



## Ministry of Highways

Applications are invited from the qualified Sri Lankan citizens for the following positions of under mentioned Foreign Funded Project (above US \$ 250 million). All positions will be appointed to Central Expressway Project III of Project Management Unit (PMU), established for the purpose of implementation of road construction and development activities under the Ministry of Highways. These appointments will be subjected to the provisions of Management Service Circular No.01/2019 issued by the Ministry of Finance on 2019.03.05.

- **Position -Senior Quantity Surveyor (PS -04) - vacancy 01**
- **Position - Land Surveyor (PS- 04) - vacancy 01**
- **Position - Quantity Surveyor (PS -05) - vacancy 01**
- **Position -Technical Officer (PS -06) - vacancies 03**
- **Position - Accounts Assistant (PS- 06) - vacancy 01**
- **Position - Administrative Assistant (PS- 06) - vacancy 01**

### Qualifications required for the posts

According to the above mentioned MSD Circular 1/2019, Annexure 01, Land Surveyor and Senior Quantity Surveyor (PS 04)(above US \$ 250 million category) basic qualifications are given below

#### Minimum Qualifications & Experience[(1) or (2) below]

- (1). • A successfully completed Bachelor's Degree in the **relevant field**, which is recognized by the University Grants Commission

or

- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the **relevant field**.

or

- An Associated membership/ A similar professional qualification obtained from a recognized professional institution in the **relevant field**.

with

- At least 09 years post qualifying experience in the relevant field

or

- (2). • An officer of the Government All Island Services Class III/II or above or similar status in the relevant field.  
and  
• At least 09 years of experience in Class III/II post

**According to the above mentioned MSD Circular 1/2019, Annexure 01, Quantity Surveyor (PS 05) (above US \$ 250 million category) basic qualification are given below**

**Minimum Qualifications & Experience [(1) or (2) or (3) below]**

- (1). • A successfully completed Bachelor's Degree in the **relevant field**, which is recognized by the University Grants Commission  
or  
• A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the **relevant field**.  
or  
• An Associated membership/ A similar professional qualification obtained from a recognized professional institution in the **relevant field**.  
or  
• Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field  
And  
• At least 06 years experience in the required area of specialization  
or
- (2). • Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field  
and  
• At least 11 years experience in the required area of specialization  
or

- (3). • Having obtain a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical field.

and

- At least 16 years experience in the required area of specialization

**According to the above mentioned MSD Circular 1/2019, Annexure 01, Technical Officer, Accounts Assistant, Administrative Assistant(PS 06) (above US \$ 250 million category) basicqualificaion are given below**

**Minimum Qualifications & Experience [(1) or (2) or (3) below]**

1.

- A Bachelor's Degree in the **relevant field** which is recognized by the University Grants Commission

or

- A qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the **relevant field**.

or

- An Associated membership/ A similar professional qualification obtained from a recognized professional institution in the **relevant field**.

or

- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical Field.

with

- At least 04 years of experience in the required area of specialization

**or**

2.

- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical Field.

with

- At least 09 years of experience in the required area of specialization

3.

- Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5 issued by a Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission for a post related to Technical Field.

with

- At least 14 years of experience in the required area of specialization

### **General Conditions :**

- Recruitment, salary, benefits and other service conditions will be as per the provisions stipulated in Management Services Circular No. 1/2019 issued by the Ministry of Finance on 05.03.2019.
- Selections will be based on a structured interview and other circular conditions.
- All application must be filed according to the format given in this circular and send all the copies of relevant documents.
- If applying for more than one post, separate application should be submitted for each post.

#### **01. Age Limit:**

Below 64 years on the date of application submission date stated below

#### **02 Salary:**

Salary and allowances will be paid based on the Management Service Circular no. 01/2019 issued by the Ministry of Finance.

#### **03. Terms of Employment:**

- The appointment will be on contract basis, initially for a period of one year. Extension could be considered based on the performance.
- If the applicant already holds a permanent post in the Government or Semi-Government institutions, appointment will be based on according to the releasement basis mentioned on para 2.3.3 in 1/2019 MSD Circular, that recommended by the appointing authority of the substantive post and the considering correct releasement basis.
- Candidates who have not completed the application properly and have not submitted the correct data along with the application, and those who have not fulfilled the qualifications and other requirements specified in the Management Services Circular No. 1/2019 will not be considered for appointments.

