



EMPLOYEES' TRUST FUND BOARD

(Ministry of Finance, Planning and Economic Development)



VACANCIES

The Board invites applications from suitable qualified Sri Lankan citizens for the following vacancies.

Table 1: The below vacancies are expected to be filled through an interview for each respective position.

S/ No.	Designation	Salary Code	No. of Vacancies
1	General Manager	HM 2 - 1	1
2	**Deputy General Manager (Planning, Research and Development)	HM 1 - 3	1
3	Assistant General Manager (Member Accounts)	HM 1 - 1	1
4	Assistant General Manager (Finance)	HM 1 - 1	1
5	Assistant General Manager (Legal)	HM 1-1	1
6	Assistant General Manager (Internal Audit)	HM 1 - 1	1
7	Manager (Admin and HR)	MM 1 - 3	2
8	Regional Manager	MM 1 - 3	1
9	Legal Officer	MM 1 - 1	2

**Applications for this position may also be submitted on a Secondment basis.

Table 2: The vacancies mentioned below are expected to be filled through short listing, a competitive examination and an interview.

S/ No.	Designation	Salary Code	No. of Vacancies
10	Administrative Officer (Admin and HR)	JM 1 - 1	1
11	Administrative Officer (Member Service)	JM 1 - 1	1
12	Accounts Officer	JM 1 - 1	7
13	Publicity Officer	JM 1 - 1	1
14	Assistant Administrative Officer (Admin and HR)	MA 4	2
15	Assistant System/ Analyst Programmer	MA 4	2
16	Assistant Accounts Officer	MA 4	1
17	Assistant Internal Audit Officer	MA 4	4
18	Assistant System Administration Officer	MA 4	1
19	Assistant Investment Officer	MA 4	2
20	Book Keeper	MA 2 - 2	3
21	Management Assistant	MA 1 - 2	63
22	Personal Assistant	MA 1 - 2	2
23	Driver cum Office Aide	PL - 3	8

EMPLOYEES' TRUST FUND BOARD

(Under the purview of Ministry of Finance, Planning and Economic Development)

VACANCIES

Post	Qualifications
General Manager (HM 2- 1) 1 Vacancy	External : A Degree recognized by the U.G.C. in the field of BSc. (Accounting/ Finance) BSc. (Business/ Public Administration)/ B. Com AND Postgraduate Degree in Accounting/ Finance/ B. Com/ Public Administration or any other relevant field or Corporate Membership of a recognized professional institution in Management. AND At least 20 years experience in Managerial Level out of which 5 years should be at Senior Managerial Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining first degree. Internal : A Minimum of three (03) years satisfactory service in a post of Additional General Manager in the Senior Manager Category (HM 2- 1). A proven ability to lead and direct multi- disciplinary teams. Experience in proper deployment and efficient management of human and other resources.

Salary Scale HM 2-1 - Rs. 161,140/- + (4,850x12) = Rs. 219,340/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 140,317/- (As at 2026/01/01)

Age Limit

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character.

Post	Qualifications
Deputy General Manager (Planning, Research and Development) (HM 1- 3) <i>1 Vacancy</i>	External: (1 or 2 below) 1. A Bachelor's Degree in Management/ Commerce/ Economics/ Business Administration/ Business Management or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post. AND A minimum of fifteen (15) years experience in Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment. 2. Full membership of a recognized professional Chartered Institution in the relevant field to the post. AND A minimum of fifteen (15) years experience at a Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum of two (02) years satisfactory service in a post "Assistant General Manager (HM 1-1) in the subject area relevant to the post.

Salary Scale HM 1-3 - Rs. 152,500/- + (4,100x15) = Rs. 214,000/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 133,028/- (As at 2026/01/01)

Age Limit

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Assistant General Manager (Member Accounts) (HM 1- 1) 1 Vacancy	External : A Bachelor's Degree in Accounting/ Finance/ Business Management/ B.Com or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post AND Minimum of 13 years' experience at a Managerial Level in a Corporation, Statutory Board/ Institution or a reputed private institution. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 1. Completion of minimum three (3) years satisfactory service in a post in the Manager Category (MM- 1-3) Grade I, in the subject area relevant to the post WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.

Salary Scale HM 1-1 - Rs. 140,640/- + (4,100x15) = Rs. 202,140/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 123,019/- (As at 2026/01/01)

Age Limit

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Assistant General Manger (Finance) (HM 1- 1) <i>1 Vacancy</i>	External : (1 or 2 below) 1. A Bachelor's Degree in Accounting/ Finance/ Financial Management/ Commerce or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post AND A Minimum of 13 years' experience in Managerial Level in a Corporation, Statutory Board/ Institution or a reputed private institution. 2. Full Membership of a recognized professional Chartered Institution in a relevant field to the post AND Minimum of 13 years' experience at a 'Managerial Level' in a Corporation, Statutory Board/Institution or a reputed private institution. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum three (03) years satisfactory service in a post in the Manager Category (MM- 1-3) Grade I, in the subject area relevant to the post WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

