

**Posts – Vacant****URBAN SETTLEMENT DEVELOPMENT AUTHORITY****Ministry of Urban Development and Housing**

STATE MINISTRY OF URBAN DEVELOPMENT, COAST CONSERVATION, WASTE DISPOSAL, AND PUBLIC CLEANLINESS

THE prime objective of the Urban Settlement Development Authority is to uplift the living standard of the under-served, low-income dwellers in urban areas providing them with a sustainable Urban Settlement Development by enhancing existing housing units or providing access to affordable housing and minimum urban facilities.

Applications are invited from Sri Lankan citizens to recruit for the following posts permanently since the involvement of professionals in the field of Human Settlement Development is required to achieve these objectives.

Designation	Salary Code
Assistant Director (Social Mobilization)	MM 1-1
Technical Officer	JM 1-1
Development Officer	MA 5-1
Data Processing Assistant	MA 5-1
Community Development Assistant	MA 3
Technical Assistant	MA 2-1
Management Assistant (Non-Technical )	MA 1-1
Social Development Assistant	MA 1-1
Office Aid	PL 1
Record Keeper	PL 1

**General Qualifications of Recruitment.** – Every candidate should:

- (a) Be a citizen of Sri Lanka.  
(b) Have a high level of physical and mental fitness required to perform the duties assigned to the post and to serve in any part of the island.  
(c) Have an excellent character.

**01. Assistant Director (Social Mobilization)**

**Educational Qualifications :**

- (a) First Degree with Social Science as a subject obtained from a university recognized by the University Grants Commission;  
with

- (b) At least 03 years' experience in social mobilization or a similar field in the government or a government establishment or a private institution recognized by the government after obtaining the degree.

**Other**

Completion of a two-year full-time professional Diploma in Social Work awarded by the National Institute of Social Development (School of Social Work, Sri Lanka) will be an additional qualification.

**Age.** – Not less than 25 or more than 45 years of age.

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PART I : SEC. (IIA) - GAZETTE OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA - 02.10.2020

Salary Scale according to Management Services Circular No. 02/2016	Rs. 53,175 -10 x 1,375 – 15 x 1,910 – Rs. 95,575
Salary Step as at 01.01.2020	Rs. 53,175.00
Allowances	Cost of Living Allowance and other allowances entitled to the post.

**02. Technical Officer**

**Educational Qualifications :**

- (a) Bachelor of Science Degree in Civil Engineering / Quantity Surveying / Draftsman obtained from a university recognized by the University Grants Commission

with

At least one-year (01) experience in the technical field in the government or a government establishment or a private institution recognized by the government.

**Age.** – Not less than 25 or more than 45 years of age.

Salary Scale according to Management Services Circular No. 02/2016	Rs. 42,600 – 10 x 755-18 x 1,135 - Rs. 70,580
Salary Step as at 01.01.2020	Rs. 42,600.00
Allowances	Cost of Living Allowance

**03. Development Officer**

**Educational Qualifications :**

- (a) Degree with Social Science or Agriculture as a subject obtained from a university recognized by the University Grants Commission

or

- (b) Completion of a two-year full-time professional Diploma in Social Work or Diploma in Agriculture along with a degree obtained from a university recognized by the University Grants Commission.

**Age.** – Not less than 22 or more than 35 years of age

Salary Scale according to Management Services Circular No. 02/2016	Rs.34,870 – 10 x 660- 15 x 755 – 11 x 930 – Rs. 63,025
Salary Step as at 01.01.2020	Rs. 34,870.00
Allowances	Cost of Living Allowance

**04. Data Processing Assistant**

**Educational Qualifications :**

- (a) Degree in Computer Science / Statistics / Information Technology / Computation and Management and Town & Country Planning as a subject obtained from a university recognized by the University Grants Commission

**Age.** – Not less than 22 or more than 35 years of age.

Salary Scale according to Management Services Circular No.02/2016	Rs.34,870 – 10 x 660-15 x 755 – 11 x 930 – Rs. 63,025
Salary Step as at 01.01.2020	Rs. 34,870.00
Allowances	Cost of Living Allowance

**05. Community Development Assistant**

**Educational Qualifications :**

- (a) Degree in any field of subject area obtained from a university recognized by the University Grants Commission.

**Other Qualifications :**

- (b) Completion of a full-time two year professional Diploma in Social Work or Diploma in Agriculture / Social Science obtained from an institute recognized by the Government.

