



**Colombo Municipal Council**

**Vacancies**

**Open competitive examination for the recruitment to the post of Instructor Grade III of the service category - Non Technical Segment 2 of Management Assistant in the Local Government Institutions of Western Provincial public service - 2019**

Applications are invited from the citizens residing in the Western Province, fulfilling the following qualifications for the recruitment to the post of Instructor Grade III of the service category - Non Technical Segment 2 of Management Assistant in the Local Government Institutions of Western Provincial public service for the vacancies exist in 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 30.09.2019. On the left hand corner of the envelope where the application is enclosed the words “Recruitment to the post of Instructor Grade III of the service category – Non Technical Segment 2 of Management Assistant in the Local Government Institutions of Western Provincial public service – 2019 (The post you applied)” should be written. The applications which do not have required educational qualification, / professional qualifications/ the experience and the applications received after 30.09.2019 will be rejected.

1. Title of the Post - Post of Instructor Grade III of the service category - Non Technical Segment 2 of Management Assistant in the Local Government Institutions of Western Provincial public service
2. Grade of Recruitment - Grade III
3. Monthly Salary Scale - MN-1 2016 (P.A.C 03/2016)

27140 – 10 x 300 – 11 x 350 – 10 x 490 –  
10 x 660 - 45540/-

(Salary is paid according to the schedule 02 of the P.A.C  
03/2016)

4. I. This post is permanent and pensionable. You should be subjected to the policy decision taken by the Government in future regarding the pension scheme applicable to this post.
- II. You should contribute to the Widows’/widowers’ and orphans’ fund.
- III. This post is permanent and you should be subjected to the policy decision taken by the Colombo Municipal Council.

5. Educational/professional qualification and the experience relevant to the post:-

	Post	Educational Qualifications	Professional qualifications	Experience
01	Instructor of Health	Should pass 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.  Should pass at least one subject (01) at G.C.E (A/Level) examination.	Should have obtained a certificate, having followed two years course on social works issued by the National Institute of Social Development	Should have a certificate having worked as an instructor in a period not less than 2 years in the post of an instructor in a government or government registered institution.
02	Instructor of sewing	Should pass 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 credit passes for Science and English).  Should pass at least one subject (01) at G.C.E (A/Level) examination.	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	Should have a certificate having worked as an instructor in a period not less than 2 years in the post of an instructor in a government or government registered institution.

03	Instructor (Mechanical Training)	Should pass 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. Should have credit passes (C) for Science and English subjects.  Should pass at least one subject (01) at G.C.E (A/Level) examination.	Should have obtained a certificate, having followed 2 ½ years course on mechanics in a government or private institution accepted by Tertiary and Vocational Education Commission (TVEC) Note – It is required to obtain qualification of NVQ Level 4 or above.	Should have a certificate having worked as an instructor in a period not less than 2 years in the post of an instructor in a government or government registered institution.
04	Instructor (Computer and Training)	Should pass 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. Should have credit passes (C) for Science and English subjects.  Should pass at least one subject (01) at G.C.E (A/Level) examination.	Should have obtained the final certificate, having followed a minimum of one year diploma on computers in a government or private institution accepted by Tertiary and Vocational Education Commission (TVEC)	Should have a certificate having worked as an instructor in a period not less than 2 years in the post of an instructor in a government or government registered institution.
05	Demonstrator/ Instructor	Should pass 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.  Should pass at least one subject (01) at G.C.E (A/Level) examination.	Should have obtained a certificate, having followed 2 ½ years course on mechanics in a government or private institution accepted by Tertiary and Vocational Education Commission (TVEC)	Should have a certificate having worked as an instructor in a period not less than 2 years in the post of an instructor in a government or government registered institution.

06	Instructor in Music and Dancing	Should pass 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.  Should pass at least one subject (01) at G.C.E (A/Level) examination.	Should pass 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 in a period not less than 2 years in the post of an instructor in a government or government registered institution.
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- I. Should be a citizen of Sri Lanka.
- II. Should be a permanent resident in the Western Province for a period of 03 years immediately prior to the closing date of applications
- III. Should have a good moral character.
- IV. Should have full filled all the required qualifications for the recruitment to the post at the date of calling applications mentioned in the gazette notification.
- V. Should be physically and mentally fit to perform the duties in the post.

6. Age limit -

Applicant should be not less than 18 years and not more than 30 years of age as at the closing date of applications

7. Method of recruitment – Written examination

Subjects	Time	Total marks	Pass mark
General Knowledge	01 hour	100	40
IQ	01 hour	100	40

8. The final decision with regard to the recruitment to this Post lies with the Appointing Authority.

On 20.08.2019

Office of the Municipal Commissioner  
Colombo Municipal Council

Municipal Commissioner  
Colombo Municipal Council



6. Age on the last date of accepting

applications

:-           Years                   Months                   Days

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7. National Identity Card No :-

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8. Marital Status: - .....

9. Telephone No:- Private / Official .....

10. 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)

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11. Professional Qualifications:- (If any)

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(Certified copies of certificates should be attached for verification)

12. Experience:-

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(Certified copies of certificates should be attached for verification)

13. I. Have you ever been convicted in a Court of Law for any Crime? (Yes / No)

If your reply is “Yes” what was the nature of the crime and the punishment given?

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14. 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,

I. Your present post (in Sinhala):- .....

II. Date of appointment to that post: - .....

III. Nature of the appointment (permanent/ temporary/ casual/ substitute/ contract):-  
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IV. 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 not true or wrong before my being appointed to the post of Instructor Grade III of the service category - Non Technical Segment 2 of Management Assistant 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 :- .....

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Signature of the Applicant