



INSTITUTE OF CHEMISTRY CEYLON College of Chemical Sciences



Vacancy Post of Driver (on contract)

Institute of Chemistry Ceylon, a professional and educational institute is looking for a highly skilled and responsible individual to join our institution as a multi-Duty Bus Driver. The successful candidate will be responsible for the safe and efficient transportation of students and staff in the bus of the Institute, as well as performing other essential administrative and operational duties.

Responsibilities:

- Operate and maintain the institution's bus, ensuring the safe transportation of students & staff on assigned routes.
- Perform daily pre- and post-trip inspections, basic troubleshooting, and preventive maintenance on the vehicle.
- Maintain the cleanliness and good condition of the bus at all times.
- Adhere to all traffic laws and safety regulations in Sri Lanka.
- Accurately record and submit trip logs, timesheets, and incident reports.
- Assist the Administrative staff in the basic administrative duties as assigned such as couriering documents and running other essential errands for the institution, assisting building maintenance work etc. as assigned by an authorized officer of the Institute.

Qualifications/Experience:

- **Driving Licence:** Possess a valid Sri Lankan driving license (motor coach) issued by the Department of Motor Traffic Sri Lanka.
- **Education:** A General Certificate of Education (Ordinary Level) with passes in at least six subjects, including Sinhala/Tamil.
- **Experience:** Minimum of 5 years previous experience as a bus driver and the experience in similar capacity in an educational institute will be an advantage.

Qualities: The ideal candidate will be reliable, punctual, and have a good safety record. Good communication and interpersonal skills are also essential.

Age: Be more than 28 years of age.

Salary: Negotiable

Other Benefits: EPF, ETF contribution/ Over Time payment when attending to duties beyond normal working hours

Only short-listed applicants based on the highest qualifications and experience will be called for an interview and selection will be based on their performance at the interview.

A self –made application giving all particulars of qualifications, experience, and other relevant information with two non-related referees should be forwarded under registered cover to reach **Registrar, Institute of Chemistry Ceylon, 341/22 Kotte Road, Welikada, Rajagiriya** not later than **24/02/2026**. The “**Post of Driver (on contract)**” should be marked on the top left-hand corner of the envelope. Alternatively, an application and CV can be sent by e-mail (vacancy@ichemc.edu.lk) to receive on or before the closing date.

The Institute reserves the right to shortlist the candidates. Applications that do not conform to the requirement and applications received after the closing date will be rejected without intimation.

Registrar
Institute of Chemistry Ceylon
10/02/2026