the Minimum qualification requirement under Scheme of Recruitment mentioned in the Staff Vacancy Notice for each post. Applicants who have applied according to the paper advertisements for the above posts during year 2018 are not required to apply again. Applicants above the age of 60 would be considered for employment on contract basis for the posts mentioned above under No.2,3,4,8 and 9 only. Only the applications sent on the specified forms will be entertained. Applicants who serve Airport and Aviation Services Sri Lanka Ltd, Sri Lanka Airforce or any other Government Agency should apply through the Head of the Organization. Duly completed applications should reach this office on or before 19.03.2019 under registered post or can be forwarded by e-mail at employment@caa.lk and they will be acknowledged. Applications should be addressed to Director General of Civil Aviation & Chief Executive Officer, Civil Aviation Authority of Sri Lanka, No.152/1, Minuwangoda Road, Katunayake and the title of the post being applied shall be marked on the top left hand corner of the envelope. Separate application should be sent for each post, if more than one post is applied for. Only the successful candidates will be called for interviews/ tests. Director General of Civil Aviation & Chief Executive Officer

Applicants are compulsory to complete para 33 (b) of the standard application form (Download here) according to

Civil Aviation Inspector (Aircraft Flight Operations) **Monthly Salary**

Title of the post

Rs.46,375 – 10 x 1,135 – 20 x 1,240 – 82,525

Staff Vacancy Notice

Number of Posts

Civil Aviation Authority of Sri Lanka No.152/1, Opposite Radar Tower

Minuwangoda Road

Katunayake

Post Code

Salary Code

MA5-3-AD-2

MA 5.3

	Note: Salary scale mentioned is based on the scales published under MS Circular 02/2016 which will be fully effective from 01.01.2020. Basic Salary of Rs.41,570/- will be paid initially at recruitment. In addition to the above , employee will be paid; Cost of living allowance		
	Transport allowance Transport allowance (if availified)		
	Technical allowance (if qualified) Other benefits;		
	Health Insurance scheme		
	Accident Insurance scheme		
Age	The candidates should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the candidates already served in the CAASL, Sri Lanka Air Force, Airport and Aviation Services (Sri Lanka) Ltd, Local Airline or Flying Schools. Applicants above the age of 60 would be considered for employment on contract basis.		
Minimum	External Candidates		
Qualification	 Commercial Pilot License with Instrument Rating and Frozen Air Transport Pilot License endorsement. 		
Required as per the Scheme of	AND		
Recruitment	 Flight Instructor Rating with not less than 500 hours of instructions or having a total flying experience of not less than 1000 hours 		
	Job Description		
Title of Post	: Civil Aviation Inspector (Aircraft Flight Operations)		
Code	: MA53-OP-1		
Category	: Enforcement / Operational		
Level	: OS-4 (1)		
Salary Scale	: MA-5-3		
	: Head of Section		
Reporting to	. Head of Section		
Reporting to Status of the Post	: Permanent		

Aviation Inspector may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Inspector shall invariably attend to the training events offered by the organization and achieve the required

General Information:

Main Job Purpose:

requirements.

competency standards being determined by the DGCA and CEO. Nature and Scope of Duties: Duties and functions assigned to the post include but not limited to following;

1. reviewing the existing legal framework relating to Aircraft Flight Operations periodically to ensure that it is

To assist the Senior Management to discharge the State Safety Oversight functions in relation to Flight Operations effectively in conformity with the International Standards and Recommended Practices and published local

This position requires fulltime work during office hours in week days in office environment and also work beyond the normal working hours in both weekdays and weekends and public holidays as and when necessary. The Civil

adequate and effective enough to satisfy the State's Obligations under the Chicago Convention, Other International Conventions and Protocols relating to Aircraft Flight Operations and other national requirements both current and evolving and initiating necessary action, if revision to existing legislative requirement is found

Assisting the senior management in respect of;

maintain a sound State Safety Oversight System;

necessary; 2. reviewing the national Operating Regulations regarding Aircraft Flight Operations periodically to ensure their adequacy for the consistent implementation of the International Standards and Recommended Practices, guidance material in ICAO Documents and other national requirements in conformity the local legislations to

3. Organizing all administrative, operational and maintenance duties and functions involved, for the efficient

conduct of duties and functions of the Section of the CAASL to which the officer is attached. This includes but not limited to assisting the senior management in all such management functions of the section as determination of the logistics for the Section, attending to day to day duties and functions, planning, designing, implementation

- of the annual work plans, programmes and budgeting, data collection, storage, processing, retrieval, disseminations and report writing etc.; 4. determination of manpower requirements in ongoing basis for the effective discharge of the Section to which the officer is attached and make recommendations for suitable adjustments;
- 5. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Section and liaising with the relevant sections of the CAASL for their consistent implementation. This includes but not limited to updating the applicable sections in the CAASL Master Training Plan, Development of Annual Training Plans and Annual Training Programmes, conduct of necessary in-house or outdoor training, workshops, seminars etc. for the enhancement of knowledge and awareness of the relevant CAASL staff and industry partners, as and when required;

Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Section to which the officer is attached and review and update the existing material in an

official website and sectional library; conducting certification of organizations engaged in Aircraft Flight Operations;

10. performing all activities relating to ICAO Continuous Monitoring Assessment on Aviation Safety Oversight

Head of Section or Head of Division may further elaborate and issue in writing the nature and scope of the work to

ongoing basis. This includes the updating of the applicable portions of the CAA citizen's charter, office manual,

The incumbent is bound to perform other official duty as may be assigned by the superiors and/or the Chief Executive Officer from time to time.

