

MUNICIPAL COUNCIL, NUWARA ELIYA

FILLING OF VACANCIES OF PRIMARY LEVEL UNSKILLED / PRIMARY LEVEL SKILLED POSTS - 2018

Applications will be received from qualified applicants residing in the Nuwara Eliya Municipal Council Authority area for the recruitment to the Class III Posts stated in the Table 3.1 below, presently existing vacant at the Nuwara Eliya Municipal Council.

02. Qualifications for recruitment (To Class III)

2.1) General Conditions for Recruitment:

- All applicants should be Sri Lankan citizens
- Should be a permanent resident in the Nuwara Eliya Municipal Council Authority area. (Applicants should (compulsorily) submit documents at the interview in proof of his permanent residency within this municipal council authority area for three years immediately prior to the closing date of acceptance of applications. Applications of candidates from other local government authority areas within the Nuwara Eliya District will also be considered only when a qualified number of applicants from the municipal council authority area are not found to be available for recruitment for the posts available refer the applications from the residents of the Nuwara Eliya Municipal Council authority area are perused. (However, priority will always be given to resident applicants of the Nuwara Eliya Municipal Council authority area and due to this clause, applicants from other local government authority areas should not be considered as getting a right that would act as offering compulsory opportunities for recruitment).
- The age of applicants should not be below 18 years and not above 45 years as on the closing date of applications. (Applicants already serving in the government or provincial government institutions are not affected by the upper age limit. It should be noted that, if permanent employee applicants from the government or provincial government institutions are selected for appointment, they will be placed in the starting salary step of the new post).
- All applicants should possess an excellent character and should be physically fit.
- All applicants should have a good eyesight and in a good mental and physical health condition.

03. Conditions of Employment:

- The posts are permanent and pensionable.
- Should contribute to the Widows / Widowers and Orphans Pensions Fund and should abide by policy decisions that may be taken by the Government in future with regard to the Pensions Scheme.
- **Salary Scale**
 PL1-3/2016 - Rs. 24,250 - 10 x 250 - 10x270 - 10x300 - 12x330 - Rs. 36,410/-
 PL3-3/2016 - Rs. 25,790 - 10x270 - 10x300 - 10x330 - 12x350 - 38,990/-
- Should pass the Efficiency Bar Examination before reaching the fourth salary step of the specified salary scale of the Class III.

3.1) The post and the Educational Qualifications: (As stated in the Table)

Sl. No.	Name of Post and Service Category	No. of Vacancies	Vocational Qualifications and Experience	Educational Qualifications
PL-1 Category				
01.	Library Assistant PL1-3/2016	01	Applicants having obtained training with regard to library work from a government recognized institution will be specially considered.	Should have passed GCE (O/Level) Examination in 06 subjects with at least 02 Credit passes in not more than two sittings, out of it 05 subjects should have been passed in one sitting. However, according to the constitutional amendments No. 9, 2, 2.1 dated 22.09.2015, only for labourer posts, when qualified applicants are not available, the qualifications stated in the procedure can be lowered up to Grade 05 and consider for recruitment.
02.	Water Meter Reader	01	Not applicable	
03.	Water Works Labourers	08	Not applicable	
04.	Health Labourers PL1-3/2016	14	Not applicable	
05.	Park Labourers	22	Not applicable	
06.	Ayurvedic Labourers	01	Not applicable	
07.	Valuation Inspector	01	Those having experience in the relevant field will be specially considered.	
PL-3 Category				
08.	Driver	06	Should have obtained Driving Licence for motor vehicles, heavy trailers above 34 CWT Tare weight and buses that could carry below 32 passengers. (Should have the "A, C and C1" class licence or 'B' class licence according to the new driving licence). In addition, for the machine operator, should have the NVQ 4 level training certificate and Machine Operator Training Certificate from an institution recognized by the government.	Passed GCE (O/Level) Examination or the NCGE Examination in not more than two sittings in six subjects with a minimum of Credit passes for two subjects with Sinhala or Tamil Language.
09.	Heavy Vehicle Operator	01		

Recruitment to the above posts will be done according to the existing worker requirements of the Nuwara Eliya Municipal Council.

