

Ministry of Telecommunication, Foreign Employment and Sports
Project on Construction of Nuwara Eliya High Altitude Sports Complex
Application Form

Post Applied for:									
01	Name in Full:								
02	Name with Initials:								
03	Permanent Address:								
04	Postal Address:								
04	Tel:			Mobile:					
	Fax:			E-mail:					
05	National Identity Card No.:								
06	Date of Birth - Year:		Month:	Date:					
07	Age as at closing date of Applications: Years:		Months:	Days:					
08	Civil Status:								
09	Citizenship:								
10	Higher Educational Qualifications [First Degree and Postgraduate Degree (s)]								
	University / Institution	Degree	Class	Special/General	Main Subject	From To			
						Effective Date			
11	Professional Qualifications								
	University / Institution	Examinations Passed			Year of passing				
12	Certificate								
	Course	Field		Name of the Institute	Year				
13	Any other Academic Distinctions, Scholarships, Medals, Prizes, etc. (indicate the Institution from which such awards have been obtained)								
14	Research & Publications, if any (if space is insufficient, please use separate sheet)								
15	Previous Employment Records, Previous working Experience (Starting with present position and continue in reverse order)								
	Designation	Institution	Brief Description of Duties		Time Period				
16	Present Employment Records								
	Designation	Institution	Brief Description of Duties		Time Period				
					From (dd/mm/yyyy)	To (dd/mm/yyyy)			
17	Proficiency in Languages (Please Mark 'X' in the relevant cage)								
		Written				Spoken			
	Language	Very Good	Good	Satisfactory	Weak	Very Good	Good	Satisfactory	Weak
	Sinhala								
	English								
18	Leadership / Management experience								
19	Extra Curricular Activities								
20	Special Skills								
21	Creativity (including patents)								
22	Are you under any obligatory National Service (If yes, specify)								
23	If selected, what is the earliest date that you can assume duties:								
24	Names of two persons (with addresses and contact numbers) to whom reference can be made:								
25	I hereby declare that the particulars furnished by me in the application are true and accurate. I am also aware that if any particulars herein are found to be false or incorrect, I am liable to disqualification if the inaccuracy is discovered before the selection and dismissal without any compensation if the inaccuracy is discovered after the appointment.								
	Signature of the Applicant						Date		
26	For Public / Corporate Sector Candidates								
	Application for the post of submitted by is forwarded herewith. If he / she is selected for the said post he / she can / cannot be released.								
	Date:						Signature of the Head of Institution (Please place official seal)		
	Note								
(i)	If the sheets above are not sufficient, please use extra sheets, when & where necessary.								
(ii)	Indicate the list of documents attached along with the application form.								
(a)								
(b)								
(c)								



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Vacancies

Applications are invited from suitably qualified and experienced citizens of Sri Lanka for the following positions of the project on Construction of Nuwara-Eliya High Altitude Sports Complex implementing under the Ministry of Sports.

Level - PS 1 (as per Management Services Circular 01/2016)

No	Position	Qualifications – (1 or 2 below)	Method of Selection	Monthly Salary
01	Project Director (One Vacancy)	1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission. with At least 12 years post qualifying experience at Managerial Level out of which 06 years should be in the Senior Managerial Level. 2. A Bachelor's Degree which is recognized by the University Grants Commission. And A Postgraduate Degree in the relevant field or full membership of a recognized professional institution in the relevant field. With At least 10 years post qualifying experience in Managerial Level.	Shortlisted applicants based on qualifications and experience will be called for an Interview.	Negotiable under PS 1 of Management Services Circular No. 01/2016

Level - PS 4 (as per Management Services Circular 01/2016)

No	Position	Qualifications – (1 or 2 below)	Method of Selection	Monthly Salary
01	Project Accountant (One Vacancy)	1. A Bachelor's Degree in the relevant field which is recognized by the University Grants Commission or having passed the intermediate examination of a recognized professional institute in the relevant field. And At least 07 years post qualifying experience in the relevant field. 2. An officer of the Government All Island Services Class III/II or above or similar status in the relevant field.	Shortlisted applicants based on qualifications and experience will be called for an Interview.	Negotiable under PS 4 of Management Services Circular No. 01/2016 Note : Remuneration of officers released from the Public Service / Provincial Public Service including Local Authorities / Public Corporations / Statutory Boards / Fully Owned Government Companies are based on the conditions referred in Management Services Circular No. 01/2016 of 24.03.2016 and Management Services Circular No 01/2016 (I) of 16.12.2016
02	Engineer (One Vacancy)	With At least 07 years experience in Class II/III post.		

