not been subjected to any disciplinary punishment (except advise) and the application is recommended / not recommended.

.....,
Signature of the Department/Institute Head.

Name :

Post :

Date :