

(only for Road Development Authority officers)

Closing Date – 03.01.2024



## Ministry of Transport & Highways

Applications are invited among the permanent officers of Road Development Authority for below position 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                  |

**According to the above mentioned MSD Circular 1/2019, Annexure 01, 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

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**Note-**

- **Relevant field means “Audit Field” and experience also should have in relevant field.**
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**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 03.01.2024**

#### **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:**

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

**7) Date of birth:**

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

**8) Age:**

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

(As at application closing date)

**9) Residence details:**

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

**10) Educational Qualifications:**

| No | Course Name | Degree/ P.G.<br>Degree/ P.G<br>Diploma/ Diploma | Subject/<br>Relevant<br>filed | Validity Date | University/<br>Training<br>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

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**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<br>(a) Full time (with full -Pay)<br>(b) Full time (with No -Pay)<br>(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