

# DEHIWALA - MOUNT LAVINIA MUNICIPAL COUNCIL

## VACANCIES

### WESTERN PROVINCIAL COUNCIL PUBLIC SERVICE

Applications are invited from permanent residents of the Western Province who have fulfilled the required qualifications to fill the vacancies existing in the Dehiwala, Mt. Lavinia Municipal Council  
(Applicants having permanent residency in the authority area of the Dehiwala - Mt. Lavinia Municipal Council would be given special consideration).

#### 01. Work/Field Labourer (Grade III)

(Method of Recruitment : As per the recruitment and promotions procedure for the post of work/field labourer in the Primary - non-craftsman service category in the Local Government Institutions in the Western Province approved by the Hon. Governor of the Western Province dated 03.03.2015.)

No. of vacancies - 07

Salary Scale : PL - 1 - 2016

24,250 - 10x250 - 10x270 - 10x300 - 12x330 - 36,410/=

(The commencing salary will be Rs. 16,738) as per Schedule No. 11 of the Public Administration Circular No. 3/2016

(Before reaching the fourth salary step an Efficiency bar has to be passed)

##### (A) Basic Qualifications required for the recruitment

- Should have passed Grade 8 (year 9)
- Should be mentally and physically fit so as to discharge duties effectively.
- Should have fulfilled the qualifications stated from I to IV under the "General Conditions for Recruitment" stated at the bottom of this notice.

##### (B) Should be present for a Structured Interview

###### Contents of the Structured Interview

Main Titles for Marks Allocation	Minimum No. of Marks	Minimum Marks required to be considered for Selection
Service period at a Local Government Institution on casual, substitute or contract basis (Maximum 05 marks for each year)	15	50%
Other Certificates obtained with regard to the experience relevant to the post	05	
General understanding of the current affairs, Internationally and at Local level	75	
Personality	05	

NOTE: Appointments to the vacancies will be made in accordance with the order of highest marks obtained and requirements that are considered at a normal interview will also be applicable here.

#### 02. Health Labourer - (Grade III)

(Method of Recruitment : As per the recruitment and promotions procedure for the post of Health Labourer in the Primary - non-craftsman service category in the Local Government Institutions in the Western Province approved by the Hon. Governor of the Western Province dated 23.09.2014.)

No. of vacancies - 38

Salary Scale : PL - 1 - 2016

24,250 - 10x250 - 10x270 - 10x300 - 12x330 - 36,410/=

(The commencing salary will be Rs. 16,738) as per Schedule No. 11 of the Public Administration Circular No. 3/2016

(Before reaching the fourth salary step an Efficiency bar has to be passed)

##### (A) Basic Qualifications required for the recruitment

- Should have passed Grade 8 (year 9)
- Should be mentally and physically fit so as to discharge duties effectively.
- Should have fulfilled the qualifications stated from I to IV under the "General Conditions for Recruitment" stated at the bottom of this notice.

##### (B) Should be present for a Structured Interview

###### Contents of the Structured Interview

Main Titles for Marks Allocation	Minimum No. of Marks	Minimum Marks required to be considered for Selection
Service period at a Local Government Institution on casual, substitute or contract basis (Maximum 05 marks for each year)	15	50%
Other Certificates obtained with regard to the experience relevant to the post	05	
General understanding of the current affairs, Internationally and at Local level	75	
Personality	05	

NOTE: Appointments to the vacancies will be made in accordance with the order of highest marks obtained and requirements that are considered at a normal interview will also be applicable here.

#### 01. General Conditions for Recruitment

- Applicant should be a Sri Lankan citizen.
- Should be a person having permanent residency in the Western Province for a consecutive period of 03 years immediately prior to the closing date of applications. (Preference will be given to applicants from Dehiwala - Mt. Lavinia Authority area).
- Applicants should not be below 18 years and not above 45 years as on the closing date of applications. (For permanent applicants already serving in the Public / Provincial Public Service are not affected by the upper age limit)
- Should be physically fit and good charactered.
- Should have fulfilled the minimum qualifications stated under each post as stated in the first Para above.
- On occasions where certain facts stated in the Recruitment Procedures approved before 01.01.2013 may clash with the facts stated in the Approved Staff Report of the Dehiwala - Mt. Lavinia Municipal Council dated 01.01.2013, approved by the Management Services Department and the facts stated in the Authorizing Schedule of the Western Provincial Public Service published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1950/47 dated 21.01.2016 and No. 1986/24 dated 28.09.2016, instead of the conditions stated in the recruitment procedures, the conditions stated in the above two occasions will be substituted as relevant.
- Applicants will be forwarded to interviews as per the Provisions of the relevant recruitment procedures and suitable persons will be selected from among those who obtain highest marks at the interview. (On occasion when more than one applicant has scored equivalent marks, the person to be selected will be decided upon by the Municipal Commissioner of the Dehiwala - Mt. Lavinia Municipal Council).
- Just because an applicant has been called upon for an interview or has participated at an interview, such applicant may not be treated as a suitable person for recruitment.

