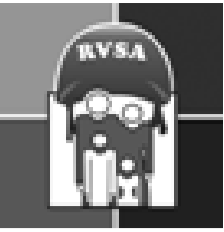




State Ministry of Defence

Ranaviru Seva Authority - Vacancies



Applications are invited from qualified Sri Lankans for the following posts:

Post - **Assistant Director (Finance) (01)**

01 **Required Qualifications:**
External Applicants
 A basic Degree in one of the following subjects obtained from a university recognized by the University Grants Commission.
 Economics, Social Science, Philosophy, Political Science, Commerce, Development Plans, Business Administration, Geography, Agriculture, Statistics and Science
 with
 Minimum of 3 years post qualifying experience in a State Corporation, Statutory Board or a recognized Commercial Institution.
Internal Applicants
 Completion of minimum 5 years satisfactory service relevant to the post in subject area of Junior Management Category Grade II.

02 **Description of Employment:**
 All Financial work in the Ranaviru Seva Authority

03 **Salary Scale:** MM-1-1 Rs. 53,175 - 10X1375 - 15X1910 - 95,575/-
 (From 01.01.2016 in accordance with provisions in Management Service Circular 2/2016, this salary scale will be fully effective from 01-01-2020)

04 **Age:-** On the last day of accepting applications, the minimum age should not be less than 22 years and not more than 45 years. The maximum age limit will not be relevant for Internal Applicants.

05. **Written Test:-** The applicants should sit for the Written Test in the subjects relevant to following.
 1 Language Proficiency
 2 Aptitude Test

06 **Recruiting Process:-** The applicants who have passed the Written Test will be sent for a structured interview and select an applicant suitable for the post based on the results.

Post - **Account Officer (02)**

01 **Required Qualifications:**
External Applicants:
 A Basic Degree in Commerce or Accountancy obtained from a University recognized by the University Grants Commission or Accountancy in Higher National Diploma and Minimum of 1 years post qualifying experience in a Government Department, State Corporation, Statutory Authority or recognized Commercial Institution.
 or
 Inter mediale Certificate in ICA, CIMA and minimum 1 year post qualifying experience in a Government Department, State Corporation, Statutory Authority or recognized Commercial Institution.
Internal Applicants
 Completion of minimum 5 years satisfactory service relevant to the post in subject area of Management Assistant Grade II

02 **Description of Employment:**
 To Assist Assistant/Deputy Director (Finance) in all financial activities of Ranaviru Seva Authority.

03 **Salary Scale:** JM-1-1 - Rs. 42,600 - 10 X 755 - 18 X 1,135 - 70, 580/-
 (From 01.01.2016 in accordance with provisions in Management Service Circular 2/2016, this salary scale will be fully effective from 01-01-2020)

04 **Age:** On the last day of accepting applications, the minimum age should not be less than 22 years and not more than 45 years. The maximum age limit will not be relevant for Internal Applicants.

05. **Written Test:** The applicants should sit for the Written Test in the subjects relevant to following:
 1. Language Proficiency
 2. Aptitude Test
 3. Subjects Knowledge relevant to the post.

06 **Recruiting Process:** The applicants who have passed the Written Test will be sent for a structured interview and select an applicant suitable for the post based on the results.

Post - **System Analyst (01)**

01 **Required Qualifications:**
External Applicants:
 A Basic Degree in Computer Science/Information Technology from a University recognized by the University Grants Commission **with** minimum of 1 year post qualifying experience in a Government Department, State Corporation, Statutory Authority or recognized Commercial Institution.
Internal Applicants
 Completion of minimum 5 years satisfactory service in the Authority as an Information Technology Assistant - Category Grade II

02 **Description of Employment:**
 Create Develop and Maintain data system of Authority.

03 **Salary Scale:** JM-1-1 Rs. 42,600 - 10 X 755 - 18 X 1,135 - 70,580/-
 (From 01.01.2016 in accordance with provisions in Management Service circular 2/2016 this salary scale will be fully effective from 01.01.2020).

04 **Age:-** On the last day of accepting applications, the minimum age should not be less than 22 years and not more than 45 years. The maximum age limit will not be relevant for internal applicants.

05 **Written Test:-** The applicants should sit for the Written Test in the subjects relevant to following.
 1 Language Proficiency
 2 Aptitude Test
 3 Subjects Knowledge relevant to the post.

06 **Recruiting Process:-** The applicants who have passed the Written Test will be sent for a structured interview and select an applicant suitable for the post based on the results.

Post - **Programme Officer (10)**

01 **Required Qualifications:-** A Degree relevant to job description from a University recognized by the University Grants Commission.

02 **Description of Employment:** To implement work pertaining to Ranaviru Seva Authority, from the relevant Districts liaise with Head Office.

03 **Salary Scale:-** MA3 - Rs. 32,200 - 10 X 445 - 11 X 660 - 10 X 730 - 5 X 750 - 54,960/-
 (From 01.01.2016 in accordance with provisions in Management Service circular 2/2016, this salary scale will be effective from 01.01.2020).

04 **Age:-** On the last day of accepting applications, the minimum age should not be less than 18 years and not more than 45 years. The maximum age limit will not be relevant for internal applicants.

