



NATIONAL TRANSPORT MEDICAL INSTITUTE
MINISTRY OF TRANSPORT, HIGHWAYS AND URBAN DEVELOPMENT
VACANCY



The National Transport Medical Institute is an Institution established by the National Transport Medical Institute Act No. 25 of 1997, functioning under the Ministry of Transport, Highways and Urban Development and its vision is to placing a healthy driver behind each steering.

As the contribution of professionals are needed to achieve the above vision as the leader in the Transport Medical field, applications are invited from Sri Lankan citizens to fill the undermentioned vacancy on permanent basis.

Assistant Director(Admin)

01. Assistant Director(Admin) - MM 1-1 (01 Vacancy)

Qualifications

External Applicants

1. Obtained a Bachelor's Degree in Human Resource Management, Public Administration, Public Management, Business Administration recognized by the University Grants Commission and minimum of one (01) year experience in a managerial level position in the relevant to the post and the subject field after obtaining the degree.

Internal Applicants (1 or 2 below)

1. Fulfill the qualifications requirement of the external applicants above.
2. Completed a minimum of five (05) years satisfactory service period in a post in the relevant field in the "Junior Management" (JM) Service Category.

Age: Should not be below 22 years and not above 45 years. Internal applicants are not affected by the upper age limit.

Salary code No. and monthly salary scale relevant to the service category:

Salary Scale : Salary will be paid as per the Schedule II of the Management Service Circular No. 01/2025 dated 25.03.2025 along with the other allowances relevant to this post.	MM 1-1 - 2025 Rs. 91,690 – 10×2,480 – 15 ×3,450-168,240
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(According to the Management Service Circular 01/2025, this salary is applicable from 01.01.2027. The salary paid on 01.04.2025 is Rs.71,730)

General Qualifications required for above posts Every applicant should be :

- i. A Citizen of Sri Lankan.
- ii. Physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- iii. Possess excellent moral character.

The final decision in the selection of suitable persons rests with the National Transport Medical Institute.

Self prepared applications containing the bio data along with certified copies of relevant certificates and names, addresses and telephone numbers of two non-related referees should be sent by **Registered post only to the undermentioned address to be received on or before 09.05.2026**. The cover containing the application should be marked the post applied for at the left side top corner.

The Chairman,
National Transport Medical Institute,
No.170, Highlevel Road,
Nugegoda.
Tel: 011 2852868