



# Vacancy

## Post of Personal Secretary to the Director General, Road Development Authority

Applications are invited from citizens of Sri Lanka for the post of Personal Secretary in the Road Development Authority.

The qualifications, experience etc. for the post of Personal Secretary are given below;

### **01. Minimum Qualifications & Experience**

- a. Having passed the G.C.E (O/L) examination in six subjects in one sitting with credit passes for four (04) subjects including
    - i. Sinhala / Tamil language
    - ii. English language
    - iii. Mathematics
- AND
- b. Having passed three subjects (other than the General Paper) at the G.C.E (A/L) examination.
- AND
- c.
    1. Adequate proficiency in Stenography.
    2. Qualifications obtained in computer applications
    3. Very good conversational and written ability in English and Sinhala.
    4. Very good word processing skills and ability to handle office equipment.

### **02. Age Limit**

Below 45 years (Age limit will not apply to those who are presently employed in Govt. departments, State Corporations and Statutory Boards)

### **03. Salary Scale and Grade**

MA 1-2 - 2016 (Grade III) Rs.27,910 – 300 x 18 – 33,310/- plus government approved allowances.

### **04. Terms of Employment**

The appointment will be on contract basis.

### **05. Other Benefits**

Employees' Provident Fund contribution by the Authority is 12% against 8% by the Employee plus additional contribution of 3% towards Employees' Trust Fund and government approved allowances.

Applications stating full particulars of qualifications, experience, other relevant information with the details of two non related referees should be sent under registered cover indicating the post appearing in the advertisement written on the top left hand corner of the envelope to reach **Director (Administration), Road Development Authority, 1<sup>st</sup> Floor, "Maganeguma Mahamedura", No. 216, Denzil Kobbekaduwa Mw., Koswatta, Battaramulla** on or before **21/01/2022**.

Applicants employed in Govt. Departments, State Corporations, Boards and Authorities should send their applications through the Head of their respective organizations.