05 **Written Test:** The applicants should sit for the Written Test in the subjects relevant to following.
 1 Language Proficiency
 2 Aptitude Test
 3 Subjects Knowledge relevant to the post.

06 **Recruiting Process:** The applicants who have passed the Written Test will be sent for a structured interview and select an applicant suitable for the post based on the results.

Post - **Information Technology Assistant (02)**

01 **Required Qualifications:**
 (a) Passed G.C.E. (Ordinary Level) Examination in six subjects with 4 Credit passes including Sinhala/Tamil, English Language and Mathematics in one sitting
 (b) Passed in the number of subjects except for the common question paper in the G.C.E. (Advanced Level) Examination to reach the performance Level required for Tertiary Education
Professional Qualifications:
 Should have successfully completed a Diploma or Certificate Course not below the level NVQ5, conducted by recognized Technology Training Institute in the relevant field.

02 **Description of Employment:**
 Maintain & perform work related to Data System and applying software.

03 **Salary Scale:-** Salary Scale:- MA-2-1 Rs. 30,310 - 10 X 300 - 7 X 350 - 4 X 495 - 20 X 660 - 50,940/-
 (From 01.01.2016, in accordance with provisions in Management Service Circular 2/2016, this salary scale will be effective from 01.01.2020)

04 **Age:** On the last day of accepting applications, the minimum age should not be less than 18 years and not more than 45 years. The maximum age limit will not be relevant for internal applicants.

05 **Written Test:** The applicants should sit for the Written Test in the subjects relevant to following:
 1 Language Proficiency
 2 Aptitude Test
 3 Subjects Knowledge relevant to the post.

06 **Recruiting Process:** The applicants who have passed the Written Test will be sent for an interview and select an applicant suitable for the post based on the results.

Post - **Management Assistant (Non Technology) (3)**

01 **Required Qualifications:**
External Applicants:
 (a) Passed the G.C.E. (Ordinary Level) Examination in six subjects with 4 Credit passes including Sinhala/Tamil, English Language and Mathematics in one sitting.
 (b) Passed 3 subjects in the G.C.E. (Advanced Level) Examination (Except the Common Question Paper)
Internal Applicants
 Applicants of the Authority in the Junior Category, skilled or unskilled are eligible to apply.
 (a) Passed the G.C.E. (Ordinary Level) Examination in six subjects with 4 Credit passes including Sinhala/Tamil, English Language and Mathematics.
 (b) Should have 5 years in the permanent service (casual or temporary service will not be eligible)

02 **Description of Employment:** Documentation reporting and communication.

03 **Salary Scale:** MA-1-1 - Rs. 27,910 - 10 X 300 - 7 X 350 - 4 X 495 - 20 X 660 - 48,540/-
 (From 01.01.2016, in accordance with provisions in Management Service Circular 2/2016, this salary scale will be effective from 01.01.2020).

04 **Age:** On the last day of accepting applications, the minimum age should not be less than 18 years and not more than 45 years. The maximum age limit will not be relevant for internal applicants.

05 **Written Test:** The applicants should sit for the Written Test in the subjects relevant to following:
 1. Language Proficiency
 2. Aptitude Test
 3. Testing of Computer Knowledge

06 **Recruiting Process:** The applicants who have passed the Written Test will be sent for structured interview and select an applicant suitable for the post based on the results.

Post - **Driver (1)**

01 **Required Qualifications:**
External Applicants:
 (a) Passed G.C.E. (Ordinary Level) Examination minimum in 2 subjects.
 (b) A valid license to drive heavy vehicles and minimum of 3 years experience in driving heavy vehicles at a reputed establishment.
Internal Applicants:
 (a) Passed the G.C.E. (Ordinary Level) Examination minimum in 2 subjects
 (b) Possession of a valid licence to drive heavy vehicles and minimum 3 years experience in driving

02 **Description of Employment:**
 Maintenance of office vehicles and operating a running chart by the Driver of The Authority.

03 **Salary Scale:** PL-3 - 26,290 - 10 X 270 - 10 X 300 - 10 X 330 - 12 X 350 - 39,490/-
 (From 01.01.2016, in accordance with provisions in Management Service Circular 2/2016, this salary scale will be fully effective on 01.01.2020).

04 **Age:** On the last day of accepting applications, the minimum age should not be less than 18 years and not more than 45 years. The maximum age limit will not be relevant for internal applicants.

05 **Recruiting Process:-** The applicants who have passed the Practical Test will be sent for an interview and select an applicant suitable for the post based on the results.

All Applicants:- Should be a citizen of Sri Lanka
 Should possess a good physical and mental fitness to serve in any part of the Island.
 Should possess an excellent character.

Nature of all posts:- These posts are permanent. Appointees shall contribute to the Employees' Provident Fund and Employees Trust Fund.

Submission of Applications:- If you have required qualifications for the above posts, copies of all certificates with full details of your bio-data, the names, addresses and Telephone Numbers of two non-related referees should be forwarded to the following address on or before 17.06.2019 by Registered Post.

The Applications of Employees of Government/Semi Government should be forwarded through respective Heads of their departments.

The post applied for should be marked on the top left hand corner of the envelope, containing the application.

Chairman
Ranaviru Seva Authority
No. 449, Galle Road,
Colombo - 3.