

## MINISTRY OF PORTS AND CIVIL AVIATION

### Recruitment for the Post of Assistant Shipping Officer of the Merchant Shipping Secretariat of the Ministry of Ports and Civil Aviation - 2026

APPLICATIONS are invited from Sri Lankan citizens who fulfill the qualifications specified in Section 02 of this notice for the post of Assistant Shipping Officer of the Merchant Shipping Secretariat under the Ministry of Ports and Civil Aviation.

| <i>Post</i>                    | <i>Number of Vacancies</i> |
|--------------------------------|----------------------------|
| 01. Assistant Shipping Officer | 01                         |

Closing Date for Applications:- 20th July, 2026

#### (01) Method of Recruitment:

Candidates who have completed the qualifications specified in this notice and obtain the highest marks at a structured interview conducted by a structured board appointed by the Director General of Merchant Shipping will be recruited on a permanent basis. The marking scheme for the structured interview is provided under Section 05 of this notice.

#### (02) Required Qualifications:

##### (I) Educational Qualifications, Experience and Other Qualifications :

| <i>Post</i>                | <i>Educational Qualifications</i>                                                                                                           | <i>Experience and Other Qualifications</i>                                                          |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Assistant Shipping Officer | Shall possess a degree in Science, Commerce, Management, Economics, or Law from a university recognized by the University Grants Commission | Experience gained in the relevant field shall be considered as an additional/special qualification. |

(II) **Physical Fitness :**

Every candidate shall be of sound physical and mental fitness to serve in any part of Sri Lanka and to perform the duties assigned to the post.

(III) **Age Limit :**

Not less than 21 years and not more than 35 years.

(IV) **Other Qualifications :**

- Shall be a citizen of Sri Lanka.
- Applicant shall be of excellent character.

Note:- Applicants must have fulfilled all the above qualifications in every respect as of the closing day for applications.

(03) **Conditions of Employment and Service:**

- This appointment shall be subject to the Procedural Rules of the Public Service Commission, the Establishments Code of the Democratic Socialist Republic of Sri Lanka, the Financial Regulations of the Government, other departmental orders, and the provisions and amendments already made or to be made in the future to the Recruitment Procedure pertaining to the posts of Assistant Shipping Officer and Shipping Officer of the Merchant Shipping Secretariat of the Ministry of Ports and Civil Aviation.
- Changing the applied language medium will not be permitted later, and the language medium specified in the application shall be the medium through which the candidate qualifies for appointment.

(04) **Salary Scale:**

MN 4-2025

Rs. 53,060-10 X 800-11 X 1,190-10 X 1,320- 5 X 1,350-Rs. 94,100

(05) **The following marking scheme will be based on for the structured interview:**

| <i>Serial No.</i> | <i>Subject</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <i>Marks</i>                                 | <i>Maximum Marks</i> |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|----------------------|
| <b>01</b>         | <b>Additional Educational Qualifications:</b><br><br>I. For a Postgraduate Degree in Science, Commerce, Management, Economics, or Law obtained from a university or institution recognized by the University Grants Commission.<br><br>II. For a Postgraduate Diploma in Science, Commerce, Management, Economics, or Law obtained from a university or institution recognized by the University Grants Commission (UGC).<br>(Marks will be awarded only for the highest qualification). | 20<br><br><br><br><br><br><br><br><br><br>10 | <b>20</b>            |
| <b>02</b>         | <b>Experience :</b><br><br>For the period of experience gained by serving in a parallel or higher post in a Government / Semi-Government or Private sector institution related to the maritime field:<br><br>- 05 marks per year up to a maximum of 25 marks.<br>- For a period of more than 06 months and less than a year: 02 marks.                                                                                                                                                   |                                              | <b>25</b>            |

| Serial No. | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Marks          | Maximum Marks |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------|
| 03         | <b>For a Diploma certificate obtained from a recognized institution in International Law, Maritime Law, or International Conventions related to maritime affairs.</b>                                                                                                                                                                                                                                                                                                                                                                                          | 20             | <b>20</b>     |
| 04         | <b>Educational qualifications obtained for English or Tamil/Sinhala languages:</b><br>Marks will be awarded for qualifications obtained from a Government-Recognized Institution as follows: <ul style="list-style-type: none"> <li>– Higher Diploma Course</li> <li>– Diploma Course</li> <li>– Certificate Course</li> </ul> <b>(Maximum of 10 marks)</b>                                                                                                                                                                                                    | 10<br>07<br>04 | <b>10</b>     |
| 05         | <b>Computer Literacy :</b><br>For Information Technology / Computer Systems / Computer Applications courses obtained from a government-recognized institution: <ul style="list-style-type: none"> <li>I. Full-time or equivalent courses with a study period of 06 months or more.</li> <li>II. Full-time or equivalent courses with a study period of 03 months or more but less than 06 months.</li> <li>III. Full-time or equivalent courses with a study period of less than 03 months (Marks can be awarded for a maximum of 02 certificates).</li> </ul> | 20<br>13<br>06 | <b>20</b>     |
| 06         | <b>For the skills demonstrated at the interview.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                | <b>05</b>     |
|            | <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                | <b>100</b>    |

**(06) Identity of Candidates :**

- (I) Only the candidates who have submitted applications which are complete in every respect will be called for the structured interview.
- (II) Original copies of all certificates along with properly certified photocopies shall be produced at the interview.
- (III) The following identity documents will be accepted to prove identity at the interview:
  - a) Valid National Identity Card issued by the Commissioner General of Registration of Persons.
  - b) Valid Passport.

**(07) Submission of Applications :**

- (I) Applications shall be submitted by registered post to reach the following address on or before .....  
**2026.** Applications received after the closing date will be rejected.  
Director General of Merchant Shipping,  
Merchant Shipping Secretariat,  
No. 79, Technical Junction,  
Maradana Road,  
Colombo 10.

- (II) A specimen application form is provided at the end of this notice. Applicants shall prepare their applications on A4 size paper, ensuring that Page 01 includes items 01 to 09 and Page 02 includes items 10 to 15, and shall be completed in the applicant's own handwriting.
- (III) The top left-hand corner of the envelope containing the application shall be clearly marked as **"Application for the Post of Assistant Shipping Officer."**
- (IV) The applicant's signature on the application form shall be attested by a Principal of a Government School, a Justice of the Peace, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Armed Forces, or a permanent government officer drawing a monthly salary of Rs. 82,150/- or more as per Public Administration Circular 10/2025.
- (V) Officers currently employed in the Public Service or Provincial Public Service shall submit their applications through the Head of the Department where they are serving.
- (VI) Applications that do not conform to the specimen application form attached herewith will be rejected. No complaints regarding the loss or delay of applications will be entertained.
- (08) If any information mentioned in the application submitted by you is found to be false or incorrect before recruitment, your candidacy will be cancelled. If such false or incorrect information is revealed after recruitment, action will be taken to dismiss you from service, subject to relevant procedures.
- (09) The power to fill or not to fill the vacancies shall be vested with the Director General of Merchant Shipping.
- .....,  
Director General of Merchant Shipping.
- Merchant Shipping Secretariat,  
No. 79, Maradana Road,  
Colombo 10,  
On this 08 day of June, 2026.