



# COLOMBO MUNICIPAL COUNCIL

## VACANCIES

### RECRUITMENT TO THE GRADE III OF THE POSTS OF NON-TECHNICAL SEGMENT 2 OF MANAGEMENT ASSISTANT IN THE LOCAL GOVERNMENT INSTITUTIONS OF WESTERN PROVINCIAL PUBLIC SERVICE / RECRUITMENT TO THE POST OF FIREMAN AND RECRUITMENT TO THE POST OF PHYSIOTHERAPIST

Applications are invited from the citizens residing in the Western Province, fulfilling the following qualifications to carry out external recruitments to fill the vacancies in above posts lying vacant in the Colombo Municipal Council.

Applicants should prepare applications in A 4 size paper according to the specimen given below by typing or in clear hand writing in both sides of the paper and should send by Registered post addressed to "Municipal Commissioner, Municipal Commissioner's Office, Colombo Municipal Council, Town Hall, Colombo 07" to reach before 28.12.2020. The post which you are applying should clearly be mentioned in the application and on the left hand corner of the envelope where the application is enclosed. The applications which are not properly completed and do not have required educational qualifications / professional qualifications/ the experience and the applications received after 28.12.2020 will be rejected.

#### 1. Title of the Post - Posts of Non-Technical Segment 2 of Management Assistant in the Local Government Institutions of Western Provincial Public Service- Grade III

- |                      |                                     |
|----------------------|-------------------------------------|
| 1) Preschool teacher | 5) Sewing Instructor                |
| 2) Library Assistant | 6) Instructor (Industrial Training) |
| 3) Sports Instructor | 7) Demonstrator/ Instructor         |
| 4) Health Instructor | 8) Music and Dancing Instructor     |

Monthly Salary Scale - MN-1 2016 (P.A.C 03/2016)  
Rs. 27140 - 10 x 300 - 11 x 350 - 10 x 495 - 10 x 660 - 45540/-

Age limit/ Educational qualifications /professional qualifications and other experiences

Post	Age Limit	Educational Qualifications	Professional qualifications and the experience
Preschool Teacher	Not less than 18 years and not more than 30 years of age	Should have passed in 06 subjects with Credit Passes including Sinhala / Tamil/English Language/ Mathematics and two other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed at least one (01) subject at G.C.E (A/Level) examination. (Except General common test)	Should have obtained a certificate, having followed a course of not less than 06 months on infant education and child development from a National institute of training preschool teachers or a Preschool teacher training institution accepted by the government (should be registered)
Library Assistant	Not less than 18 years and not more than 30 years of age	Should have passed in 06 subjects with Credit Passes including Sinhala / Tamil/English Language/ Mathematics and two other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed at least one (01) subject at G.C.E (A/Level) examination. (Except General common test)	Should have passed the first test of the diploma in Library and Information Science from the Sri Lanka Library Association or a recognized university
Sports Instructor	Not less than 18 years and not more than 25 years of age	Should have passed in 06 subjects with Credit Passes including Sinhala / Tamil/English Language/ Mathematics and two other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed at least one (01) subject at G.C.E (A/Level) examination. (Except General common test)	Should have successfully followed a minimum of 02 years of experience as a school level/ sport club level coach  Or having worked as International or national sports coach/ judge Or having represented national level or first line sports competitions as individually or group wise
Health Instructor	Not less than 18 years and not more than 30 years of age	Should have passed in 06 subjects with Credit Passes including Sinhala / Tamil/English Language/ Mathematics and two other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed at least one (01) subject at G.C.E (A/Level) examination. (Except General common test)	Should have obtained certificates, having followed a two years course in Social Works issued by the Institution of National Social Development
Sewing Instructor	Not less than 18 years and not more than 30 years of age	Should have passed in 06 subjects with Credit Passes including Sinhala / Tamil/English Language/ Mathematics and two other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed at least one (01) subject at G.C.E (A/Level) examination. (Except General common test)	Should have the final certificate, having followed a course on sewing for 6 months or more. Should have a diploma certificate on sewing course if it is a private institution
Instructor (Industrial Training)	Not less than 18 years and not more than 30 years of age	Should have passed in 06 subjects with Credit Passes including Sinhala / Tamil/English Language/ Mathematics and two other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed at least one (01) subject at G.C.E (A/Level) examination. (Except General common test)	Should have obtained a certificate, having followed a 2 1/2 years course on mechanics in a government or private institution accepted by the Tertiary and Vocational Education Commission (TVEC). It is required to obtain the qualification of National Vocational qualification (NVQ) of Level 4 or above.

