MINISTRY OF DEFENCE

NATIONAL BUILDING RESEARCH INSTITUTE (NBRI)

VACANCIES

Applications are invited from citizens of Sri Lank'a for the below mentioned posts in the National Building Research Institute.

(1.0) ASSISTANT DIRECTOR (FIANANCE /ACCOUNTS) - MM 1-1, Gr. ii (01 POST)

External : Qualifications : (a or b below)

a) Bachelor's Degree in Management or Commerce in a University reecognized by the U.G.C.

AND

A minimum of three year post qualifying experience in accounting and finance after obtaining the first degree in a Government Department / Corporation / Board or a reputed Mercantile

OR

b) Having passed the Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (CA) OR Intermediate level qualification of Chartered Institute of Management Accountants (CIMA) OR Intermediate level qualification of Association of Certified and Corporate Accountants (ACCA).

AND

A minimum of three year post qualifying experience in accounting and finance in a Government Department / Corporation / Board or a reputed Mercantile Establishment.

Exposure to computerized accounting environment is a distinct advantage

Internal : (a or b or c below)

a) Bachelor's Degree in Management or Commerce in a University recognized by the U.G.C.

AND

A minimum of three year post qualifying experience in accounting and finance after obtaining the first degree in a Government Department / Corporation / Board or a reputed Mercantile Establishment.

OR

b) Having passed the Intermediate level qualification of the Institute of Chartered Accountants of Sri Lanka (CA) OR Intermediate level qualification of Chartered Institute of Management Accountants (CIMA) OR Intermediate level qualification of Association of Certified and Corporate Accountants (ACCA)

AND

A minimum of three year post qualifying experience in accounting and finance in a Government Department / Corporation / Board or a reputed Mercantile Establishment.

OR

c) Completion of minimum five (05) years satisfactory service in a post in the junior Manager (JM) category, in the subject area relevant to the post.

(2.0) ACCOUNTS OFFICER - JM 1-1 - Gr. ii **(01 POST)**

External: Qualification (a or b below)

a) Bachelor's Degree in Management or Commerce in a university reecognized by the UGC.

OR

b) Intermediate/Licentiate of Institute of Chartered Accountants of Sri Lanka (ICASL) or Higher National Diploma in Accountancy (HNDA) or Intermediate of Chartered Institute of Management Accountants (CIMA) or Diploma in Accountancy (SLTC).

Internal : (a or b or c)

a) Bachelor's Degree in Management or Commerce in a university recognized by the UGC.

OR

b) Intermediate/Licentiate of Institute of Chartered Accountants of Sri Lanka (ICASL) or Higher National Diploma in Accountancy (HNDA) or Intermediate of Chartered Institute of Management Accountants (CIMA) or Diploma in Accountancy (SLTC).

OR

c) Completion of minimum five (05) years satisfactory service in a post of the 'Book Keeper' (MA 2-2) Grade II.

(3.0) ADMINISTRATIVE OFFICER - JM 1-1 - *Gr. ii* **(01 POST)**

External : (a below)

a) A Bachelor's degree in the field of Public Administration/ Business Administration/ Management/ Human Resource Management or a degree with subject areas relevant to the post from a university recognized by the U.G.C.

Internal : (a or b below)

a) A Bachelor's degree in the field of Public Administration/ Business Administration/ Management/ Human Resource Management or a degree with subject areas relevant to the post from a university recognized by the U.G.C.

OR

b) Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant-Non Technological' (MA 1-2) Grade II.

(4.0) DRILLING OFFICER (01 POST) / TECHNICAL OFFICER (02 POSTS) - JM 1-1 - Gr. ii

External : QUALIFICATION (a or b or c or d below)

a) Bachelor's Degree in the field of Engineering/ Quantity Surveying or a degree with subject areas relevant to the post from a university recognized by the UGC.

OR

b) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission.

OR

c) Having passed National Diploma in Technology (NDT) or equivalent qualification not below than NVQ 6 and Five (05) year experience in the relevant field in Government Department/ Corporation/ Board or in a reputed Mercantile Establishment.

OR

d) Having obtained National Certificate in Technology (NCT) or not less than NVQ 5 with Ten (10) year experience in the relevant field in Government Department/ Corporation/ Board or in a reputed Mercantile Establishment.

Internal : (a or b or c or d or e below)

a) Bachelor's Degree in the field of Engineering/ Quantity Surveying or a degree with subject areas relevant to the post from a university recognized by the UGC.

