

# Ministry of Urban Development and Housing



## Condominium Management Authority



### VACANCY

Applications are invited from qualified applicants for the filling of the vacancy of Management Assistant (Non Technical) at the Condominium Management Authority.

#### Management Assistant – Management Assistant (Non Technical) MA-1-1 Service Category - 03 Posts

##### Qualifications :

##### External Applicants :

1. Should have passed in six (06) subjects in one sitting with credit passes in four subjects including Sinhala / Tamil and Mathematics at the General Certificate of Education (Ordinary Level) Examination.
2. Should have passed in three subjects (except General Common Test and General English) at the General Certificate of Education (Advanced Level) Examination

##### Internal Applicants :

Primary Grade – Employees in Unskilled, Semi Skilled and Skilled Service Categories who have fulfilled all qualifications in “a”, “b” and “c” below are eligible to apply.

- a. Should have passed in six (06) subjects with credit passes in four subjects including Sinhala / Tamil and Mathematics at the General Certificate of Education (Ordinary Level) Examination.
- b. Should hold a permanent appointment and should have been confirmed in the appointment.
- c. Should have completed a satisfactory service period continuously for at least 05 years in permanent appointment preceding the scheduled date

**Salary : MA 1-1 Rs. (27,910 – 10 x 300 – 7x350 - 4x495 - 20 x 660 = 48,500)**

##### Age :

Should be not less than 18 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.
- Copies of certificates of educational and other qualifications and experience 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, professional qualifications, experience and other personal information, mentioning the post applied for on the left hand top corner of the envelope containing the application by registered post to the address given below or by email to : [hr@cma.lk](mailto:hr@cma.lk) to receive before **09.02.2024**. Late, unclear and incomplete applications and the applications from applicants who have not fulfilled the basic qualifications will be rejected without any prior intimation.

##### Chairman

**Condominium Management Authority,  
1st Floor, National Housing Department Building,  
Sir Chittampalam A. Gardiner Mawatha,  
Colombo 02.**