



Ministry of Transport & Highways

Applications are invited among the permanent officers of Road Development Authority for below positions of “**Kandy Multimodal Transport Terminal Development Project (KMTTP)**” implemented under the Ministry of Transport & Highways. The Project Management Unit (PMU) is basically established at Kandy, for the purpose of implementation of road construction and development activities.

These appointments will be subjected to the provisions of Management Service Circular No.01/2019 issued by the Ministry of Finance on 05.03.2019

Name of the Project - Kandy Multimodal Transport Terminal Development Project (US \$ 50- 100 million category)

No.	Designation Name	PS/ Salary Category according to the MSD Circular No.01/2019	Number of Vacancies
01	Internal Auditor	PS - 04	01
02	Administrative Officer	PS - 06	01
03	Project Secretary	PS - 06	01
04	Accounts Assistant	MN 2- 2016 (Supporting Staff)	01

According to the above mentioned MSD Circular 1/2019, Annexure 01, Project Internal Auditor (PS 4) (US \$ 50 - 100 million category) basic qualifications are given below

1. Internal Auditor (PS 04)

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 Associate membership/ A Similar Professional Qualification obtained from a recognized professional institution in the relevant field

With

At least 07 years post qualifying experience in the relevant field

2. An officer of the Government All Island Services Class III/II or above or similar status in the relevant field.

With

At least 07 years' Experience in a Post of Class III/II

Note-

- **Relevant field means “Audit Field” and experience also should have in relevant field.**
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According to the above mentioned MSD Circular 1/2019, Annexure 01, Administrative Officer (PS 6) (US \$ 50 - 100 million category) basic qualifications are given below

2. Administrative Officer (PS 06)

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.

and

At least 02 years of experience in the required area of specialization

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.

and

At least 07 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.

and

At least 12 years of experience in the required area of specialization

Note-

- **Relevant field means “Administration Field” and experience also should have in relevant field.**

According to the above mentioned MSD Circular 1/2019, Annexure 01, Post of Project Secretary of PS 06 category (US \$ 50 - 100 million category) basic qualifications are given below

3. Project Secretary (PS 06)

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

1. Having passed the G.C.E. (O/L) examination in six (6) subjects with three (3) credit passes including English and Sinhala/ Tamil language.

With

A secretarial course from a recognized institution or pursuing examinations leading to chartered Secretary.

With

Minimum 04 years of Experience in relevant field.

2. A chartered Secretary with at least 03 years of experience in relevant field.
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Note-

- Relevant field means “Secretarial Field” and experience also should have in relevant field.
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According to the above mentioned MSD Circular 1/2019, Accounts Assistant (Supporting Staff) (US \$ 50 - 100 million category) basic qualifications are given below

4. Accountant Assistant (Supportive Staff)

1. Having passed the G.C.E. (O/L) examination in six (6) subjects with four (4) credit passes including Sinhala /English / Tamil language and Mathematics in one sitting.

With

Having passed the G.C.E. (A/L) examination in all subjects in commerce stream in one sitting.

With

Minimum 02 years of Experience in Accounting or Financial field.

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 filled according to the format given in this circular and send all the copies of relevant documents.
- If applying for more than one post, separate applications should be submitted for each post.
- Candidates should be agreed to work around any place in the area and/or country if selected.
- The Project office is situated at Embilmeegama, Pilimathalawa.

01. Age Limit:

Below 60 years.

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 a contract basis, initially for a period of one year. An extension could be considered based on the Service requirement and performance.
- If the applicant already holds a permanent post in the Road Development Authority, the appointment will be based on 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 on grant appointments and service extensions is at the discretion of the Secretary of the Ministry according to in terms of the circulars and other provisions.

04. Recommendation of the Institution Head

Applicant who already holds a permanent post in the Road Development Authority should be sent their applications through the Head of the Road Development Authority 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.)

