



VACANCIES

Applications are invited from the Citizens of the Democratic Republic of Sri Lanka for the following post of the National Transport Commission.

1. Post of Management Assistant (MA2-1) (Technical Officer) - 02 Posts
2. Post of Management Assistant (MA2-1) (Book Keeping) - 01 Post

QUALIFICATION

External Candidates

1. Management Assistant (Technical Officer - Civil / Mechanical)

Vocational :

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.(relevant to the field of Civil / Mechanical)

2. Management Assistant (Book Keeping)

Vocational :

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.(relevant to the field of Accountancy / Book Keeping)

Internal Candidates:

Having obtained the qualifications required by the external candidates above.

Salary Category: MA2-1

Salary Scale: MA2.1 – 30,310 - 10 x 300 - 7 x 350 - 4 x 495 - 20 x 660 - 50,940

In addition the cost of living allowance and other allowances approved by the Government is paid

OTHER CONDITIONS

1. Applicant should be a citizen of Sri Lanka.
2. The applicant should adhere to official language policy, enacted by the Government.
3. Age should be not less than 22 years and not more than 45 years of age. The upper age limit will not apply to internal candidates
4. Candidates from Government Departments or Statutory bodies should forward their applications through their respective heads of Department / Institutions.
5. Recruitments will be made upon the performance of the applicants at the interview held.
6. Commission will contribute 15% of the salary to EPF (Employees Provident Fund), and employee should be 10% to EPF and Commission will Contribute 3% to ETF (Employees Trust Fund), of the Salary.
7. Applications prepares by the applicants having above mentioned qualifications, should be sent with copies of their educational, vocational and experience certificates, together with names and addresses of two non related referees.
8. Internal Candidates can also apply for the above mentioned post according to the approval of the SOR & SOP Department of Management Services.
9. The application, marked the post applied for on the top left hand corner of the envelop, and sent by Register post to the **Chairman, National Transport Commission, No 241, Park Road, Colombo 05**, to reach **on or before 05.08.2024**.
10. All the applications that do not comply with the above requirements will be rejected.

**Chairman,
National Transport Commission,
No. 241, Park Road,
Colombo 05.**