

MORATUWA MUNICIPAL COUNCIL

APPLICATIONS are called for the undermentioned vacant posts to the Moratuwa Municipal Council, from applicants who possess qualifications mentioned in this notification and who are permanent residents in the Western Province.

<i>Serial No.</i>	<i>Designation</i>	<i>Number of Vacancies</i>	<i>Salary Code</i>	<i>Salary Scale</i>	<i>Educational and Other Qualifications</i>
01	Works/Field Labourer (Grade III)	10	PL 1-2016	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed at least Grade 8/ Year 9
02	Health Labourer (Grade III)	34	PL 1-2016	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed at least Grade 8/ Year 9

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03	Office Assistant Service (Grade III)	02	PL 1-2016	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed G. C. E. (O/L) Examination in not more than two sittings in 06 subjects with two credit passes (Should have passed at least 05 subjects in one sitting)
04	Watchman Grade III	01	PL 1-2016	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed G. C. E. (O/L) Examination in not more than two sittings in 06 subjects with two credit passes (Should have passed at least 05 subjects in one sitting)
05	Cemetery Keeper Grade III	01	PL 1-2016	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed G. C. E. (O/L) Examination in not more than two sittings in 06 subjects with two credit passes (Should have passed at least 05 subjects in one sitting)
06	Playground Keeper (Grade III)	01	PL 1-2016	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed G. C. E. (O/L) Examination in not more than two sittings in 06 subjects with two credit passes (Should have passed at least 05 subjects in one sitting)
07	Library Assistant Grade III	01	PL 1-2016	Rs. 24,250 - 10x250 - 10x270 - 10x300 - 12x330 - Rs. 36,410	Should have passed G. C. E. (O/L) Examination in not more than two sittings in 06 subjects with two credit passes (Should have passed at least 05 subjects in one sitting)
08	Driver - Grade III	07	PL 3-2016	Rs. 25,790 - 10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,900	(i) Should have passed G. C. E. (O/L) Examination in not more than two sittings in 06 subjects with two credit passes including Sinhala/Tamil Language (Should have passed at least 05 subjects in one sitting)

**Professional Qualifications :
(Only for the post of drivers)**

- (ii) Should have obtained a Driving License for Motor Vehicles issued by the Commissioner General of Motor Traffic to drive private/rented out vehicles and station wagons of less than the tare of 24 cwt. Should have obtained minimum of "C" and "C 1" class vehicle license or "B" class new Driving

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					License according to new Driving License three (03) years before the date of appointment.
					(iii) Should have a good knowledge of Road Regulation Code.
					(iv) Should have experience of at least 03 years as a driver (Should confirm the experience by a certificate)
					(v) Minimum height should be 5 ft.
					(vi) Should be physically fit to work during day and night and should have a sound vision. Should be confirmed by a Medical certificate issued by a Government Medical Officer.

Conditions of Recruitment :

- (i) Applicant should be citizen of Sri Lanka,
- (ii) Applicant should be a permanent resident in the Western Province during the preceding three years on the date of accepting applications.
- (iii) Applicants should be not below 18 years of age and not over 45 years as at the closing date of applications.
- (iv) Applicant should possess a sound character and in good health.
- (v) Applicant should not be a person, who had been convicted in a Court of Law or a person who has been punished.
- (vi) All requirements required for the appointment to this post should be fulfilled in all aspects on the date of (30.04.2018) the application calling Notice/Gazette Notice.
- (vii) Applicant will be referred for interview in accordance with the provisions of the relative scheme of recruitment and will be selected according to the highest marks obtained.
- (viii) No applicant will be considered as a suitable person to be appointed merely on the fact that he/she was called for the interview or appeared at the interview.

Conditions of Service :

1. This post is permanent and pensionable. You are subjected to policy decisions taken by the Government in future with regards to the Pension Scheme. Selected employees should contribute to the W. & O. P. Fund.
2. The permanent appointment is subject to a probationary period of 03 years.
3. Appointees are bound to adhere to the Constitution of the Democratic Socialist Republic of Sri Lanka, Establishment Code and Financial Regulations and to orders from time to time issued by the Government and Western Provincial Council and the Commissioner of the Moratuwa Municipal.

How to send applications :

1. Applicants should prepare their application in a A4 size paper as shown in the specimen attached using both sides of the paper and should be sent under registered post addressed to Municipal Commissioner, Municipal Council, Moratuwa to reach on or before 02.07.2018. The name of the post applied for should be mentioned in the application and on the top left hand corner of the envelope. Late applications will be rejected.
2. The applications that get lost at the post or return owing to the wrong address written or that are completed contrary to this notice will be rejected.
3. Photocopies of the following certificates should be sent along with the application. If applications are not sent in such manner they will be rejected :
 - * Birth Certificate,
 - * Educational Certificates (with certificates confirming the results),
 - * Certificate in respect of residence issued by Grama Niladhari countersigned by the Divisional Secretary,
 - * Two character certificates obtained recently (One from GS),
 - * A Police Report.
4. If any applicant apply for more than one post he/she should prepared separate application for each post and they should be enclosed in separate envelope and sent.

SANTHAA P. LIYANAGE,
Municipal Commissioner,
Municipal Council, Moratuwa.

At the Moratuwa Municipal Council,
17th May, 2018.

Specimen Application Form

MORATUWA MUNICIPAL COUNCIL

APPLICATION FOR THE POST OF

01. Name with Initials :_____.
02. Names denoted by Initials :_____.
03. Permanent address :_____.
04. District of permanent residence :_____.
05. N. I. C. No. :_____. Telephone Number :_____.
06. Date of Birth : Years :_____. Months :_____. Days :_____.
07. Nationality :_____.
08. Age as at the closing date of application : Years :_____, Months :_____, Days :_____.
09. Sex (Male or Female) :_____.
10. Civil status :_____.
11. Are you a citizen of Sri Lanka, if so by descent or by registration ? :_____.
12. Educational Qualifications :_____.
13. Professional Qualifications :_____.
14. Other Qualifications :_____.
15. If you are already working in this Municipal Council :
 - (i) State your designation :_____.
 - (ii) Whether this appointment is permanent/temporary/casual ? :_____.
 - (iii) Date of appointment :_____.

16. Applicant should not be a person, who had been convicted in a Court of Law and punished :—————.

I declare that the above information furnished by me are true and correct, according to my knowledge and belief. I am also aware, that I will get disqualified, if the above information is found to be false and untrue before being appointed to the post and it will lead to dismissal from service without paying any compensation if detected after being appointed to the post.

—————,
Signature of the Applicant.

Date :—————.

Certificate of the Head of the Department/Institution, for applicants who are already in the Government Service :

Mr./Mrs./Miss is presently employed in this Department/Institution, as a
He/She can/cannot be released from service if selected for the post he/she has applied, I also certify that, he/she has not been punished for any disciplinary action. His application is recommended and submitted.

—————,
Signature of the Head of the Department/Institution.

Name :—————,

Post :—————,

Official Seal :—————,

Date :—————.