8. executing effective surveillance programme on organizations engaged in Aircraft Flight Operations;

9. implementation of effective enforcement action on identified cases, as and when required; and,

centering the ICAO Annex 6 and 18 and associated other documents;

be done by the incumbent within the frame work of this Job Description.

H.M.C. Nimalsiri Director-General of Civil Aviation and Chief Executive Officer.

Staff Vacancy Notice

Monthly Salary

The candidates should be not less than 22 years and not more than 45 years. The

upper age limit will not apply to the candidates already served in the CAASL, Sri Lanka Air Force, Airport and Aviation Services (Sri Lanka) Ltd, Local Airline or Flying Schools. Applicants above the age of 60 would be considered for employment on

External Candidates

Title of the post

Civil Aviation Inspector (Aerodrome Operations)

In addition to the above, employee will be paid;

Technical allowance (if qualified)

Cost of living allowance

Health Insurance scheme

Accident Insurance scheme

Transport allowance

Rs.46,375 – 10 x 1,135 – 20 x 1,240 – 82,525

Number of Posts

Note: Salary scale mentioned is based on the scales published under MS Circular 02/2016 which will be fully effective from 01.01.2020. Basic Salary of Rs.41,570/- will be paid initially at recruitment.

Other benefits;

contract basis.

11.03.2019

Post Code

Salary Code

MA5-3-AD-1

MA 5.3

Age

Minimum

Qualification

Required as per the

A Bachelor of Science Degree of not less than three (03) years, from a university recognized by the University Grants Commission of Sri Lanka having studied in Assessed Information and Communication

Scheme of Recruitment	Physical Science, Transport, Aerospace, Information and Communication Technology or Engineering Stream with one (01) year Executive Experience or a Post Graduate Diploma in the fields above from an institution recognized by the University Grants Commission of Sri Lanka.		
	Job Desc	ription	
Title of Post	: Civil Aviation	Inspector (Aerodrome Operations)	
Code	: MA53-AD-1	: MA53-AD-1	
Category	: Enforcement	: Enforcement / Operational	
Level	: OS-4 (1)	: OS-4 (1)	
Salary Scale	: MA-5-3	: MA-5-3	
Reporting to	: Head of Secti	on	
Status of the Post	: Permanent		
Exercise of Powers	: As specified i	n the Delegation of Authority issued by the	
		ety Oversight functions in relation to Aerodrome and ards and Recommended Practices and published	
General Information:			
the normal working hours Aviation Inspector may be The Inspector shall invaria	n both weekdays and weekends are equired to undertake visits locally	ek days in office environment and also work beyond and public holidays as and when necessary. The Civil or abroad at short notice on missions of the CAASL. fered by the organization and achieve the required of the captile of the ca	
Nature and Scope of Dutie	:		
Duties and functions assign	ed to the post include but not limite	ed to following;	
Assisting the senior manage	ment in respect of;		

adequate and effective enough to satisfy the State's Obligations under the Chicago Convention, Other International Conventions and Protocols relating to Aerodrome Operations and other national requirements both current and evolving and initiating necessary action, if revision to existing legislative requirement is found necessary; 2. reviewing the national Operating Regulations regarding Aerodrome Operations periodically to ensure their adequacy for the consistent implementation of the International Standards and Recommended Practices, guidance material in ICAO Documents and other national requirements in conformity the local legislations to

3. Organizing all administrative, operational and maintenance duties and functions involved, for the efficient

4. determination of manpower requirements in ongoing basis for the effective discharge of the Section to which

but not limited to updating the applicable sections in the CAASL Master Training Plan, Development of Annual Training Plans and Annual Training Programmes, conduct of necessary in-house or outdoor training, workshops,

conduct of duties and functions of the Section of the CAASL to which the officer is attached. This includes but not limited to assisting the senior management in all such management functions of the section as determination of the logistics for the Section, attending to day to day duties and functions, planning, designing, implementation of the annual work plans, programmes and budgeting, data collection, storage, processing, retrieval,

1. reviewing the existing legal framework relating to Aerodrome Operations periodically to ensure that it is

the officer is attached and make recommendations for suitable adjustments; 5. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Section and liaising with the relevant sections of the CAASL for their consistent implementation. This includes

disseminations and report writing etc.;

maintain a sound State Safety Oversight System;

- seminars etc. for the enhancement of knowledge and awareness of the relevant CAASL staff and industry partners, as and when required; 6. Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Section to which the officer is attached and review and update the existing material in an
- ongoing basis. This includes the updating of the applicable portions of the CAA citizen's charter, office manual, official website and sectional library; conducting certification of aerodromes;
- implementation of effective enforcement action on identified cases, as and when required; and,

8. executing effective surveillance programme on aerodrome operations;

- 10. performing all activities relating to ICAO Continuous Monitoring Assessment on Aviation Safety Oversight centering the ICAO Annex 14 and associated other documents; Head of Section or Head of Division may further elaborate and issue in writing the nature and scope of the work to
- be done by the incumbent within the frame work of this Job Description. The incumbent is bound to perform other official duty as may be assigned by the superiors and/or the Chief Executive Officer from time to time.

and Chief Executive Officer. 11.03.2019

H.M.C. Nimalsiri Director-General of Civil Aviation