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பொது நிர்வாக, மாகாண சபைகள் மற்றும் உள்ளூராட்சி அமைச்சு
Ministry of Public Administration, Provincial Councils and Local Government

නිදහස් වතුරය, කොළඹ 07, ශ්‍රී ලංකාව சுதந்திர சதுக்கம், கொழும்பு 07, இலங்கை. Independence Square, Colombo 07, Sri Lanka

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මගේ අංකය
எனது இல
My No } CS/SLAS/Vacancies- Reply
(Vol. I)

ඔබේ අංකය
உமது இல
Your No }

දිනය
திகதி
Date } 24 .02.2025

Notice for officers of the Sri Lanka Administrative Service

Ministry of Urban Development, Construction and Housing

Attaching officers to the Condominium Management Authority on secondment basis

It has been requested by the letter of the Secretary of the Ministry of Urban Development, Construction and Housing No. MUDH/UDEP/U01/07/05/01/I dated 05.12.2024 to attach suitable officers of the Sri Lanka Administrative Service on secondment basis to the posts of Assistant General Manager (Human Resource/Administration) and Assistant General Manager (Legal) that have fallen vacant at the Condominium Management Authority functioning under the said ministry.

02. Accordingly, the officers of the Sri Lanka Administrative Service who have satisfied the qualifications mentioned in Annex I and express their consent to be attached on secondment basis to the posts of Assistant General Manager (Human Resource/ Administration) and Assistant General Manager (Legal) that have fallen vacant at the Condominium Management Authority are kindly informed to send a written request in that regard and their biodata along with the recommendation of the head of the institution to Chairman, Condominium Management Authority, 1st floor, National Housing Department building, Sir Chiththampalam A Gardiner Mawatha, Colombo 02, via registered post on or before 10.03.2025. Please be informed that the relevant post must be mentioned clearly in the top left corner of the envelope.

03. You are further informed that the application must be submitted having been certified by the respective Secretary of the ministry or head of the department to the effect that if selected for the post, the officer can be released from the workplace they are serving at present with / without replacement or on the basis of providing a replacement at a later occasion.

04. If further information about the role of the said post and related matters is required, please contact the Chairman of the Condominium Management Authority at 0112-334151 or 0112-444575.

Sgd./ Sajeewani Athapaththu

Director (SLAS)

For Secretary, Ministry of Public Administration,
Provincial Councils and Local Government

Telephone: 0112-698605 / Fax : 0112 – 683651

E- mail : pubad.dslas@gmail.com

**2. ASSISTANT GENERAL MANAGER (HUMAN RESOURCES / ADMINISTRATION) - M.M. 1-1
- "MANAGER" - 01 POST**

Qualifications relevant to the Post

External Applicants

Should have obtained a degree in Human Resources Management / Management / Business Administration / Public Management recognized by the University Grants Commission

And

Should have obtained at least one (01) year's experience in the same field in a Government Institution, Government Corporation, Statutory Board or reputed private sector institution after obtaining the degree.

Internal Applicants

1. Should have fulfilled the qualifications for the external applicants mentioned above.

Or

2. Should have completed a satisfactory service period of five (05) years in a post in the relevant field in Junior Manager Service Category (JM) of the Condominium Management Authority

Age: Should be not less than 22 years and not more than 45 years of age. Maximum age limit will not be applicable to internal applicants.

Salary: - MM-1-1 - Rs. 53,175 - 10 x 1,375 - 15 x 1,910 - 95,575

- All allowances approved by the government and the Cost of Living allowance will be paid
- Telephone bills will be reimbursed subject to a limit

3. ASSISTANT GENERAL MANAGER (HUMAN RESOURCES / ADMINISTRATION) - M.M. 1-1 - "MANAGER" SERVICE CATEGORY - 01 POST

VACANCY

Applications are invited from qualified applicants for the filling of vacancy of Assistant General Manager (Legal) at the Condominium Management Authority.

Assistant General Manager (Legal) - MM 1-1 - "Managerial" Service Category - 01 Post

Qualifications :

External Applicants :

Should have obtained a degree in Law recognized by the University Grants Commission and having not less than three (03) years' active professional experience after taking oaths as an Attorney at Law of the Supreme Court

Internal Applicants :

Should have fulfilled the qualifications for the External Applicants mentioned above.

Salary : MM 1-1 Rs. 53,175 - 10 x 1,375 - 15 x 1,910 = 95,575

- All allowances approved by the Government and the Cost of Living Allowance will be paid
- Telephone bills will be reimbursed subject to a limit

Age :

Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

Every applicant :

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
- Should have an excellent moral character

General Conditions for the relevant post :

- This post is permanent and not entitled to pension. Employee should contribute 10% to the Employees Provident Fund and the Employer will contribute 15% to the Employees Provident Fund and 3% to the Employees Trust Fund.
- Applicants from Government Corporations / Statutory Boards should direct their applications through the Heads of the respective institutions.
- Names and addresses of two non-related referees from whom reports regarding the applicant could be obtained should be submitted with the application.
- Photocopies of certificates of educational and other qualifications and experience certificates should be attached to the application.
- Applicants should have fulfilled all qualifications as at the closing date of applications.

Method of applying :

Qualified applicants should submit the Bio-Data consisting of educational,