



## VACANCIES

Applications are invited from citizens of Sri Lanka for the following posts of the Institute. The applicants should possess the following qualifications & experience:

### PROGRAMME OFFICER - 03 POSTS

**Qualifications :**

- 1) Any Bachelor's Degree which is recognized by the U.G.C.

**Monthly Salary Scale :** MA 4 Management Services Circular No. 02/2016  
Rs. 37,970 - 10 x 755 - 15 x 930 - 5 x 1,135 - 65,145

**Age :** Age should not be less than 22 years and not more than 45 years.

### MANAGEMENT ASSISTANT - NON-TECHNOLOGICAL - 01 POST

**Qualifications :**

**External Candidates -**

**Educational :**

- i) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
- Sinhala/Tamil
  - English language
  - Mathematics

AND

Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination

**Internal Candidates -**

**Educational :**

- i) Having obtained the qualifications required by the external candidates above.

OR

- ii) Employees of the categories of Primary Level - Skilled and Primary Level - Unskilled who possess the following qualifications are eligible to apply.

Having passed the G.C.E. (O/L) examination in six subjects in not more than two sittings with credit passes for four subjects including:

- Sinhala/Tamil (01st Language)
- Mathematics

**Other :** Having completed a minimum of five (05) year satisfactory service in a permanent post under the above employee category.

**Monthly Salary Scale :** MA 1-1 Management Services Circular No. 02/2016  
Rs. 27,910 - 10 x 300 - 7 x 350 - 4 x 495 - 20,660 - 48,540

**Age :** Age should not be less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

### DRIVER - 02 POSTS

**Qualifications :**

**External Candidates -**

**Educational :** Having passed six(06) subjects at G.C.E. (O/L) examination at least with two (02) credit passes in maximum of two sittings

AND

**Vocational :-** Having obtained the licence to drive heavy vehicles, issued by the Commissioner General, Department of Motor Traffic and a minimum of three(03) years experience in driving after obtaining the driving licence.

**Internal :-** Having obtained the licence to drive heavy vehicles, issued by the Commissioner General, Department of Motor Traffic and a minimum of three (03) years experience in driving after obtaining the driving licence

AND

Completion of minimum five(05) years satisfactory service in a post in the category of primary Unskilled (PLI)

**Monthly Salary Scale :** PL 3 - Management Services Circular No. 02/2016  
Rs. 26,290 - 10 x 270 - 10 x 300 - 10 x 330 - 12,350 - 39,490

**Age :** Age should not be less than 18 years and not more than 45 years. The upper age limit will not apply to internal candidates.

**General :**

- Every applicant,
  - Should be a citizen of Sri Lanka
  - Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
  - Should be of excellent moral character.
- The above post is permanent subject to three years' probation period.
- In addition to the above mentioned salary scales, the government approved allowances also will be paid. This institute will contribute 15% to the EPF and 3% to ETF of the salary.

**Method of Selection :** Short-listed candidates will be selected by an interview.

**How to apply :** Application with complete Bio-data and copies of the certificates and employment experience together with the names and addresses of two non-related referees should be sent under registered cover to the following address on or before **18th September 2020. Incomplete and late applications will be rejected.**

Applicants who are employed in the public sector should forward their applications through the Heads of their respective institutions/organizations. The post applied for should be written clearly on top left-hand corner of the envelope. Those who responded to our previous advertisement, need to reapply as per this advertisement.

Director/CEO

Sri Lanka Institute of Local Governance

17, Malalasekara Mw., Colombo 07.

Tel : 011-2580307/011-2586259

Fax : 011-2580316/011-2581971