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இலங்கை மத்திய வங்கி  
CENTRAL BANK OF SRI LANKA

## POST OF TECHNICAL OFFICER (MECHANICAL) (ON CONTRACT)

### 1.0 Job Responsibilities:

#### Position 1

- Assisting the implementation of new construction and renovation projects undertaken by the Bank.
- Assisting the feasibility studies for new mechanical infrastructure facilities, upgrading/expansion of existing mechanical systems and implementation of those plans to ensure the availability of infrastructure facilities and services required for the smooth operation of the Bank.
- Assisting the project management of construction, renovation, and infrastructure development/upgrading projects.
- Supporting the administration of contracts related to consultancy services.
- Assisting the procurement process related to construction, renovation, and infrastructure development/upgrading projects of the Bank.
- Assisting and providing technical inputs for the procurement process of other departments.
- Checking the payment requests and making recommendations
- Preparation of BOQs for contracts and site supervision & assisting the Board of Survey process.

#### Position 2

- Assisting the implementation of new construction and renovation projects undertaken by the Bank.
- Assisting the feasibility studies for new mechanical infrastructure facilities, upgrading/expansion of existing mechanical systems and implementation of those plans to ensure the availability of infrastructure facilities and services required for the smooth operation of the Bank.
- Supporting the administration of contracts related to consultancy services.
- Assisting the procurement process related to construction, renovation and infrastructure development /upgrading projects
- Checking the payment requests and making recommendations.
- Continuous maintenance of machinery and equipment related to Currency Department (desktop note counting machines, desktop currency sorting/counting machines, currency note strapping machines, offline currency shredding machines, coin counting machines, pallet trucks, folk lifts etc.)
- Assisting engineers to monitor the maintenance of automated currency note processing machines and briquetting system.
- Supervision of installation of new machinery and equipment.
- Supervision of preventive maintenance of all machinery and equipment while ensuring the operational reliability
- Assisting in preparation of tender documents for procurement of new tenders (machinery, service agreements and other).
- Submitting reports on proper operation of machinery and equipment procured and recommendation for payments
- Effective utilization and maintenance of currency vaults & ensure smooth operation of lifts to currency vaults

### 2.0 Required Minimum Qualifications & Experience:

National Diploma in Technology (NDT)/ Higher National Diploma in Engineering (HNDE)/ National Diploma in Engineering Sciences (NDES) or National Vocational Qualification (NVQ) Level 5 specialized in the field of Mechanical.;

**AND**

Post qualification work experience of not less than 10 years, preferably in the fields of building maintenance and/or mechanical engineering (plant and machineries).

**Applicants are strictly advised to submit copies of the certificates relevant to the educational/professional qualifications & work experience. Any application without the copies of the above documents will be rejected without any notice at any stage of the recruitment process.**

### 3.0 Age:

Below 40 years of age as at 27.11.2024

### 4.0 Employment:

On contract basis for a period not more than three (03) years. The contract will be initially signed for one (01) year and the renewal of the contract will be considered at the end of each year based on the performance.

### 5.0 Remuneration and Other Benefits:

All-inclusive taxable monthly allowance of Rs. 175,000.00 with contributions to Employees' Provident Fund (EPF) and Employees Trust Fund (ETF).

### Selection Procedure

Candidates will be shortlisted based on their qualifications and work experience. Most suitable candidates for the above post will be selected by an interview/s conducted by the Bank.

### Applications

Application forms could be downloaded from the official website of the Central Bank of Sri Lanka <https://www.cbsl.gov.lk/en/careers>.

Applicants are strictly advised to adhere to the prescribed application format and send the duly completed applications with all the required documents to the following address to reach the Director/Human Resources by registered post on or before 27.11.2024

It is required to indicate "**Application for the Post Technical Officer - Mechanical (On Contract)**" on the top left hand corner of the envelope.

Those who do not possess the required qualifications and experience as at the closing date will not be eligible to apply for this post. Any application not meeting the required qualifications, received after the deadline or not in the prescribed format, will be rejected without any notice.

Candidates who fail to provide originals of relevant documents at the certificate verification conducted prior to the interview, will not in any manner be considered as eligible candidates.

Any form of canvassing will be a disqualification.

CBSL reserves the right to decide the number of positions to be filled, or postpone or cancel the recruitment. CBSL has the discretion to decide the relevancy of experience as to match the requirements of the CBSL, in shortlisting the applications. Only shortlisted candidates will be contacted for the next step of the recruitment process.

**Director – Human Resources Department  
Central Bank of Sri Lanka, No. 30, Janadhipathi Mawatha, Colombo 01.  
Telephone: 011-2477330 Fax : 011-2477715**

