

## **CONDOMINIUM MANAGEMENT AUTHORITY**

Applications are invited from qualified applicants for the filling of the following vacancies at the Condominium Management Authority.

### **ASSISTANT GENERAL MANAGER (OPERATIONS / MAINTENANCE) - M.M. 1-1 - "Managerial" Service Category - 01 Post**

#### **Qualifications**

##### **External Applicants**

1. Should have obtained a Degree in Civil Engineering recognized by the University Grants Commission  
And  
Should have obtained at least one (01) year experience in the subject field relevant to the post after obtaining the degree  
Or
2. Should have obtained a Proficiency Certificate in the Civil Engineering field of not less than National Vocational Qualification Level Seven (NVQ Level 07) issued by a Technical /Vocational training institute recognized by the Tertiary and Vocational Education Commission.  
And  
Should have obtained at least one (01) year experience in the relevant field in Government, Government Corporation, Board, in a statutory institution or reputed private sector institution after obtaining the qualification

##### **Internal Applicants**

1. Should have fulfilled the qualifications for the external applicants mentioned above.  
Or
2. Should have completed a satisfactory service period of five (05) years in the post of Senior Engineering Assistant in Junior Managerial Service Category (JM) of the Condominium Management Authority

**Salary :-** MM-1-1 – Rs. 53,175/ – 10 x 1,375 – 15 x 1,910 – 95,575/-

- Telephone bills will be reimbursed subject to a limit.

#### **Age:**

Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

### **SENIOR ENGINEERING ASSISTANT "JUNIOR MANAGERIAL" JM 1-1 Service Category - 04 Posts**

#### **Qualifications**

##### **External Applicants**

1. Should have obtained a Civil Engineering Degree recognized by the University Grants Commission.  
Or
2. Should have obtained a Proficiency Certificate in the Civil Engineering field of not less than National Vocational Qualification Level Seven (NVQ Level 07) issued by a Technical /Vocational training institute recognized by the Tertiary and Vocational Education Commission  
or
3. Should have obtained a Proficiency Certificate in the relevant subject field of not less than National Vocational Qualification Level Six (NVQ Level 06) issued by a Technical /Vocational training institute recognized by the Tertiary and Vocational Education Commission  
And  
Should have obtained at least five (05) years experience in the relevant field in Government, Government Corporation, Board, in a statutory institution or reputed private sector institution after obtaining the qualification  
or
4. Should have obtained a Proficiency Certificate in the relevant subject field of not less than National Vocational Qualification Level five (NVQ Level 05) issued by a Technical /Vocational training institute recognized by the Tertiary and Vocational Education Commission  
And  
Should have obtained at least ten (10) years experience in the relevant field in Government, Government Corporation, Board, in a statutory institution or reputed private sector institution after obtaining the qualification.

##### **Internal Applicants**

1. Should have fulfilled the qualification for the External Applicants mentioned above.  
Or
2. Should have completed a satisfactory service period of five (05) years in a post relevant to the subject field in Grade II of the Management Assistants (Technical) Service Category (MA 2-2) of the Condominium Management Authority.

**Salary:** JM 1-1 Rs. 42,600/- – 10 x 755 – 18 x 1,135 = 70,580/-

#### **Age:**

Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.

### **BOOK BINDER - PL 2 Service Category - 01 Post**

#### **Qualifications**

##### **External Applicants**

Should have obtained a Proficiency Certificate in Book Binding subject field of not less than National Vocational Qualification Level two (NVQ Level 02) issued by a Technical /Vocational training institute recognized by the Tertiary and Vocational Education Commission.

##### **Internal Applicants**

1. Five (05) years experience in the relevant field and Primary Unskilled (PL-1) service category employees with proficiency of not less than National Vocational Qualification Level Two (NVQ Level 02) ensured by the Trade Test compatible to the profession of Book Binding from a technical college / vocational training institute  
Or
2. Should have obtained a Proficiency Certificate in book binding subject field of not less than National Vocational Qualification Level two (NVQ Level 02) issued by a technical /vocational training institute recognized by the Tertiary and Vocational Education Commission

**Salary:** PL -2 - Rs. 25,750/- - 10 x 270 - 10 x 300 - 10 x 330 - 12 x 350 = 38,950/-

**Age:** Should be not less than 18 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

- All the government approved allowances and the Cost of Living Allowance will be paid for all above posts.

#### **General Conditions for all Posts**

##### **Every applicant**

1. Should be a citizen of Sri Lanka
2. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
3. Should have an excellent moral character
4. This post is permanent and not entitled to pension. Employee should contribute 10% to the Employees Provident Fund and the Employer will contribute 12% to the Employees Provident Fund and 3% to the Employees Trust Fund.
5. Applicants from Government Corporations / Statutory Boards should direct their applications through the Heads of the respective institutions.
6. Names and addresses of two non related referees from whom reports regarding the applicant could be obtained should be submitted with the application.
7. Copies of certificates of educational and other qualifications and experience certificates should be attached to the application.
8. 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 and should be sent by registered post to the address given below or by email to [hr@cma.lk](mailto:hr@cma.lk) to receive on or before 23.06.2021. Late, unclear and incomplete applications will be rejected without any prior intimation.

#### **Chairman**

#### **Condominium Management Authority**

**1st Floor, National Housing Department Building**

**Sir Chittampalam A. Gardiner Mawatha**