

- Applicants are compulsory to complete para 33 (b) of the standard application form ([Download here](#)) according to 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
Civil Aviation Authority of Sri Lanka
No.152/1, Opposite Radar Tower
Minuwangoda Road
Katunayake

Staff Vacancy Notice

Post Code	Title of the post	Number of Posts
MA 2-1-TA-1	Technical Assistant (Civil)	1
Salary Code	Monthly Salary	
MA2-1	Rs.30,310 – 10 x 300 – 7 x 350 – 4 x 495- 20 x 660 – 50,940	
	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.27,170/- and an Adjustment Allowance of Rs.382/- will be paid initially at recruitment.	
	In addition to the above , employee will be paid ;	
	<ul style="list-style-type: none"> • Cost of living allowance • Transport allowance 	
	Other benefits;	
	<ul style="list-style-type: none"> • 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 internal candidates.	
Minimum Qualification Required as per the Scheme of Recruitment	External Candidates	
	Having obtained a certificates of proficiency not lower than the National Vocational Qualification Level 5, issued by a /Vocational Training Institute accepted by the Tertiary and Vocational Education Commission relating to Civil works with at least three (03) years of service experience in Public or Private Organization in the relevant field.	

Job Description

Title of Post	:	Technical Assistant (Civil)
Code	:	MA21--TAC
Category	:	Management Assistant Technological
Level	:	OS-08 (3)
Salary Scale	:	MA 2-1
Reporting to	:	Head of Section / Head of Division

The Technical Assistant (Civil), shall be responsible for the following duties and functions.

A. Building Maintenance

General Maintenance

This includes conduct of regular inspection of the entire building premises including CAA's buildings located at remote stations and ensure that the building, perimeter fences or walls, gates and all other

erections within such premises are properly maintained without any defect or deterioration of appearance of quality or purpose for which it was created.

Repair of minor defects

Repairing any minor defect involving water and electricity supplies, air conditioning, PABX of any of the CAA buildings.

Repairing roof for rain water leaking.

Cleaning the CAA Premises

Ensuring premises of any of the CAA building are maintained cleanly free from the danger of spread of diseases including the mosquito menace.

Any other duty assigned by the Chief Executive Officer



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

11.03.2019