

1. Post

Administrative Officer

2. Age :

Should be not less than 22 years and not more than 45 Years. The maximum age limit is not applicable to internal applicants.

3. Qualifications :

A. External Applicants

1. Should have obtained a degree in Human Resource Management/ Public Administration/ Public Management/ Business Administration/ Commerce, or a subject area relevant to this post, recognized by the University Grants Commission.

B. Internal Applicants (1 or 2)

1. Should have fulfilled the qualifications specified above for external applicants.

2. Should have completed a minimum of five (05) years of satisfactory service in a post in the relevant field in Grade II of the "Management Assistant - Non-Technical" (MA 1-1) Service Category.

C. Other:

Every applicant should fulfil following requirements

- i. Should be a citizen of Sri Lanka,
- ii. Should be physically fit and mentally sound to perform duties of the post as well as to serve in any part of the country.
- iii. Should be of excellent character.

4. Salary Point :

Permanent salary scale - JM 1-1 2025

Basic Salary - Rs. 65,633.00 (2026), Rs 72,650.00 (2027)

A cost of Living Allowance of Rs. 17,800 will be paid.

Annual Salary - $65,633.00 + 17,800.00 \times 12 = \text{Rs. } 1,001,196.00$ (2026)

- $72,650.00 + 17,800.00 \times 12 = \text{Rs. } 1,085,400.00$ (2027)

5. The nature of duties assigned to the post :

- i. Formulate policies related to the Bureau under the supervision of senior officers and provide guidelines to policy formulation officers.
- ii. Maintain updated personal files of the staff, as well as supervise and manage the record rooms while ensuring the safety of the documents.
- iii. Coordinate internal and external relations pertaining to the Bureau, and oversee the management of the daily mail of the Bureau under proper supervision.
- iv. Maintain the register of internal audit queries of the institution.
- v. Accurately maintain the relevant documents / books related to the preparation of salaries and allowances of the staff serving in the Bureau and the institutions falling under its purview.
- vi. Commutate and check the overtime and other allowances payable for staff members and submit/recommend for payment.
- vii. Organize productivity development programs.
- viii. Execute duties in accordance with the provisions of the Establishments Code/ Code of Institutional Procedures/ Financial Regulations/ Procurement Guidelines/ Procurement Manual/ Human Resource Plan, and Acts/ circulars/ circular letters/ standing orders issued from time to time.
- ix. Ensure the existence, and security of the assets belonging to the Bureau.

Instructions for Completing the Application Form and Paying Fees when submitting Applications for the Posts in the Bureau of Rehabilitation

Before submitting the application

Please read all instructions thoroughly before proceeding.

- Applications shall be completed and submitted exclusively through the online application system.
- Before completing the application form, please carefully read and understand the instructions provided herein for the post you wish to apply for.
- If you wish to apply for more than one post, a separate application must be submitted for each post.
- Applicants selected at the interview must be willing to serve in any part of the island.
- Applicants shall be recruited in accordance with the scheme of recruitment (SOR) approved by the Department of Management Services for the Bureau of Rehabilitation.

When completing the application form

- The application form must be completed in **English only**.
- First, select your applicant type correctly (select only one): **Internal Applicant** or **External Applicant**.
- Only current employees of the Bureau of Rehabilitation are eligible to apply as **Internal Applicants**.
- All other applicants must apply as **External Applicants**.
- Next, select the language medium in which you wish to sit the recruitment examination, if required. (Applicants can select only one language medium). The selected language medium **cannot be changed** after the application has been submitted.
- Then complete all the required fields in the application form accurately.
- Applicants must correctly specify the post for which they are applying..
- Admission cards for examinations and interview invitation letters will be sent to the correspondence address provided under **No. 06** of the application form. (Address to which interview invitation letters should be sent)
- Upload copies of all required certificates as **a single PDF file** using the **Choose Files** option.

Application Fee

- Only internal applicants of the Bureau of Rehabilitation are exempted from paying the application fee. All other external applicants are required to pay an application fee of **Rs. 500/-**.
- If you apply for more than one post, a separate application fee must be paid for each post.
- The application fee should be paid by depositing the relevant amount to the account maintained under the name **“Bureau of Commissioner General of Rehabilitation”** at the **Bank of Ceylon, Borella Super Grade Branch (Account No. 0007042763)**. Payments can also be made online or through CDMA to the above-mentioned account. Applicants must retain a copy of the deposit slip and attach the original deposit slip to the application after clearly writing their **name** and the **post applied for** at the top of the slip using a **blue pen only**.
- The application fee is non-refundable.
- The **Payment Details** section provided in the application form must be completed accurately with the required information
 - **Branch** – The bank branch where the payment was made.
 - **Bank Name** – The name of the bank through which the payment was made.
 - **Payment Date** – The date on which the payment was made.
 - **Account Number** – The account number used for the payment if paid online, or the relevant number if payment was made through CDMA or directly at the bank.
 - **Transaction ID / Reference No. (if applicable)** – If the payment was made online or through the bank, enter the printed transaction/reference number. If the payment was made through CDMA, enter the printed reference number provided.

After completing the application form

- After completing the application form online, use the **“Submit Application”** button to **download a copy** of the application. **Attach the original payment receipt** to the printed copy and send it **along with the required certificates** by registered post.
- No amendments can be made after submitting the application. Any application that has been altered after being completed and downloaded online **will be rejected**.

Submission of the hard copy and relevant documents

- Applicants currently employed in Government Departments, Corporations, or Statutory Boards must submit their applications with the approval of the Head of the respective institution/department.
- Applicants who have fulfilled the required qualifications for the vacant posts must submit certified copies of the certificates listed below along with the completed online application form.
 - (a) Birth Certificate
 - (b) Educational Certificates
 - (c) National Identity Card
 - (d) Grama Niladhari Certificate (If there are delays in obtaining this certificate, the application may be submitted without it.)
 - (e) Two character certificates obtained within the last three months (Not required for the post of Additional Commissioner General of Rehabilitation.)
 - (f) Certificates related to sports and other skills
 - (g) Any other certificates considered relevant to the post applied for
- Applicants must certify by signing the application form that the information provided by them is true and accurate, and that they understand that any false information discovered at any stage may result in the rejection of the application or termination of employment.
- The post applied for must be clearly indicated on the top left corner of the envelope. The downloaded application form along with copies of the relevant certificates must be sent by registered post to **“Bureau of Rehabilitation, No. 462/2, Kaduwela Road, Ganahena, Battaramulla”** before the closing date for receipt of applications.

Rejection of Applications

- Applications that do not meet the required qualifications by the closing date, incomplete applications, applications without the original payment deposit slip, applications submitted other than the application form completed and downloaded online, applications without copies of the relevant certificates, and applications received after the closing date will be rejected without notice. Applications rejected for any reason will not be reconsidered under any circumstances.
- Applications that do not include the certificates as a PDF file will be rejected.
- The decision of the Bureau of Rehabilitation shall be final.
- Applications received after the closing date,, will be rejected without any notice.

General Information

- In instances where an examination is not conducted, only applicants selected after the preliminary qualification assessment by an internal evaluation panel will be called for the interview.
- For further information, please contact **0112883891**.