#### 02. Conditions for Employment

- These posts are permanent and pensionable.
- Should contribute to the widows and Orphans / widowers and Orphans Fund as relevant.
- Persons recruited will be subjected to a three year (03) Probation period.  
(Applicants already serving in the Public / Provincial Public Service in permanent posts will be subjected to a 01-year acting in the post period).
- In addition, appointees will be subject to the rules of the Establishment Code, Western Provincial Public Service Work Procedure Rules, Western Provincial Financial Rules, Rules imposed by the Public Service Commission of the Western Provincial Council from time to time and Rules imposed by the Municipal Commission of the Dehiwala - Mt. Lavinia Municipal Council from time to time.

#### 03. Method of Application:

- As per the specimen stated below, applications should be self-prepared using an A4-Size paper (Using both sides of the paper should write Nos. 1 to 03 on one side and from No 04 onwards on the other side)

- The original copy of a normal Money Order for Rs. 200/=, from any Post Office, drawn-in favour of the "Municipal Commissioner, Dehiwala - Mt. Lavinia Municipal Council" and stated "Dehiwala" as the paying office, should be affixed at the allocated space in the application. (A Copy of the relevant Money Order may be kept for any future reference).
- Photocopies of the undermentioned Certificates should be annexed with the application. Applicants should keep ready for submission of the originals of such certificates and other certificates in the event the person is called for an interview:
  - An envelope with the name and address written, in 9"x4" size
  - Birth certificate
  - Educational Certificates or other certificates of any higher educational qualifications.
  - Certificates in proof of vocational qualifications.
  - Experience Certificates.
  - Photocopies of National Identity Card / Driving Licence (both sides)
  - The certificate issued by the Grama Niladhari of the Division of the applicant's permanent residency, countersigned by the Divisional Secretary. (This certificate should have been obtained within not less than a 06 months period from the closing date of applications and when proving 03 years permanent residency, any uncertain documents provided for it merely on statements of the applicant will not be considered i.e. "says has been residing for 05 years")
  - A Police Report obtained from the Police Station of the relevant Division having permanent residency. (This should have been obtained not less than a 06 months period from the closing date of applications).
- Any applicant expecting to submit more than one application, should submit separate applications in separate covers for each post.
- The cover containing the application should be marked the post applied for at the left-side top corner and sent by Registered Post addressed to "Municipal Commissioner, Dehiwala - Mt. Lavinia Municipal Council, Dehiwala" to be received on or before 15.01.2017.
- Applicants already serving in Public or Provincial Public Service should channel their applications through the relevant Heads of the institutions.
- The Council shall not be held responsible for any application displaced in the mail or returned due to wrong address given. Applications received late, applications prepared not in conformity with this notice and incomplete applications will be rejected.

The Municipal Commissioner of the Dehiwala - Mt. Lavinia Municipal Council retains the right to delay the recruitments or make changes during or after the calling of applications, make amendments to this notice, or make any changes or cancel it or change the number of posts or the numbers to be recruited.

The Municipal Commissioner of the Dehiwala - Mt. Lavinia Municipal Council retains the right to the final decision with regard to any matters not provided for relevant to this recruitment.

Dharmika Muthugala,  
Municipal Commissioner,  
Dehiwala - Mt. Lavinia Municipal Council

31.12.2016

### DEHIWALA - MT. LAVINIA MUNICIPAL COUNCIL

Application for the Post of .....

#### 1. Details of Biodata

- Name with initials (initials at end) (i.e. Silva A.B.C.)
- Name in Full: .....
- Permanent Address: .....
- National Identity Card No. ....
- Sex: .....
- Telephone No.: .....
- Marital Status: .....
- Nationality: ..... Religion: .....
- Date of Birth: Year .... Month .... Date ....
- Age as at 15.01.2017 ..... Years ..... Months ..... Days .....

#### 2. Educational Qualifications

- The last class passed by the applicant: .....
- School: .....
- G.C.E. (O/L) Examination
  - Year and month of Examination  
year ..... Month .....
  - Index No.: .....
- Results:

Subject	Pass	Subject	Pass
i.		vi.	
ii.		vii.	
iii.		viii.	
iv.		ix.	
v.		x.	

#### 3. Vocational Qualifications and Experience:

#### 4. Any other Qualifications:

#### 5. Confirmation of submission of the undermentioned documents in proof of above information: (Mark ✓ or X in relevant box)

- 9"x4" size envelope with name and address written on it:
- Certified photocopy of the Birth Certificate:
- Certified photocopies of Educational or any highest educational qualifications obtained:
- Certified copies of experience certificates:
- Photocopy of the National Identity Card/Driving Licence (both sides):
- Certificate of Residence issued by the Grama Niladhari of the Division of Permanent Residency, countersigned by the Divisional Secretary:
- Police Report obtained from the Police Station relevant to the Division of permanent residency:

#### 6. Firmly affix the original of the money order in the box below using one edge.

Affix the original money order here

- No. of the money order : .....
  - Date of the money order : .....
  - Amount paid (Rs.) : .....
- (Keeping a photocopy of this money order may be helpful for any future reference)

#### Applicant's Certification:

I do hereby certify that the information provided by me in the application is true and accurate. I am also fully aware that if any details provided herein by me are found to be false or incorrect before being selected for the post, I can be declared ineligible and if found after appointment was made I can be dismissed from service without any compensation paid.

Date: .....

Applicant's Signature

N.B: Applications not accurately completed and applications not accompanying with documents in proof of relevant qualifications will be rejected.