Salary Scale HM 1-1 - Rs. 140,640/- + (4,100x15) = Rs. 202,140/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 123,019/- (As at 2026/01/01)

Age Limit

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Assistant General Manger (Legal) (HM 1- 1) <i>1 Vacancy</i>	External : A Bachelor's Degree in LLB which is recognized by the U.G.C. with Attorney- at- Law WITH A Postgraduate Degree qualification LLM (Masters in Law AND A Minimum of 13 years' experience in Managerial Level in a Corporation, Statutory Board/ Institution or a reputed Mercantile Establishment. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum three (03) years satisfactory service in a post in the Manager Category (MM- 1-3) Grade I, in the subject area relevant to the post WITH A Postgraduate Degree qualification (Masters in Law)

Salary Scale HM 1-1 - Rs. 140,640/- + (4,100x15) = Rs. 202,140/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 123,019/- (As at 2026/ 01/ 01)

Age Limit

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Assistant General Manager (Internal Audit) (HM 1- 1) 1 Vacancy	External : (1 or 2 below) 1. A Bachelor's Degree in Accounting/ Finance/ Commerce/ Management or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post AND Minimum of 13 years' experience in Managerial Level in a Corporation, Statutory Board/ Institution or a reputed Mercantile Establishment. 2. Full Membership of a recognized professional Chartered Institution in a relevant field to the post AND Minimum of 13years' experience at a 'Managerial Level' in a Corporation, Statutory Board/Institution or a reputed private institution. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum three (03) years satisfactory service in a post in the Manager Category (MM- 1-3) Grade I, in the subject area relevant to the post WITH A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

Salary Scale HM 1-1 - Rs. 140,640/- + (4,100x15) = Rs. 202,140/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 123,019/- (As at 2026/01/01)

Age Limit

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Manager (Administration & Human Resources) (MM 1- 3) 2 Vacancies	External : A Bachelor's Degree in Human Resources Management/ Public Administration/ Business Administration/ Business Management/ Commerce or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post.

Salary Scale MM 1-3 - Rs. 96,650/- + (2,480x10) + (3,450x15) = Rs. 173,200/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 85,896/- (As at 2026/ 01/ 01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Regional Manager (MM 1- 3) 1 Vacancy – Colombo District Office	External : A Bachelor's Degree in Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post.

Salary Scale MM 1-3 - Rs. 96,650/- + (2,480x10) + (3,450x15) = Rs. 173,200/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 85,896/- (As at 2026/ 01/ 01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Legal Officer (MM 1- 1) 2 Vacancies	External : Should have obtained active service experience of not less than three (03) years after swearing as an Attorney- at- Law of the Supreme Court. Internal : Having obtained the qualifications required by the external candidates

Salary Scale MM 1-1 - Rs. 91,690/- + (2,480x10) + (3,450x15) = Rs. 168,240/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 81,710/- (As at 2026/01/01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Administrative Officer (Admin & HR) (JM 1-1) <i>1 Vacancy</i> <i>(Postal Section)</i>	External : A Bachelor's Degree in Human Resources Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates 2. Completion of minimum of five (05) years satisfactory service in a post of the Operational/ Instructional Category (MA-4) in the subject area relevant to the post.

Salary Scale JM 1-1 - Rs. 72,650/- + (1,360x10) + (2,040x18) = Rs. 122,970/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 65,633/- (As at 2026/01/01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Administrative Officer (Member Accounts) (JM 1-1) <i>1 Vacancy</i>	External : A Bachelor's Degree in Business Management/ Science Stream/ BA/ B. Com/ Public Administration/Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates 2. Completion of minimum of five (05) years satisfactory service in a post of the Operational/ Instructional Category (MA-4) in the subject area relevant to the post.

Salary Scale JM 1-1 - Rs. 72,650/- + (1,360x10) + (2,040x18) = Rs. 122,970/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 65,633/- (As at 2026/01/01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Accounts Officer (JM 1-1) <i>7 vacancies</i>	External : (1 or 2 below) 1. A Bachelor Degree in Commerce /Accounting/ Finance/ Business Administration/ Public Management/ Finance Management or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. 2. Having passed the intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates 2. Completion of minimum of five (05) years satisfactory service in a post of the Operational/Instructional Category (MA-4) in the subject area relevant to the post.

Salary Scale JM 1-1 - Rs. 72,650/- + (1,360x10) + (2,040x18) = Rs. 122,970/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 65,633/- (As at 2026/01/01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Publicity Officer (JM 1- 1) <i>1 vacancy</i>	External : A Bachelor Degree in Human Resources Management/ B. Com/ Journalism/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates 2. Completion of minimum of five (05) years satisfactory service in a post of MA-4 in the subject area relevant to the post.

Salary Scale JM 1-1 - Rs. 72,650/- + (1,360x10) + (2,040x18) = Rs. 122,970/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 65,633/- (As at 2026/ 01/ 01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Assistant Administrative Officer (Admin & HR) (MA 4) 2 Vacancies	External: A Bachelor's Degree in Human Resources Management/ B.Com/ Public Administration/ Business Administration or any other Degree in relevant field which is recognized by the U.G.C. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant-Non Technological' (MA1- 2) category in the subject area relevant to the post.

