

**Recruitment of Teachers for the English Medium Pre-School Project  
of the Public Welfare Department of the Kandy Municipal Council**

Applications are invited from eligible candidates for the posts of Head Teacher (Pre-School) and Assistant Teacher (Pre-School) of the proposed two English Medium Pre-Schools (04 Posts), in view of the service requirement of the Kandy Municipal Council. Accordingly, applications shall be sent by registered post to reach the Municipal Commissioner, Kandy Municipal Council, Kandy before 02.01.2026, indicating the name of the post at the top left corner of the envelope.

**Post of Head Teacher (Pre-school)**

1. No. of Posts : 02 posts in the two schools
2. Age : Applicants shall have attained the age of eighteen (18) years and shall not have exceeded the age of thirty (30) years as of the application submission date.
3. Monthly Allowance : Monthly allowance is Rs. 37000/-
4. Educational Qualifications : Having passed the G.C.E. (O.L.) examination in 06 (six) subjects at one sitting with credit passes for Sinhala, Tamil and English languages, Mathematics and for 02 (two) other subjects

and

Having passed at least 01 (one) subject (excluding Common General Test and English) in the G.C.E. (A/L) examination.

**Note**

Having passed the aesthetic subjects of Art, Music, and Dancing in those examinations.

5. Professional qualifications : Diploma in Pre-School Education issued by the External Service Board of the Open University

or

Pre-School Teacher Training Diploma offered by institutions registered under the Children's Secretariat of the Ministry of Child Development and Women's Affairs

or

Pre-School Teacher Training Diploma awarded by the Early Childhood Development Unit of the Central Provincial Council

or

School Teacher Training Diploma awarded by institutions approved by the Tertiary and Vocational Education Commission

**Note**

The duration of this diploma course shall be a minimum of one academic year

### **Post of Assistant Teacher - Pre-School**

1. No. of Posts : 02 posts in the two schools
2. Age : Applicants shall have attained the age of eighteen (18) years and shall not have exceeded the age of thirty (30) years as of the application submission date.
3. Monthly Allowance : Monthly allowance is Rs. 30000/-
4. Educational Qualifications : Having passed the G.C.E. (O.L.) examination in 06 (six) subjects at one sitting with credit passes in Sinhala, Tamil and English languages and 02 (two) other subjects

and

Have passed at least 01 (one) subject (excluding Common General Test and English) in the G.C.E. (A/L) examination.

#### **Note**

Having passed the aesthetic subjects of Art, Music, and Dancing in those examinations.

5. Professional qualifications : Diploma in Pre-School Education issued by the External Service Board of the Open University

or

Diploma offered by institutions registered under the Children's Secretariat of the Ministry of Child Development and Women's Affairs

or

Pre-School Teacher Training Diploma awarded by the Early Childhood Development Unit of the Central Provincial Council

or

School Teacher Training Diploma awarded by institutions approved by the Tertiary and Vocational Education Commission

#### **Note**

The duration of this diploma course shall be a minimum of one academic year

Recruitment of these teachers will initially be based on a one-year contractual agreement. This term will be considered for annual renewal, contingent upon an assessment of the teacher's expertise and performance in the service rendered.

### **(In relation to Both Posts)**

1. Special qualifications :
  - Shall be permanent residents of the Central Province.
  - Having a Higher Diploma in English is a special qualification.
  - Fluency in English.

- Knowledge of Tamil and other languages as an additional qualification.

2. Method of Selection : All candidates who submit applications and satisfy the stipulated minimum eligibility requirements will be advanced to a structured interview phase. Following a thorough verification of all requisite qualifications, the most suitably qualified applicants will be selected and recruited strictly according to the merit order established by the final scores obtained.
3. Physical qualifications : Candidates shall demonstrate the requisite physical and mental fitness to effectively discharge the duties of the relevant service.
4. Other qualifications :
  - The applicant shall be a Sri Lankan citizen.
  - All qualifications relevant to the recruitment process must be fully satisfied and completed by the specified closing date for applications.
  - Only female applicants shall apply.

Note:- Applications for the provision of these services are available for download from the official Kandy Municipal Council website at [www.kandy.mc.gov.lk](http://www.kandy.mc.gov.lk). Complete fulfillment of all recruitment qualifications is required as of the application deadline. The decision of the Municipal Commissioner of the Kandy Municipal Council shall be final with respect to the selection and engagement of services. The Municipal Commissioner of the Kandy Municipal Council expressly reserves the right to delay, amend, change, or cancel this notice, as well as the entire recruitment process, either during the period of application or at any subsequent stage.

❖ The Post Applied For must be clearly written on the upper left-hand corner of the envelope.

A.H.M. Indika Kumari Abeysingha  
Municipal Commissioner  
Kandy Municipal Council

28.11.2025



**Specimen Application**  
**Recruitment of Teachers for the English Medium Pre-School Project of the Public Welfare Department**  
**of the Kandy Municipal Council**

01. The local government body to which the applicant belongs: .....

02. (a) Name with initials (in Sinhala) : .....

(b) Full name (in Sinhala) : .....

(c) Full name (in English capital letters): .....

03. National Identity Card Number

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04. Date of Birth:- Year: ..... Month: ..... Date: .....

05. Age as of the closing date for applications (As of 02.01.2025): Years..... Months.... Days.....

06. Gender : .....

07. Civil Status : .....

08. Permanent Address : .....

09. Telephone No. : .....

10. Whether a Sri Lankan Citizen ? : .....

If so, whether by descent or by registration? .....

11. Educational Qualifications

11. (I) G.C.E. (Ordinary Level) Examination  
Examination

11. (II) G.C.E. (Advanced Level)

Year : .....

Admission No : .....

Index No.	Subject	Grade obtained
01		
02		
03		
04		
05		
06		
07		
08		
09		
10		

Year : .....

Admission No : .....

Index No.	Subject	Grade obtained
01		
02		
03		
04		

11. Information regarding Diplomas obtained:

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12. Professional qualifications and experience:

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13. Certification of Applicant:

I hereby certify and affirm that the information furnished above is true and accurate. I fully comprehend and accept that any misrepresentation or falsification of data, if discovered prior to selection, shall result in my immediate disqualification from further consideration for appointment. Furthermore, I acknowledge that any such discovery of false information after selection and appointment will render me liable to immediate dismissal without notice or compensation.

Date:.....

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Applicant's signature