**Age.** – Not less than 22 or more than 35 years of age

Salary Scale according to Management Services Circular No. 02/2016	Rs.32,200 – 10 x 445 - 11 x 660 – 10 x 730 – 5x750 – Rs. 54,960
Salary Step as at 01.01.2020	Rs.32,200.00
Allowances	Cost of Living Allowance

**06. Technical Assistant**

**Educational Qualifications :**

- (a) Should have passed 06 subjects including Language or Literature, Mathematics, and Science at the General Certificate of Education (Ordinary Level) Examination

And

**Vocational Skills :**

- (a) Should possess any of the following certificates of a level not less than National Vocational Qualification (NVQ) level 05 as prescribe by the Tertiary and Vocational Education Commission,

(i) National Diploma in Technology (Civil Engineering)

or

(ii) Higher National Diploma (Engineering)

or

(iii) National Technical Certificate (Engineering / Quantity Surveying) or a similar certificate in Civil Engineering / Quantity Surveying obtained from a Technical Institute recognized by the Government

**Age.** – Not less than 18 or more than 35 years of age

Salary Scale according to Management Services Circular No. 02/2016	Rs.30,310 – 10 x300 – 07 x 350 – 4 x 495 – 20 x 660 – Rs. 50,940
Salary Step as at 01.01.2020	Rs. 30,310.00
Allowances	Cost of Living Allowance

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**07. Management Assistant (Non-Technical)**

**Educational Qualifications :**

- (a) Should have passed six (06) subjects with credit passes for Sinhala/Tamil Language, Mathematics, English Language, and another subject in not more than two sittings at the GCE (O/L) Examination;

and

- (b) Should have passed three (03) subjects (other than the Common General Test) at the GCE (A/L) Examination.

**Other :**

Possession of any of the following certificates will be an additional qualification :

- (a) Should have passed AAT Intermediate Examination,

- (b) Foundation Stage Certificate awarded by the Institute of Chartered Accountants,

- (c) Foundation Stage Certificate awarded by the Chartered Institute of Management Accountants,

- (d) Diploma in Computer Science obtained from the Government or an institute recognized by the Government,

- (e) Certificate of Secretarial Practice obtained from the Government or an institute recognized by the Government.

**Age.** – Not less than 18 or more than 30 years of age

Salary Scale according to Management Services Circular No. 02/2016	Rs.27,910 – 10 x300 – 07 x 350 – 4 x 495 – 20 x 660 – Rs. 48,540
Salary Step as at 01.01.2020	Rs. 27,910.00
Allowances	Cost of Living Allowance

**08. Social Development Assistant**

**Educational Qualifications :**

- (a) Should have passed six (06) subjects at one sitting with credit passes for four subjects including Sinhala/Tamil Language, Mathematics, and English Language in not more than two sittings at the GCE (O/L) Examination.

and

- (b) Should have passed four subjects under the old syllabus or three (03) subjects (other than the Common General Test) under the new syllabus at one sitting at the GCE (A/L) Examination

and

- (c) Completion of a two-year full-time professional Diploma in Social Work awarded by the National Institute of Social Development

**Age.** – Not less than 18 or more than 30 years of age

Salary Scale according to Management Services Circular No. 02/2016	Rs.27,910 – 10 x300 – 07 x 350 – 4 x 495 – 20 x 660 – Rs. 48,540
Salary Step as at 01.01.2020	Rs. 27,910.00
Allowances	Cost of Living Allowance

**09. Office Aid****10. Record Keeper**

**Educational Qualifications :**

- (a) Should have passed at least two (02) subjects at the GCE (O/L) Examination.

**Age.** – Not less than 18 or more than 45 years of age

(Those who have selected for the Multi Purpose Development Task Force established by the Cabinet decision dated 08/01/2020 may apply for these posts.)

Salary Scale according to Management Services Circular No. 02/2016	Rs.24,750 – 10 x250 – 10 x 270 – 7 x 300 – 15 x 330 – Rs. 37,000
Salary Step as at 01.01.2020	Rs. 24,750.00
Allowances	Cost of Living Allowance

The Urban Settlement Development Authority has the discretionary authority to make the final decisions on selecting suitable candidates.

The maximum age limit does not apply for the applicants who are already in the service in Government Departments, Public Corporations, and Statutory Boards, and they should forward their applications through the Heads of Institution.

Application including complete bio-data of the applicant, copies of certificates with names, addresses, and telephone numbers of two non-related referees should be forwarded by registered post to reach the following address on or before 16/10/2020. The post applied for should be written on the top left corner of the envelope.

Director-General,  
Urban Settlement Development Authority,

09<sup>th</sup> Floor, Sethsiripaya, Battaramulla.  
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