

(for Road Development Authority / Other government Officers /Outsiders)

Closing Date – 17.01.2025



Ministry of Transport, Highways, Ports and Civil Aviation

Applications are invited among the permanent officers of Road Development Authority/ Sri Lankan Citizens for the below Position of “**Port Access Elevated Highway Project (PAEHP)**” implemented under the Ministry of Transport & Highways. The Project Management Unit (PMU) is basically established at Colombo, 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 – Port Access Elevated Highway Project (PAEHP) (Above US \$ 250 million category)

No.	Designation Name	PS/ Salary Category according to the MSD Circular No.01/2019	Number of Vacancies
01	Administrative Assistant	MN 4 - 2016	01

Qualifications required for the post of Administrative Assistant (Supporting Staff)

Administrative Assistant (MN 04) (Supporting Staff) (US \$ 250 million category) basic qualifications are given below

- A successfully completed Bachelor’s Degree in the relevant field, which is recognized by the University Grants Commission

With

- 02 Years of Experience in Relevant field (Same Position)
- 02 Years of Experience in same 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 ,1st floor, Chaithya Road, Colombo 01

01. Age Limit:

RDA / Other Government Officers	-	60 Year
OutSide Officers	-	64 Year

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 or Government Institution 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/ Government Institution should be sent their applications through the Head of the Road Development Authority/ Government Institution 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/ Government Institution 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, Ports and Civil Aviation, “Maganeguma Mahamedura”, No.216, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla on or before 17 .01.2025**

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, Ports and Civil Aviation

Post applying for

Annexure 1

For office use

APPLICATION FORM

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

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			
04			

- GCE A/L (අ.පො.ස. / උ.පෙළ)

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

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					

Experiences in Road Development Authority:

I. Permanent Appointment Date:

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II. Designation at RDA:

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III. Confirmation Date:

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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/ Government Institution

• 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:

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Signature and seal of Head of the Institute

