



MINISTRY OF TRANSPORT, HIGHWAYS AND URBAN DEVELOPMENT
URBAN DEVELOPMENT AUTHORITY
VACANCY



Applications are hereby invited from suitably qualified citizens of Sri Lanka for vacancy existing in the below-mentioned position. The applicant should possess the following qualifications and experience.

Personal Assistant (Contract Basis)

01. Qualification :

A Degree in a relevant field for the post which is recognized by the University Grants Commission, Sri Lanka.

Salary : Rs. 83,433/- Approximately

02. General Conditions -:

- a) Age should not be less than 22 years and not more than 45 years old. The upper age limit will not apply to the candidates in Public/ Corporate Services.
- b) Appointments will be on Contract basis
- c) Employees' Provident fund (15% Contribution by the Authority)
- d) Employees' Trust fund (3% Contribution by the Authority)

03. The Applicants are requested to forward their curriculum Vitae (CV) Providing educational, professional qualifications and experience along with the names of two non – related references by registered on or before 30.05.2026 to reach the address given below. The post applied for should be stated on the top left-hand corner of the envelop.

04. Applicants who are in the Government sector should forward their applications through the Head of the Department and are advised to send a copy in advance to ensure timely delivery of the applications. Only Short – listed applications will be called for interview.

**Chairman
Urban Development Authority
07th floor, "Sethsiripaya"
Battaramulla.**