04. Method of Recruitment

- From among the applications submitted, all the qualified applicants will be referred to a structured interview and those scoring highest marks will be recruited for these posts.
- Special attention will be paid to the undermentioned sections at the structured interview.

Criteria	
01.	Communication ability / Personality and skills shown at the interview
02.	Educational qualifications / passed G.C.E. (O/Level) Examination
03.	Vocational qualifications
04.	Experience relevant to the post (Maximum 05 years will be considered)
05.	Other relevant qualifications; more attention will be focused on temporary, casual, substitute or contract basis workers already serving at the Nuwara Eliya Municipal Council

- Drivers and heavy vehicle operators will be referred to a practical test upon which suitable selections will be made.

05. Method of Application

- An applicant could only apply for a single post.
- Applications prepared as per the specimen application appearing below using both sides of a A4 paper should be sent by registered post addressed to Municipal Commissioner, Municipal Council, Nuwara Eliya, to be received on or before 18.12.2018 (sending only the application would be sufficient).
- The cover containing the application should be marked "Recruitment to vacant post in the Nuwara Eliya Municipal Council" at the left side top corner.

- Incomplete applications or applications received late will be rejected without intimation.
- Applicants already serving in the public service should channel their applications through the respective Heads of Institutions.
- The Nuwara Eliya Municipal Council will decide upon the number of applicants to be recruited. The Municipal Commissioner retains the right to either delay these recruitments or cancel this notice or amend it, after calling applications or during the period of calling for applications.
- Certified copies of the following certificates should be submitted with the application:
 - i) Birth certificate
 - ii) Relevant educational certificates
 - iii) Recently obtained Grama Niladhari Certificate (Residency certificate).
 - iv) Recently obtained two character certificates
 - v) Certificates in proof of vocational qualifications
 - vi) Service experience certificates
 - vii) Photocopy of the National Identity Card

S.P.K. Bodhimanna
Municipal Commissioner,
Nuwara Eliya.

At the Municipal Council,
Nuwara Eliya.
Date: 29th November 2018

SPECIMEN APPLICATION FORM

Application for the Post of of the Nuwara Eliya Municipal Council of the Central Provider.

01. i) Name with initials:
 ii) Names denoted by the initials:
02. District of permanent residency:
 Divisional Secretariat Division:
 Grama Niladhari Division:
03. Permanent Address:
04. National Identity Card No.:
05. Sex: Marital Status:
06. Age as on the closing date of applications:
 Years: Months: Days:
07. Duration of permanent residency in the Nuwara Eliya Municipal Council Authority area:
 Years: Months: Days:
08. Sri Lankan citizen - Whether by birth or by registration:
09. Educational Qualifications: (Details of Examinations passed).
 Year/Grade passed:
 G.C.E. (O/Level) Examination:
 Index No.: Year and Month of Examination:

Subject	Grade	Subject	Grade

- Year/Grade passed:
 G.C.E. (A/Level) Examination:
 Index No.: Year and Month of Examination:

Subject	Grade	Subject	Grade

10. Vocational Qualifications: (Should substantiate by certificates):
11. Service Experience:
 i) Institution serving presently:
 ii) Current Post held:
 iii) Date of appointment to the post:
 iv) Previous place of employment and the post held:
12. Have you ever been convicted on charges by a Court of Law?
 If yes, give details:

13. Certification of Applicant:
 I certify that the information provided by me in this application is true and accurate. I am aware that if any of the details / information stated herein by me is found to be false, I shall be declared ineligible, if found after the appointment was made, I shall be declared ineligible for the post and that I can be dismissed from the post without any compensation paid.

Date: Signature of Applicant

Institution Head's attestation for applicants already serving government or provincial government institutions.

Mr/Mrs/Ms, who submits this application, is working as in this office as from He / she can be / cannot be released from the present post in the event he/she is selected for the new post. I do hereby certify that he/she has not been subjected to any disciplinary action (other than warnings) and that I recommend his/her application.

Signature of Department Head
(Place official seal)

Name:
 Designation:
 Department / Institution:
 Date: