

**Ministry of Mahaweli, Agriculture, Irrigation and
Rural Development ,**

Department of Irrigation

BASNAGODA RESERVOIR PROJECT

VACANCY

Applications are invited from suitably qualified citizens of Sri Lanka for the following post in the Basnagoda Reservoir Project located in Attanagalla, Gampaha district.

Appointments will be made on contract basis initially for a period of one year renewable annually subject to satisfactory performances, as per Management Services Department (MSD) circular No.1/2019. Any person above 64 years of age will not be considered for recruitment.

Officers in government or semi-government institutions should channel their applications through the respective head of institutions with their recommendation as to whether the applicant can be released fulltime.

POST OF PROJECT SECRETARY – PS 06

Education Qualification & Experience

Passed GCE (O/L) examination in six (6) subjects with three (3) credits passes including English and Sinhala /Tamil language.

With

Successfully completed a secretarial course from a recognized institution or pursuing examination leading to Chartered Secretary

With

Minimum 03 years' experience in relevant field.

Or

A Chartered Secretary with 2 years of experience in relevant field.

Salary Range

Rs. 58,000.00- Rs. 63,000.00 + Government approved Allowances

Applications :

Self-prepared applications containing complete Bio-Data of the applicant attaching the copies of all the certificates confirming to the basic qualifications and experience should be sent under registered post or the same can be handed over to Project Director , Basnagoda Reservoir Project , No 104 A/2, Walpola, Ruggahavila, Nittabuwa on or before 10th August 2020. The post applied should be written on the top left-hand corner of the envelope.

Short listed applicants will be called for an interview. Canvassing in any form will be a disqualification and the application of such applicants will be rejected.

Eng. Asantha G. Sumanarathna
Project Director
Basnagoda Reservoir Project