



MINISTRY OF
NATIONAL POLICIES AND
ECONOMIC AFFAIRS



**NATIONAL HUMAN RESOURCES
DEVELOPMENT COUNCIL OF SRI LANKA**

VACANCIES

Applications are called from the citizens of Sri Lanka for the undermentioned vacancies of the National Human Resources Development Council of Sri Lanka.

- ☛ **Driver - 01 post**
- ☛ **Management Assistant - 02 posts**

Applicants should forward their applications according to the specimen application given in our website, together with copies of the relevant certificates under registered cover to reach the Chairman, National Human Resources Development Council of Sri Lanka, 354/2, 7th Floor, "Nipunatha Piyasa", Elvitigala Mawatha, Colombo 05 on or before 12/03/2018. The post applied should be indicated on the top left-hand corner of the envelope.

(Specimen application and all details are given in the Website: www.nhrdc.gov.lk)

Chairman,
National Human Resources Development Council of Sri Lanka,
354/2, 7th Floor, "Nipunatha Piyasa",
Elvitigala Mawatha,
Colombo 05.

Telephone : 0113-443169

Vacancies

Applications are called from citizens of Sri Lanka for the under mentioned vacancy of the National Human Resources Development Council of Sri Lanka. (Colombo only)

- Management Assistant - Non-Technological (MA 1 -1) -02 posts

Qualifications and Experience:

External Candidates:

1. Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including Sinhala/Tamil and Mathematics.
2. Having passed three (03) subjects (other than the General Paper) at the G.C.E (A/L) Examination.

Internal Candidates

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

- **Educational:**

Having passed the G.C.E. (O/L) examination in six subject's not more than two sittings with credit passes for four subjects including Sinhala/Tamil and Mathematics.

- **Other:**

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

Salary Scale

MA 1-1 (Rs.27, 910- 10x300 -7x350 – 4x495 -20x660- 48,540)

(Initial salary step -2018 Rs.22,126/= plus adjustment allowance Rs.4,092/=) As per the Management Services Department Circular No. 02/2016)

Age Limit: 18-45 years (The Upper age limit will not applicable to the internal candidates.)

Vacancies

Applications are called from citizens of Sri Lanka for the under mentioned vacancy of the National Human Resources Development Council of Sri Lanka. (Colombo only)

1. Driver – 01 post

External Candidates:

Educational:-

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

AND

Having obtained the license issued by the Commissioner General, Department of Motor Traffic (the expected proficiency should be clearly mentioned) and a minimum of three (03) year experience in driving after obtaining the driving license.

AND

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1. Driver – 01 post

External Candidates:

Educational:-

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

AND

Having obtained the license issued by the Commissioner General, Department of Motor Traffic (the expected proficiency should be clearly mentioned) and a minimum of three (03) year experience in driving after obtaining the driving license.

AND

Vocational

i) A valid License to drive heavy vehicles and minimum of three years experience in driving heavy vehicles at a reputed establishment.

ii) Ability to attend to running repairs.

iii) Must be physically fit for duty during day and night and must have a said eye light.

Salary Scale:

PL 3-2016 (26,290/=10x270 /=- 10x300/=10x330-12x350/=39,490/=)

(Initial Salary Step – 2018 Rs. 20,842/= plus adjustment allowance Rs. 4,479/=) - As per the Management Services Department Circular No.02/2016.

Age: Age should be not less than 18 years and not more than 45 years.