<b>Demonstrator/ Instructor</b>	Not less than 18 years and not more than 30 years of age	Should have passed in 06 subjects with Credit Passes including Sinhala / Tamil/English Language/ Mathematics and two other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed at least one (01) subject at G.C.E (A/Level) examination. (Except General common test)	Should have obtained a certificate, having followed 2 1/2 years course on mechanics in a government or private institution accepted by the Tertiary and Vocational Education Commission (TVEC)	Should have a certificate having worked as an instructor for a period of not less than 2 years in the post of an instructor in a government or government registered institution.
<b>Instructor in Music and Dancing</b>	Not less than 18 years and not more than 30 years of age	Should have passed in 06 subjects with Credit Passes including Sinhala / Tamil/English Language/ Mathematics and two other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed at least one (01) subject at G.C.E (A/Level) examination. (Except General common test)	Should have passed National Dancing and Music examination conducted by the Commissioner General of Examinations/ Should have a certificate in Bathkanda music, diploma in dancing and music from a College of Music or should have a diploma certificate in dancing and music from Belwood Institute of National Youth Services Council.	Should have a certificate having worked as an instructor for a period of not less than 2 years in the post of an instructor in a government or government registered institution.

Method of Recruitment:

Post	Method of Recruitment	Subjects	Maximum Marks	Minimum Pass Marks
Preschool Teacher	Written test	Aptitude and Intelligence test General Knowledge	100 100	40 40
Library Assistant	Written test	General Knowledge General Intelligence	100 100	40 40
Sport Instructor	Written test	Basic sport knowledge Aptitude	100 100	50 50
	Structured interview	Additional educational qualifications Additional professional qualifications Sports skill Personality	10 20 65 05	50
Health Instructor Sewing Instructor Instructor (Industrial Training) Demonstrator / Instructor Music and Dancing Instructor	Written test	General Knowledge Intelligence test	100 100	40 40

❖ Qualified persons will be selected according to the order of skills obtained at the written examination.

#### 2. Title of the Post - Posts of Physiotherapist of the Colombo Municipal Council in Western Provincial Public Service

Monthly Salary Scale - MT2 -2016 (P.A.C 03/2016)  
Rs. 30140 - 10x 350 - 11 x 370 - 10 x 560 -10 x 660 - 49910/-

Age limit/ Educational qualifications/ Professional qualifications / other qualifications

Post	Age Limit	Educational Qualifications	Other Qualifications
Physiotherapist	Not less than 18 years and not more than 35 years of age	Should have passed in six subjects with Credit Passes including Sinhala / Tamil and Mathematics and four other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed all subjects in Science stream at G.C.E. (A/L) Examination. (Except General common test)	Should have been registered as a Physiotherapist in the Ayurvedic Medical Council, having obtained certificates after following a two years course on Physiotherapy conducted by a recognized university by the University Grants Commission.

Method of Recruitment: Structured interview

Main areas for which marks are given	Maximum Marks	Minimum marks which is considered for selection
Subject knowledge	35	50%
Experience relevant to the field	10	
Skill exhibited at the interview	05	

❖ It will be recruited for the existing vacancies according to the order of skills of the marks obtained at the structured interview.

#### 3. Title of the Post - Post of Fireman in the Fire Services of the Colombo Municipal Council in Western Provincial Public Service

Monthly Salary Scale - RS1 -2016 (P.A.C 03/2016)  
Rs. 29540 - 7 x 300 - 27 x 370 - 41630/-

Educational and other qualifications

Post	Age limit	Educational qualifications	Other qualifications
Apprentice Fireman	Not less than 18 years and not more than 24 years of age.	Should have passed in six subjects with Credit Passes including Sinhala / Tamil and Mathematics and four other subjects at the G.C.E. (O/Level) Examination in one sitting and should have passed Science and English language at the same sitting or one more extra sitting	Should be an unmarried male person. Height should be not less than 162 cm and the body mass index should be appropriate. (Body mass index should in between 18.5 and 24) The eye sight without glasses or contact lenses should be 6/6 and 6/12 in minimum and colour sight should be normal. There should be no artificial physical changes done to the body (such as tattoos) Should have a good moral character and should not have any connections with any illegal activities which should be proved with a Police Report.

