



Ministry of Transport, Highways, Ports and Civil Aviation

Applications are invited among the Sri Lankan citizens for the below Position of “**Central Expressway Project – Phase I**” implemented under the Ministry of Transport, Highways, Ports and Civil Aviation. 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 - Central Expressway Project – Phase I

(Above US \$ 250 million category)

No.	Designation Name	PS/ Salary Category according to the MSD Circular No.01/2019	Number of Vacancies
01	Office Engineer	PS - 04	02
02	Site Engineer	PS - 04	02
03	Administrative Officer	PS - 06	01
04	Resettlement Officer	PS - 06	01
05	Project Secretary	PS - 06	01
06	Development Officer	MN 4 - 2016 (Supporting Staff)	01
07	Finance Assistant	MN 4 - 2016 (Supporting Staff)	01
08	Accounts Assistant	MN 4 - 2016 (Supporting Staff)	01
09	Resettlement Assistant	MN 4 - 2016 (Supporting Staff)	04
10	Computer Operator – Sinhala	MN 2 - 2016 (Supporting Staff)	01
11	Computer Operator – Tamil	MN 2 - 2016 (Supporting Staff)	01
12	Management Assistanat	MN 2 - 2016 (Supporting Staff)	05
13	Driver	PL 3 - 2016 (Supporting Staff)	04
14	Office Aide	PL 1 - 2016 (Supporting Staff)	03

- **Qualifications required for the posts of Office Engineer, Site Engineer (PS 4) Category)**

According to the above mentioned MSD Circular 1/2019, Annexure 01, Office Engineer, Site Engineer (PS 4) (Above US \$ 250 million category) basic qualificaions 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 Associate 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
2. An officer of the Government All Island Services Class III/II or above or similar status in the relevant field.
With
- At least 09 years' Experience in a Post of Class III/II
- **Qualifications required for the posts of Administrative Officer, Resettlrmrnt Officer (PS 6 Category)**

According to the above mentioned MSD Circular 1/2019, Annexure 01, Administrative Officer, Resettlrmrnt Officer (PS 6) (Above US \$ 250 million category) basic qualificasions 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.

and

- At least 04 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 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.

and

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

- **Qualifications required for the posts of Project Secretary (PS 6 Category)**

According to the above mentioned MSD Circular 1/2019, Annexure 01, Project Secretary (PS 6) (Above US \$ 250 million category) basic qualifications are given below

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

- 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 06 years of Experience in relevant field

3.

- A Chartered Secretary with at least 05 years of experience in relevant field.

- **Qualifications required for the post of Finance Assistant , Account Assistant, Resettlement Assistant, Development Officer, (Supporting Staff) (MN 04)**

According to the above mentioned MSD Circular 1/2019, Finance Assistant , Account Assistant, Resettlement Assistant, Development Officer (Supporting Staff) (MN 04) (Above US \$ 250 million category) basic qualificaions are given below

- Relevant Bachelors Degree Recognized by the University Grants Commission
With
- 2 Years of Experience in relevant field (Same Position)
- **Qualifications required for the post of Computer Operator – (Sinhala) , Computer Operator – (Tamil), Management Assistant (Supporting Staff) (MN 02)**

According to the above mentioned MSD Circular 1/2019, Computer Operator – (Sinhala) , Computer Operator – (Tamil), Management Assistant (Supporting Staff) (MN 02) (Above US \$ 250 million category) basic qualificaions are given below

- Having passed the G.C.E. (O/L) examination in six (6) subjects with Four (4) credit passes including Language, Maths and Two other subject in one sitting
With
- Having passed the G.C.E. (A/L) examination in one sitting
- **Qualifications required for the post of Driver (Supporting Staff)**

According to the above mentioned MSD Circular 1/2019, Driver (Supporting Staff) (Above US \$ 250 million category) basic qualificaions are given below

- Having passed the G.C.E. (O/L) examination in six (6) subjects with two (2) credit passes including Language and One other subject not more than in two sitting
With
- Driving license – Categories of vehicles C and C1
Or
- Category B in new driving license
With
- 3 years of experience
- **Qualifications required for the post of Office Aide (Supporting Staff)**

According to the above mentioned MSD Circular 1/2019, Office Aide, Office Laborer (Supporting Staff) (Above US \$ 250 million category) basic qualificaions are given below

- Having passed the G.C.E. (O/L) examination in six (6) subjects with two (2) credit passes not more than in two sittings

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 applications 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.

01. Age Limit:

- Below 60 years for Government, Semi- Government Officers
- Below 64 Years for Others

02. Salary:

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

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 Service requirement and 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, service extensions is at the descretion 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 Government/Semi- Government institutions should be sent their applications through the Head of the 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 should be submitted along with the particulars of academic qualifications, transcript of the basic degree, work experiences and other relevant information according to the format given below 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** or hand over to Ministry Administration Division on or before 08.09.2025

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.**

07. For any Inquiry Please Contact

0112887472

08. If there is any incompliance between the language phrases of this advertisement published in the Sinhala, Tamil & English media, facts in the Sinhala advertisement shall prevail.

Application format - Annexure

Secretary

Ministry of Transport, Highways, Ports and Civil Aviation

Post applying for

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Annexure 1

For office use

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APPLICATION FORM

Application for the post of..... for
Projects, 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: (Present Employment Place)

Address	
.....	
.....	
.....	
Telephone No	
Fax 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				

12) Relevant Trainings:

Training Name	Institute	Period	Relevant Field

13) Experiences in Road Development Authority:

Position	Period (From – to)	No of Years

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

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

15) Certificate / Letters regarding experience (Attach photocopy)

- I.
 II.
 III.

16) 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

17) Recommendation of the Head of the Institution
(For Government, Semi- Government officers and Permanent Officers)

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 (Present Employment Place)

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

02. Applicant is serving in (Present Employment Place) 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	Releasement basis		
				Full time (with full - Pay)	Full time (with No - Pay)	Acting

Also His/ her previous releasement 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 releasement with full pay basis/2.3.3. (b) – Fulltime releasement with no pay leave basis/2.3.3 (c) – Acting releasement basis for the (Further releasement period) mentioned in said circular, from his/ her substantive post if selected to this post.

Date:

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

