

# Ministry of Transport and Highways

## Road Development Authority

### Employment Opportunity

Applications are hereby invited from eligible officers to fill the following vacant posts based on the new SOR 2023 approved by the Management Service Department (MSD) with effect from 08.09.2023 and the amendment made by the MSD's Letter No. DMS/1708/Voll.VI/SOR dated 16.11.2023 subsequently.

#### 1. Post : Deputy Director General (Human Resource Management & Administration)

Qualification for External Candidates: (1 or 2 below)

1. A Bachelor's degree in the field of Human Resources Management / Business Administration / Public Administration / Labour Management or any other field relevant to the subject area, which is recognized by the UGC.

AND

A Postgraduate Degree qualification (Master's) in the field of Human Resources Management / Business Administration / Public Administration / Labour Management or any other field related to the subject area

WITH

Minimum of 16 years' experience in the relevant field at a "Managerial Level" out of which 03 years of experience should be at "Senior Managerial Level" with a proven track record in a corporation, Statutory Board / Institution or a reputed private institution.

2. A Bachelor Degree in the field of Human Resources Management / Business Management / Business Administration / Public Administration / Public Management / Labour Management or any other field relevant to the subject area which is recognized by the UGC.

AND

PhD Degree relevant to the subject area of the post.

WITH

At least 03 years' experience in the relevant field at "Senior Managerial Level" with a proven track record and management experience in a corporation, Board or a reputed Mercantile Establishment after obtaining PhD Degree.

#### 2. Post : Deputy Director General (Corporate Finance)

#### 3. Post : Deputy Director General (Operational Finance)

Qualification for External Candidates for the Posts 2 & 3 : (1 or 2 or 3 below)

1. A Bachelor's degree in the field of Finance / Commerce / Accountancy / Business Management / Business Administration or any other field relevant to the subject area, which is recognized by the UGC.

AND

Associate Membership of the recognized professional Chartered Institution which is relevant to the subject area of the post.

WITH

Minimum of 16 years' experience in the relevant field at a "Managerial Level" out of which 03 years of experience should be at "Senior Managerial Level" with a proven track record in a corporation, Statutory Board / Institution or a reputed private institution.

2. A Bachelor's degree in the field of Finance / Commerce / Accountancy / Business Management / Business Administration or any other field relevant to the subject area, which is recognized by the UGC.

AND

PhD Degree which is recognized by the UGC relevant to the subject area of the post.

WITH

Associate Membership of the recognized professional Chartered Institution which is relevant to the subject area of the post.

AND

At least 03 years' experience in the relevant field at "Senior Managerial Level" with a proven track record and management experience in a corporation, Board or a reputed Mercantile Establishment after obtaining PhD Degree.

3. Fellow Membership of the recognized professional Chartered Institution in the relevant field to the post.

WITH

Minimum of 16 years' experience in the relevant field at a "Managerial Level" out of which 03 years of experience should be at "Senior Managerial Level" with a proven track record in a corporation, Statutory Board / Institution or a reputed private institution.

4.

4.1. Age :

Should be not less than 35 years, and not more than 55 years. The upper age limit will not be applicable to internal candidates.

4.2. Other:

Every Applicant,

i. Should be a citizen of Sri Lanka.

ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

iii. Should be of excellent moral character.

#### 4.3. Recruitment Procedure:

As determined by the Board of Directors recruitment will be done after calling applications through a public advertisement or a newspaper followed by a structured interview conducted by a panel appointed by the Appointing Authority.

- i. All recruitments to this category should be strictly in compliance with the provision of this Scheme of Recruitment.
- ii. The Manual of Procedures (M.O.P.) of the RDA shall be applicable to terms of employment after recruitment and all matters pertaining to that.
- iii. The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of the matters provided in this Scheme of Recruitment.

#### 4.4. Structured Interview:

Marks allocated for the interview are as follows:

Marks allocated for the interview are as follows:

- |   |                  |
|---|------------------|
| • Relevant additional experience                              | - 30 Marks       |
| • Relevant additional/Educational/professional qualifications | - 30 Marks       |
| • Other achievements  | - 15 Marks       |
| • Performance at the interview                                | - 25 Marks       |
|   | <u>100 Marks</u> |

Appointments will be made purely in the order of merit at the interview.

#### 4.5. Qualifying Date:

The applicant can be treated as qualified only if he/she has completed the necessary qualifications specified under of each post 1, 2, 3 and 4.1 & 4.2 for all these posts before the closing date of applications.

#### 4.6. Confirmation:

An employee appointed to this category external will be on probation for a period of three years. He/ She will be confirmed at the end of this period provided that his/ her performance and conduct have been satisfactory during the above period. The employees selected internally who are already confirmed in the previous post will be subjected to a probation period of one year.

#### 4.7. Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the relevant salary scale. The salary of persons recruited internally will be determined in terms of the provisions in chapter VII of the Government Establishment Code.

5. Appointing authority will be the Board of Directors of the RDA.

#### 6. Definition:

- 6.1. For all purposes arising out of this Scheme of Recruitment "Satisfactory Period of Service" means, a period of service during which all the due salary increments during the period immediately preceding the date of application for promotion, have been earned and not subjected to any punishment (other than a warning or a severe warning) for any offence committed by the officer during the period.
- 6.2. "Due date" means the date on which this Scheme of Recruitment comes in to effect.



7. **Salary scale:** HM 2-1 2016 Rs. (91,645 12 x 2,700 - 124,045) + all other allowances approved by the Government and Road Development Authority.

8. **Submission of the Application:**

Duly completed applications along with educational, professional qualifications and experience should be sent to Additional Director General (Human Resources), Road Development Authority, "Maganeguma Mahamedura", First Floor, No. 216, Denzil Kobbekaduwa Mawath, Koswatta, Battaramulla on or before 12.02.2024 and the post applied for should be clearly indicated on the top left corner of the envelope.

➤ **General Conditions applicable to the post:**

- Employees' Provident Fund contribution by the Authority is 12% against 8% by the Employees plus additional contribution of 3% towards Employees' Trust Fund.
- An assigned vehicle with the approved fuel allowance or transport allowance will be provided by the terms of the prevailing public enterprise circular No. PED 1/2015, 1/2015(i), 1/2015(ii) & Administration circular No. 2022/CL/05, RDA/DG/Circular/2022/01.
- Applicant working in the Govt. Departments / state corporations / statutory boards & Authorities should send their applications through the respective heads of the institution / organization.
- Name, address and telephone numbers of two non-related referees should be stated in the application to obtain verifications of the applicant.
- The Qualifications mentioned in the application itself and the relevant certificates such as professional, educational etc. annexed with the application should be considered only for short listing the applications and selection process.
- Applications that are not properly filled in accordance with the given format and non submission of photocopies of relevant certificates together with the application will be rejected.
- The closing date of receiving applications mentioned in the Newspaper Advertisement as 07.02.2024 is hereby extended up to 12.02.2024.
- The required formal application is annexed herewith.



Director General  
Road Development Authority