



Ministry of Skills Development and Vocational Training

VACANCIES FOR THE POST OF OFFICE ASSISTANT

Applications are invited from suitably qualified and experienced citizens of Sri Lanka for the above position at Project Management Unit (PMU-CTGT) implementing the Project titled "Establishment of Colombo Vocational Training Centre and upgrading of Gampaha Technical College" under the Ministry of Skills Development and Vocational Training.

QUALIFICATIONS : G C E (O/L) in 6 subjects, at least two credit passes for two subjects in not more than two sittings.

OR

Employees in the Office Assistant Service

AGE : Above 18 years and below 65 years as at 16.10.2017

SALARY AND OTHER BENEFITS : Salaries are based on the Management Services Circular No. 01/2016 of 24.03.2016 and other relevant Management circulars.

TERMS AND CONDITIONS

Officers belong All Island Services will be recruited as per DMS 01/2016 and persons outside the Government Services will be recruited on contract basis. All appointments will be made initially for a period on one year and may be renewable annually subject to the satisfactory performance appraisal. All conditions in the Management Services Circular No. 01/2016 of 24.03.2016 will apply in relation to the appointment.

All applications should be sent to reach **on or before 16.10.2017** to the **Project Director, Project Management Unit (CG), Ministry of Skills Development and Vocational Training, No. 354/2, "Nipunatha Piyasa", Elvitigala Mawatha, Narahenpita, Colombo 05**. Please mark the applied post on the top left hand corner of the envelop.

Applications from the officers employed in Government Departments, Corporations, Statutory Boards and Institutions should be forwarded through their respective Heads of Institutions.

Secretary

Ministry of Skills Development and Vocational Training

254/2 "Nipunatha Piyasa"

Elvitigala Mawatha

Narahenpita, Colombo 05