



Ministry of Public Administration and Management
Sri Lanka Institute of Development Administration
(SLIDA)
Vacancy



SLIDA is the premier public sector organization vested with the responsibility of capacity building in the Sri Lanka's public sector through learning and development, management consultancies and research.

SLIDA proposes to fill the following vacancy on permanent basis from personnel possess the following qualifications.

Post	Required Qualifications	Salary Scale
Office Aide	Educational Qualifications <ul style="list-style-type: none">Sitting the GCE Ordinary Level examination. Age Limit should be not less than 18 years and not more than 45 years	PL 1 – 2016 – 24,750 – 250 X 10 – 270 X 10 – 300 X 7 – 330 X 15 – 37,000

Selection will be made based on the results of a structured interview and a practical test conducted by a panel appointed by the appointing authority.

Interview:

Marks allocated for the interview are as follows:

- Relevant experience - 40 Marks
- Relevant additional educational qualifications - 30 Marks
- Performance at the interview - 30 Marks

Practical Test

Marks allocated for the interview are as follows:

- Maintaining Premises and garden related activities - 50 Marks
- Carry out tasks entrusted to the office efficiently and fully - 50 Marks

General:

- Should be a citizen of Sri Lanka.
- Application should be submitted along with the copies of the relevant certificates to reach the “**Director General, Sri Lanka Institute of Development Administration, 28/10, Malalasekara Mawatha, Colombo-07**” under the Registered Cover, on or before 2nd April 2018
- Those who are already employed in the public sector should forward their applications through their respective Head of Organizations.
- The Post applied for should be mentioned on the top left hand corner of the envelop.
- All applications without relevant details and copies of the Certificates will be rejected.
- Any form of canvassing will be a disqualification for the appointment to the post.

Director General
Sri Lanka Institute of Development Administration
28/10 Malalasekara Mawatha
Colombo 07
Tele : 94 11 5980200 Fax : 94 11 2584406 E-mail : slida.lk



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Post	Required Qualifications	Salary Scale
Driver	<p>Educational Qualifications</p> <ul style="list-style-type: none">Having passed the G.C.E. (O/L) examination in six subjects in not more than two sittings with credit passes for two subjects. <p>Craft Skill / Proficiency</p> <ul style="list-style-type: none">Obtaining a driving license issued by the Commissioner of Motor Traffic (Three-wheeler, Cars, Van, Lorry and Motor Coach)Having at least three years of experience after receiving the driving license. <p>Age Limit should be not less than 18 years and not more than 45 years</p>	PL 3 – 2016 26,290 – 270 X 10 – 300 X 10 – 330 X 10 – 350 X 12 – 39,490

Selection will be made based on the results of a structured interview and practical test conducted by a panel appointed by the appointing authority.

Interview:

Marks allocated for the interview are as follows:

- Relevant experience - 40 Marks
- Relevant additional educational qualifications - 30 Marks
- Performance at the interview - 30 Marks

Practical Test:

Marks allocated for the interview are as follows:

- Driving Skills - 50 Marks
- Knowledge of traffic laws - 25 Marks
- Knowledge and ability of vehicle maintenance - 25 Marks

General:

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Post	Required Qualifications	Salary Scale
Management Assistant	<p>Educational Qualifications</p> <ul style="list-style-type: none">Having passed the G.C.E (O/L) examination in six subjects in one sitting with credit passes for four subjects including<ol style="list-style-type: none">Sinhala / TamilMathematicsEnglish Language <p>And</p> <ul style="list-style-type: none">Having passed three subjects (other than the General Knowledge Paper) at the G.C.E (A/L) examination <p>Age Limit should be not less than 18 years and not more than 45 years</p>	MA 1-1-2016 27,910 – 300 X 10 – 350 X 7 – 495 X 4 – 660 X 20 – 48,540

Selection will be made based on the results of the Competitive Written Examination and a structured interview conducted by a panel appointed by the appointing authority.

Written Competitive Examination:

Subjects for the examination are given below

- Aptitude Test and General Knowledge
- Language proficiency - English and Sinhala or Tamil language
(The candidates whose medium of language is Sinhala or Tamil should have Proficiency in English language and the candidates whose medium of language is English should have proficiency in Sinhala or Tamil.)
- Computer Test

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks to be summoned for the interview.

Interview:

Marks allocated for the interview are as follows:

- | | | |
|---------------------------------------|---|-----------|
| • Relevant additional experience | - | 35 Marks |
| • Relevant educational qualifications | - | 35 Marks |
| • Other skills / Performance | - | 20 Marks |
| • Performance at the interview | - | 10 Marks |
| | | ----- |
| | | 100 Marks |
| | | ===== |

General:

- Should be a citizen of Sri Lanka.
- The application form can be downloaded from the SLIDA web site (www.slida.lk).
- Examination fee for the competitive examination is Rs 1000/- per application.
- Payment should be made any Bank of Ceylon branches to the accountant Number 2323278 and Bank of Ceylon Torrington Branch.
- Paste the original paid slip inside the cage given in the application form.
- Application forms be submitted along with the copies of the relevant certificates to reach the “**Director General, Sri Lanka Institute of Development Administration, 28/10, Malalasekara Mawatha, Colombo-07**” under the Registered Cover, on or before 2nd April, 2018
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