OR

b) Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7, issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission.

OR

c) Having passed National Diploma in Technology (NDT) or equivalent qualification not below than NVQ 6 and Five (05) year experience in the relevant field in Government Department/ Corporation/ Board or in a reputed Mercantile Establishment.

OR

d) Having obtained National Certificate in Technology (NCT) or not less than NVQ - 5 with Ten (10) year experience in the relevant field in Government Department/ Corporation/ Board or in a reputed Mercantile Establishment.

OR

e) Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant - Technological' (MA 2-2) Grade II, in the subject area relevant to the post.

(4.0) BOOK KEEPER - MA 2-2 – *Gr. iii* **(02 - POSTS)**

External : QULIFICATION **(a or b** below)

a) Having successfully completed the examination of the Association of Accounting Technician (AAT).

OR

b) Having completed the preliminary examination of the Institute of Chartered Accountants of Sri Lanka.

AND

Three years (3) working experience in relevant field in Government Department/ Corporation/Board or in a reputed Mercantile Establishment.

(5.0) ELECTRICIAN– PL 3 *Gr. iii* **(01 POST)**

External : QUALIFICATION (a below)

a) Having obtained proficiency certificate not below than the National Vocational Qualification level four (04) issued by a technical/ vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

Internal : (a or b below)

a) Having obtained proficiency certificate not below than the National Vocational Qualification level four (04) issued by a technical/ vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

OR

b) Employees in Primary Level Semi Skilled (PL 2) or Un-skilled (PL 1) who have completed a minimum of five (05) years working experience in the relevant field with the skills not below than the National Vocational Qualification Level two (02), proven at a trade test.

General Conditions :

Assistant Director (Fiananc/ Accounts) MM 1-1 Gr. ii

- Salary Scale : Rs. 91,690.00 – 10 x 2,480.00 - 15 x 3,450.00 – 168,240.00

As per the Management Services Circular No. 01/2025
- Salary step with effect from 01.01.2026 – 81,710 /-
- Salary step with effect from 01.01.2027 – 91,690 /

Junior Manager – Fianace Officer / Admin Officer / Drilling Office / Technical Office (JM 1-1 Gr. ii)

- Salary Scale Rs. : Rs. 72,650.00 – 10 x 1360.00 - 18 x 2040.00 – 122,970.00

As per the Management Services Circular No. 01/2025

- Salary step with effect from 01.01.2026 – 65, 633.00 /-
- Salary step with effect from 01.01.2027 – 72,650.00 /

Book keeper (MA 2-2) MA 2-2 – Gr. iii

- Salary Scale : Rs. 50,540.00 – 10 x 540.00 - 7 x 630.00 – 4 x 1080- 20 x 1280 – 90,270.00

As per the Management Services Circular No. 01/2025

- Salary step with effect from 01.01.2026 – 46,960.00 /-
- Salary step with effect from 01.01.2027 – 50,540.00 /

Primary Level – Electrician (PL 3) Gr. iii

- Salary Scale : Rs. 43,280.00 – 10 x 490.00 - 10 x 540.00 - 10 x 590.00 - 12 x 630.00 – 67,040.00

As per the Management Services Circular No. 01/2025

- Salary step with effect from 01.01.2026 – 40,834.00 /-
- Salary step with effect from 01.01.2027 – 43,280.00 /

Age Limit :

MM 1-1 Gr. ii , JM 1-1 Gr. ii - Age should not less than 22 years & not more than 45 years
MA 2-2 Gr. iii , PL 3 Gr. iii - Age should not less than 18 years & not more than 45 years

The upper age limit will not apply to the internal candidate.

Other Benefits -

- Cost of Living Allowance
- Entitlement to 12% EPF and 3% & ETF contributions by the Institute
- Annual Bonus as per the Goverment Circulars.
- Monthly Performance Incentive
- Medical and Life Insurance
- Telephone Allowance
- Other Benefits Approved by the Government

Applications from employees of Government Departments, State Corporations, and Statutory Bodies should be forwarded through their respective Heads of Institutions. Applications, together with a complete bio-data and copies of relevant self c - certified certificates, should be sent under registered cover to reach the undersigned on or before 02.10.2026. Please mark the post applied for on the top left hand corner of the envelope.

Director General
National Building Research Institute
99/1, Jawatta Road,
Colombo 05.