#### The Method of Recruitment

Apprentice Firemen will be selected for the vacancies according to the order of skills in the marks obtained at the written test and the professional (practical) test.

- All the apprentice firemen will be subjected to a medical test to confirm their physical and mental eligibility prior to the commencement of the training.
- The persons who will be selected for the vacancies should follow a one year fireman training course. Apprentice firemen will be terminated from the training without any compensation if their work, behavior and attendance are found to be unsatisfactory or of those who are unable to achieve the expected performance standard during the training period.
- Apprentice firemen who successfully completed the relevant training will be permanently recruited to the post of Apprentice Fireman. Training period will be calculated for the permanent service period and will be placed on the second step of the relevant salary scale.
- A monthly allowance of Rs.10,000/= will be paid during the training period.
- Permission is not granted to any apprentice fireman to get married during training period.
- Apprentice firemen who are selected for the training should enter into a bond in the value of Rs. 500,000/= with the appointment authority at the time of commencing the training confirming they serve a period of 5 years from the date of appointment to the permanent post in the relevant Local Government Institution.
- If the apprentice quite from the training during the training period at his discretion, necessary action will be taken for the repayment of the training cost to the institution.
- The persons who were appointed to the post of Fireman can be assigned to be residents in the administrative limits of Colombo Municipal Council.

#### Other qualifications required to the post

- Should be a citizen of Sri Lanka.
- Should be a permanent resident in the Western Province for a period of 03 years immediately prior to the closing date of applications.
- Should have a good moral character.
- Should have fulfilled all the required qualifications for the recruitment to the post at the date of calling applications mentioned in the notice of calling applications.
- Should be physically and mentally fit to perform the duties in the post.
  - This post is permanent and pensionable. You should be subjected to the policy decisions taken by the Government in future regarding the pension scheme applicable to this post.
  - You should contribute to the Widows/Widowers and Orphans' Fund.
  - This post is permanent and you should be subjected to the policy decision taken by the Colombo Municipal Council.

Final decision with regard to the recruitment to this post lies with the appointment authority.

Office of the Municipal Commissioner  
Colombo Municipal Council  
02.12.2020

Attorney at-Law Roshini Dissanayake  
Municipal Commissioner  
Colombo Municipal Council

For office use

Specimen Application

Application for the recruitment to the posts of the Colombo Municipal Council in the Western Provincial Public Service

The post applying for:- .....

- Name with initials (in English Capital letters) (Mr. / Mrs. / Ms.) :-
- Full name (in Sinhala):-
- I Permanent Address:-
- II. Temporary Address (in Sinhala) :-
- Date of Birth: Years  Month  Day   
(Certified copy of the Birth Certificate should be attached)
- Age on the last date of accepting applications :-  
Year  Months  Days
- National Identity Card No :-
- Marital status (married/unmarried) :- .....
- Telephone No. - Private / Official :- .....
- Period of permanent residence in the Western Province:-  
(Certified copy of the Grama Seva Certificate should be attached)
- Educational Qualifications :- ( Certified copies of certificates should be attached for verification)
- Professional Qualifications:- .....
- Other qualifications:- .....
- (Certified copies of certificates should be attached for verification)
- Have you ever been convicted in a Court of Law for any Crime? (Yes / No)  
ii. If your reply is "Yes" what was the nature of the crime and the punishment given?
- Are you a person who has been dismissed or resigned from Government / Provincial Government Service? (Yes / No)
- If you are holding a post in Government/ Provincial service on permanent/ temporary/casual/ substitute/ contract basis at present.
  - Your present position:- .....
  - Date of appointment to that post:- .....
  - Nature of the appointment (permanent/ temporary/ casual/ substitute/ contract):- .....
  - Department / Section you are serving:- .....

I do hereby certify that the details furnished by me above are true and correct to the best of my knowledge. Further, I am fully aware of the fact that I will be ineligible to be selected to the post, if any of the information furnished by me in this application is revealed to be not true or wrong before my being appointed to the post and I can be dismissed from service without paying any compensation, if such information were found untrue or wrong after my being recruited to the post.

Date:- .....

Signature of the Applicant