Level - PS 6 (as per Management Services Circular 01/2016)

No	Position	Qualifications – (1 or 2 below)	Method of Selection	Monthly Salary
01	Project Secretary (One Vacancy)	1. Having Passed the G.C.E. (O/L) Examination in six (6) subjects with three (3) credit passes including English and Sinhala / Tamil language. With A secretarial course from a recognized institution or pursuing examinations leading to Chartered Secretary. With Minimum 04 years Experience in relevant field. 2. A Chartered Secretary with 03 years experience in relevant field.	Shortlisted applicants based on qualifications and experience will be called for an Interview.	Negotiable under PS 6 of Management Services Circular No. 01/2016

Supporting Staff

No	Position	Qualifications	Method of Selection	Monthly Salary
01	Project Coordinator (One Vacancy)	Shall have possessed a degree from a university recognized by the University Grants Commission And All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post. With Candidates shall be of excellent character	Shortlisted applicants based on qualifications and experience will be called for an Interview.	Present Salary and other relevant allowances + allowances of 50% of basic salary
02	Project Assistant (Two Vacancies)	Shall have satisfied each and every way the qualifications, required for the recruitment to the post, on the prescribed date as per the notification. Note: Preference will be given to those who have experience of > working in donor funded projects > working in the environment with English exposure		
03	Account Assistant (One Vacancy)			
04	Management Assistant (One Vacancy)	Shall have passed 06 subjects with credit passes for four subjects including Sinhala / Tamil / English and Mathematics at the G.C.E (Ordinary Level) Examination at one sitting And Shall have passed the entire subject in G.C.E. (Advanced Level) at one sitting (except the General paper). Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose. And All the candidates shall have the physical and mental fitness to serve in any part of the island and to perform the duties of the post. With Candidates shall be of excellent character With Shall have satisfied each and every way the qualifications, required for the recruitment to the post, on the prescribed date as per the notification. Note: Preference will be given to those who have experience of > working in donor funded projects > working in the environment with English exposure		
05	Office Assistant (One Vacancy)	Shall be of good character and sound physical health And Shall have passed G.C.E. (O/L) Examination in not less than 06 subjects with Credit passes for at least two subjects in not more than two sittings.		

Age: Below 65 years as at 10.06.2019.

Remuneration:

Remunerations are based on the Management Services Circular No. 01/2016 of 24.03.2016 and Management Services Circular No 01/2016 (I) of 16.12.2016

Terms and Conditions:

All appointments will be made initially for a period of one year and may be renewable annually subject to the satisfactory performance. All conditions in the Management Services Circular No 01/2016 of 24.03.2016 and Management Services Circular No. 01/2016 (I) of 16.12.2016 will be applied in relation to the recruitments and appointments.

Application forms can be downloaded from Ministry of Sports website www.sportsmin.gov.lk and all applications should be sent by registered post to reach on or before 10.06.2019 The Secretary, Ministry of Telecommunication, Foreign Employment and Sports, No. 09, Philip Gunawardhana Mawatha, Colombo 07, along with copies of the certificates of Educational, Professional and Experience to prove their eligibility. Applicants from public / corporate sector organizations should channel their applications through the respective Heads of Organizations.

**Secretary,
Ministry of Telecommunication, Foreign Employment and Sports,
No. 09, Philip Gunawardhana Mawatha,
Colombo 07.**

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06 National Identity Card No.:

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English								

19 Leadership / Management experience

20 Extra Curricular Activities

21 Special Skills

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Signature of the Applicant

Date

26 For Public / Corporate Sector Candidates

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Signature of the Head of Institution (Please place official seal)

Note

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