- The decision of granting appointment or not, descretion of the Secretary of the Ministry according toin terms of the circulars and other provisions.

#### **04. Recommendation of the Institution Head**

Applicant who already holds a permanent post in the Government or Semi-Government institutions, should be sent their applications through the Head of their respective organization and with the consent of releasement from the substantive post and recommendation of the releasement basis according to the para 2.3.3 in 1/2019 MSD Circular. (Otherwise application will be rejected.)

2.3.3.(a). Full-time releasement with full pay leave basis – 5 years

(b). Full-time releasement with no pay leave basis – 5 years

(c). Acting releasement basis –No time limit

#### **05. Submission of the Application**

Duly filled applications along withthe particulars of academic qualifications work experiences and other relevant information and two non-related referees according to the format given below should be sent under registered post, indicating the name of the post & project as appeared in the advertisement written on the top left hand corner of the envelope, to **Central Expressway Project III, Stage 1, 3<sup>rd</sup> Floor, Sethsiripaya, Battaramulla** on or before 27.01.2021

Applicants who are already employed in Government or Semi Government Institutions should send their applications through the head of their respective organization with the recommendation. (otherwise the applications will be rejected)

Application format Annex 1

Secretary  
Ministry of Highways

Post applying for

Annexure 1

For office use

## APPLICATION FORM

Application for the post of ..... of  
..... Project, Ministry of Highways .

( .....**Project**)

1) Post applying for: .....

(If applying for more than one post, separate application should be submitted for each post)

2) Name with Initials

(In Sinhala) .....

මයා/මිය/මෙනවිය

(In English / Block capital letters ) Mr./ Mrs. / Miss:

.....

3) Names denoted by the initials

(In Sinhala).....

(In English / Block capital letters)

.....

4) Nationality: .....

5) Gender: Female / Male: .....

6) National identity card No:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

7) Date of birth:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8) Age:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(As at application closing date)

9) Residence details:

Office details:

Address	
.....	
.....	
.....	
Telephone No	
Mobile No	
E - Mail	

Address	
.....	
.....	
.....	
Telephone No	
Fax No	
E - Mail	

10) Educational qualifications:

No	Degree/ Postgraduate degree/ Postgraduate diploma/ Diploma	Subject/ Relevant filed	Validity date	University/ Training institute
01				
02				

11) Professional qualifications:

No	Professional qualification	Validity date	Institution	NVQ level
01				
02				

12) Previous experiences in relevant field:

Ministry/Institute	Position	Period (From – to)	No of Years

13). (When the applicant is a permanent officer of the Government or Semi-Government Institution)

Details of previous releasment from the substantive post – if any

Name of the Project / Institution	Position held	Time duration from-to	No of years	Releasment basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

14). Certificate / Letters regarding experience (Attach photocopy)

- I. ....
- II. ....
- III. ....

15). Non related referees

i .....  
.....  
.....

ii .....  
.....  
.....

**Certification of the Applicant**

I certify that I have read the Notice regarding calling for application and fully understood all the details about for this application. There are no judicial proceedings against me and I certify that the information provided by me in this application it truth and correct. I am aware that, I am not eligible to the post if the information I have provided is found to be incorrect and I have bound with the rules and regulation which are mentioned in 1/2019 Management Services Circular.

Date: .....

.....  
Signature of applicant

**Recommendation of the Head of the Institution**

**(When the applicant is a permanent officer of the Government or Semi-Government Institution, below recommendation is essential)**

I hereby certify that the above details are true and correct as known to me and Mr./Mrs./Miss. .... (Name of the applicant) who is submitted this application is serving in ..... (Name of the institution) as a ..... (Substantive post of the applicant) and no disciplinary action has been taken against him/her and there is no intention to take disciplinary action.

Also His/ her previous releasment details from the substantive post that are in cage no.13 are checked with their personal files and confirmed. After considering those details and provisions stipulated in Management Services Circular No. 1/2019, He/ She could be released and agreed to be released according to the para **2.3.3(a) full time(with pay releasement basis)/ 2.3.3b full time (no pay releasement basis)(pls. select one)/2.3.3c acting basis** mentioned in said circular, from his/ her substantive post if selected to this post.

Date: .....

.....  
Signature and seal of head of the Institution  
/ Head of department