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 58,598/- (As at 2026/ 01/ 01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Assistant System Analyst Programmer (MA 4) 2 Vacancies	External : A Bachelor's Degree in Computer Science/Computational Physics/ Information Technology which is recognized by U.G.C. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Technological' (MA 2-2) category in the subject area relevant to the post.

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Assistant Accounts Officer (MA 4) 1 Vacancy	External: A Bachelor's Degree in Commerce /Accounting/ Finance/ Financial Management/ Business Management which recognized by the U.G.C. OR Having passed the Intermediate Examination of recognized Professional Chartered Institute, of which the subject area is relevant to the post. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant-Non Technological' (MA 1- 2) category in the subject area relevant to the post.

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01))

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character.

Post	Qualifications
Assistant Audit Officer (MA 4) <i>4 Vacancies</i>	External: A Bachelor's Degree in Commerce /Accounting/ Finance/ Financial Management/ Business Management which recognized by the U.G.C. OR Having passed the Intermediate Examination of recognized Professional Chartered Institute, of which the subject area is relevant to the post. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant-Non Technological' (MA 1- 2) category in the subject area relevant to the post.

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01))

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Assistant System Administration Officer (MA 4) <i>1 Vacancy</i>	External : A Bachelor's Degree in Computer Science/ Computation Physics/ Information Technology which the subject area is relevant to the post. Internal Candidates : - (1, 2 or 3 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Non Technological' (MA 1-2) category in the subject area relevant to the post. 3. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Technological' (MA 2- 2) category in the subject area relevant to the post.

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01)

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Assistant Investment Officer (MA 4) 2 Vacancies	External : A Bachelor's Degree in Commerce/ Management/ Business Administration/ Public Administration or any other Degree in relevant field which is recognized by the U.G.C. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Non Technological' (MA 1-2) category in the subject area relevant to the post.

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01))

Age Limit

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Book keeper (MA 2- 2) 3 Vacancies	External : Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in the field of Accounting/ Finance or Book Keeping issued by the Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission. Internal : Having obtained the qualifications required by the external candidates above.

Salary Scale MA 2-2 - Rs. 50,540/- + (540x10) + (630x7) + (1,080x4) + (1,280x20) = Rs. 90,270/-
(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 49,960/- (As at 2026/ 01/ 01)

Age Limit

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Management Assistant (MA 1- 2) 63 Vacancies	External : a) Having passed the GCE (O/ L) examination in six subjects in one sitting with Credit passes for four subjects including; I. Sinhala/ Tamil II. Mathematics b) Having passed three subjects (other than the General Paper) at the GCE (A/ L) examination. Internal : Employees of the categories of Primary level- skilled, Primary level- semi skilled and Primary level- unskilled who possess the following qualifications are eligible to apply. Educational Qualifications and Experiences Having passed the GCE (O/ L) examination in six subjects with Credit passes for four subjects including; I. Sinhala/ Tamil II. Mathematics Other: Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Salary Scale MA 1-2 - Rs. 46,220/- + (540x10) + (630x7) + (1,080x12) + (1,280x12) = Rs. 84,350/-
(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 43,312/- (As at 2026/ 01/ 01)

Age Limit

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

Post	Qualifications
Personal Assistant (MA 1- 2) 2 Vacancies	External : a) Having passed the GCE (O/ L) examination in six subjects in one sitting with Credit passes for four subjects including; I. Sinhala/ Tamil II. Mathematics b) Having passed three subjects (other than the General Paper) at the GCE (A/ L) examination. c) Preference will be given those who have passed Secretarial/ word processing course from a recognized institution. AND Word Processing speed of 35 w. p. m. and short hand speed of 60 w. p. m.

Salary Scale MA 1-2 - Rs. 46,220/- + (540x10) + (630x7) + (1,080x12) + (1,280x12) = Rs. 84,350/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 42,312/- (As at 2026/ 01/ 01)

Age Limit

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character.

Post	Qualifications
Driver Cum Office Aid (PL 3) 8 Vacancies	External : Having passed six (06) subjects in GCE (O/ L) examination, at least with two (02) credit passes in maximum of two sitting. AND Having obtained the license issued by the Commissioner General, Department of Motor traffic to drive heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license at a reputed establishment. Internal : Having obtained the license issued by the Commissioner General, Department of Motor traffic to drive heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license. AND Completing of minimum five (05) years satisfactory service in a post in the category of primary Semi skilled (PL 2) or Primary unskilled (PL 1)

Salary Scale PL 3 - Rs. 43,280/- + (490x10) + (540x10) + (590x10) + (630x12) = Rs. 67,040/-

(w. e. f. 01.01.2027)

(Initial Salary Point - Rs. 40,834/- (As at 2026/01/01)

Age Limit

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Other Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.