

01. Accounts Assistant (MN-4 - 2025)

- 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. Accounts Assistant (MN 2 – 2025)

- Having passed the G.C.E. (O/L) examination in six (6) subjects with four (4) credit passes including Language and Mathematics & 2 other in one sitting.

And

- Having passed the G.C.E. (A/L) examination Commerce Stream in all subjects in one sitting.

With

- 02 Years of Experience in Relevant field (Same Position)

According to the above mentioned MSD Circular 1/2026 Resettlement Assistant (Supportive Staff) MN 4-2025/ MN 2-2025 basic qualifications are given below

01. Resettlement Assistant (MN-4 - 2025)

- 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. Resettlement Assistant (MN 2 – 2025)

- Having passed the G.C.E. (O/L) examination in six (6) subjects with four (4) credit passes including Language and Mathematics & 2 other in one sitting.

And

- Having passed the G.C.E. (A/L) examination in one sitting.

With

- 02 Years of Experience in Relevant field (Same Position)

According to the above mentioned MSD Circular 1/2026, Management Assistant/ Typist/ Stenographer MN 2 - 2025 (Supporting Staff) 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 and Mathematics and two (2) other in one sitting.

And

- Having passed the G.C.E. (A/L) examination in one sitting.

According to the above mentioned MSD Circular 1/2026, Driver PL 3 – 2025 (Supporting Staff) 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

According to the above mentioned MSD Circular 1/2026, Office Aide PL 1 - 2025 (Supporting Staff) 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. 1/2026 issued by the Ministry of Finance on 02.02.2026.
- 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. 01/2026 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 1/2026 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. 1/2026 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 Public Service/ Provincial Public Service including Local Authorities/ Public Corporations/ Statutory Boards and Fully State Owned Companies 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 1/2026 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 and Urban Development "Maganeguma Mahamedura", No.216, Denzil Kobbekaduwa Mawatha, Koswatta, Battaramulla or hand over to Ministry Administration Division on or before 16.03.2026.

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 - 011-2271048

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

Application format - Annexure 1

Secretary
Ministry of Transport, Highways and Urban Development