05. Submission of the Application

Duly filled applications along with the particulars of academic qualifications work experiences and other relevant information according to the format given below should be sent through head of Road Development Authority with the recommendation 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 **Secretary, Ministry of Transport & Highways, “Maganeguma Mahamedura”, No.216, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla on or before 12.12.2022**

06. For Special Attention

- **Applications that are not properly filled in accordance with the given format will be rejected.**
- **Only the qualifications that submitted certificate copies with the application will be considered for selection.**

Application format - Annex 1

Secretary
Ministry of Transport & Highways

Post applying for

Annexure 1

For office use

APPLICATION FORM (For PS Category posts)

Application for the post of.....
of.....(Name of the Project), Ministry of Transport
& Highways

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:

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7) Date of birth:

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8) Age:

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(As at application closing date)

9) Residence details:

Address		
Telephone No.	Mobile No.	E - Mail

10) Educational Qualifications:

No	Course Name	Degree/ P.G.Degree/ P.G Diploma/ Diploma	Subject/ Relevant filed	Validity Date	University/ Training institute
01					
02					
03					

11) Professional qualifications:

No	Professional qualification	Validity Date	Institution	NVQ level
01				
02				
03				

12) Relevant Trainings:

Training Name	Institute	Period	Relevant Field

13. 1) Present Working Place

Institute / Office Name and Address		
Telephone No.	Fax No.	E - Mail

13. 2) Details of Present Position

Institution	Present Position	Responsibilities	No of Years

14) Previous Experiences

Institution	Positions held	Responsibilities	No of Years

15) Details of previous releasement from the substantive post – if any

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

16) List of Certificates / Letters regarding experience / Proving Documents (list all)

- I. Annex 01 -
- II. Annex 02 -
- III.
- IV.

(The details mentioned in the application which does not attach the verification documents will not be considered for selection.)

17) Certification of the Applicant

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

Date:

.....

Signature of applicant

Recommendation of the DG RDA / Institution Head

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

- I hereby submit below mentioned information about this applicant Mr./Mrs./Miss. (Name of the applicant) who has been serving as a (Substantive post of the applicant) in Road Development Authority / (Name of the institution).

PF Number	Permanent Designation	First Appointment Date	Confirmation Date

- I confirm that the details mentioned in the application are true and correct according to his/her personal file and there is no disciplinary action has been taken against him/her or there is no intention to take disciplinary action.
- Also below mentioned his/ her **previous released details** from the substantive post are checked with their personal file and confirmed.(if any)

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

- With consideration of the above details and provisions stipulated in Management Services Circular No. 1/2019, He/ She could be **further released** and agreed to be released according to para (Select the basis)
 - 2.3.3 (a) – Fulltime releasement with full pay basis /
 - 2.3.3 (b) – Fulltime releasement with no pay leave basis /
 - 2.3.3 (c) – Acting releasement basis

mentioned in said circular, for the period of (Further released period) from his/ her substantive post if selected to this post.

Date:

.....
Signature and seal of the DG (RDA) /
Head of the Institution / Head of department

9) Residence details:

Address	
Telephone No	
Mobile No	
E - Mail	

Office details:

Address	
Telephone No	
Fax No	
E - Mail	

10) Educational Qualifications:

- G.C.E. O/L (අ.පො.ස. / සා.පෙළ)

No	Subject	Grade	
		1 st Attempt Index No:	2 nd Attempt Index No:
01			
02			
03			

- GCE A/L (අ.පො.ස. / උ.පෙළ)

No	Subject	Grade	
		1 st Attempt Index No:	2 nd Attempt Index No:
01			
02			

11) Other Qualifications - (Degree/ Diploma/ Certificates/ Trainings etc.)

No	Course Name	NVQ Level (If Any)	Subject / Relevant Field	Validity Date	University/Institute
01					
02					
03					

12) Experiences in Road Development Authority:

I. Permanent Appointment Date:

II. Designation at RDA:

III. Confirmation Date:

Position	Period (From – to)	No of Years

13) 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) 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 true 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

16) Recommendation of the Head of the Institution

01. I hereby certify that the below mentioned details are true and correct as per the details in Mr./Mrs./Miss. (Name of the applicant) personal file, who is submitted this application is serving in Road Development authority.

• PF Number	
• Permanent Designation	
• First Appointment Date	
• Confirmation Date	

02. Applicant is serving in this institute 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.

03.

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

Also His/ her previous releasment details from the substantive post that are in above table are confirmed with their personal files.

04. After considering above 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) – Fulltime releasment with full pay basis/2.3.3. (b) – Fulltime releasment with no pay leave basis/2.3.3 (c) – Acting releasment basis for the (Further Releasment period) mentioned in said circular, from his/ her substantive post if selected to this post.

Date:

.....
Signature and seal of Head of the Institute