

**Ministry of Agriculture, Rural Economic affairs, Livestock Development,
Irrigation and Fisheries & Aquatic resources development**

Recruitment of Project Staff – Basnagoda Reservoir Project

Applications are invited from qualified and experienced citizens of Sri Lanka for the following posts in the Basnagoda Reservoir Project under the purview of the Ministry of Agriculture, Rural Economic affairs, Livestock Development, Irrigation and Fisheries & Aquatic resources development

These recruitments will be made on contract basis, Initially for a period of one (01 year), renewable annually subject to satisfactory performance.

These posts will be on full time contract basis. The qualifications, Salaries and allowances shall be based under the provisions of Government Management Services Circular No 01/2019.

The selected officers shall report to the Project Director and they will be Stationed at the site office close to Basnagoda Reservoir project site.

Any person above 64 years of age shall not be considered for the recruitment in project. The employee shall contribute 8% of their salary to the Employees Provident Fund (EPF) and employer will contribute 12% EPF and 3% to Employers Trust Fund (ETF).

Officers in Government or Semi Government Institutions who wish to apply for the post, should channel their applications through their respective heads of institution with their recommendations whether the applicant could be released on full time.

Position	Salary	Level as per MSD Circular	Basic Qualifications (Please refer MSD circular 1/2019 for full information on qualification and salary steps)
01. Project Secretary (01 post) <i>Duties- Secretarial and administrative support to PD</i>	55000.00 Rs	PS 06 (Category A)	1. GCE (O/L) Examination in six(6) Subjects with Three(3) credit passes including English and Sinhala Language with a secretarial course from a recognized Institution or Pursuing examinations leading to chartered Secretary with Minimum of 02 years of Experience in relevant field 2. A chartered Secretary with 02 years of experience in relevant field
02 Management Assistant (04 Posts)	As per the Public service Recruitment. (1.5 times Initial Salary + allowances)		1. GCE (O/L) Examination in six(6) Subjects with Mathematics, English language and Sinhala or Tamil Language and GCE (A/L) Three (3) Subjects in one sitting. Or Basic Degree which is recognized university and 5 years' experience in the relevant field
03 Driver (04 Posts)	As per the Public service Recruitment. (1.5 times Initial Salary + allowances)		1. Passed Grade 09 Which is in a School recognized by Director general of Examination Department 2. Valid Driving license for light vehicles issued by commissioner of motor traffic before 8 years 3., Priority will be given to persons employed in from Government Development Projects.
04 Office Assistant (02 posts)	As per the Public service Recruitment. (1.5 times Initial Salary + allowances Step)		1. Passed Grade 09 Which is in a School recognized by Director general of Examination Department 2. Two (2) years' experience as office assistant

Applications:

Self-prepared applications containing complete Bio-Data of the applicant attaching the copies of all the certificates confirming the basic qualifications and experience should be sent to the under mentioned address, by registered post on or before 22nd May 2019 or the same can be handed over to the same address and obtain acknowledgement. The name of the project and the post applied for should be written on the top left-hand corner of the envelop enclosing in the application.

After scrutinizing qualification, qualified applicants will be shortlisted and recruited through an interview. Canvassing in any form will be a disqualification and the application of such applicants will be rejected.

Please Call **0718353065** for any further clarification if necessary.

**Project Director
Basnagoda Reservoir Project
230, Bauddaloka Mawatha
Colombo 07**