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SRI LANKA FOUNDATION

Vacancy for the Post of Driver (PL-3-2025) – 01 Post

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post of The Sri Lanka Foundation.

Qualifications:

1. Having passed six (06) subjects in G.C.E (O/L) examination, at least with two (02) credit passes in maximum of two sittings.
   AND
   Having obtained the license issued by the Commissioner General, Department of Motor traffic (the expected proficiency should be clearly mentioned) and a minimum of three (03) year experience in driving after obtaining the driving license.

Internal Candidates

Having obtained the license issued by the Commissioner General, Department of Motor traffic (the expected proficiency should be clearly mentioned) and a minimum of three (03) year experience in driving after obtaining the driving license.
AND
Completion of minimum five (05) years satisfactory service in a post in the category of Primary Semi skilled (PL 2) or Primary Unskilled (PL 1).

Age: The candidate should be not less than 18 years and not more than 45 years.

Salary Scale: Will be in accordance with the Management Services Circular 01/2025.

PL**-3 -2025** 43,280-10x490-10x540-10x590-12x630=67,040/-

Nature of Appointment: Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

Job Description

- Drive vehicles safely according to the prevailing law.
- Drive any vehicle assigned to them.
- Maintain the assigned vehicle mechanically sound, clean and road worthy condition.
- Maintain daily running chart and maintenance records.
- Clean the interior and wash the exterior.
- Report any accident or damage to the vehicle to the management.

Recruitment Procedure:

Followed by a Trade Test and a structured interview conducted by a panel appointed by the appointing authority.

General Conditions

Every applicant:

• Should be a citizen of Sri Lanka.

• Should be physically and mentally fit to discharge the duties of the post.

• Should be of excellent moral character.

• Any application submitted without the required information will be rejected.

• The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.

• Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.

• Applicants must duly complete the Specimen application provided by the SLF.

• Applicants must have completed all the qualifications before the closing date of applications.

• The final decision in respect of recruitment shall rest solely with the SLF Management.

Application should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach " Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Independence Square, Colombo 07." on or before 08th November 2026

Chairman,
Sri Lanka Foundation
No.100, Sri Lanka Padanama Mawatha,
Independence Square
Colombo 07

SRI LANKA FOUNDATION

Vacancy for the Post of Store Keeper (MA 2-1-2025) – 01 Post

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post of The Sri Lanka Foundation.

Qualifications

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in Supply and Material Management issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal Candidates (1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.

Age: The candidate should be not less than 18 years and not more than 45 years.

Salary Scale: Will be in accordance with the Management Services Circular 01/2025.

JM **1-2 -2025** 50,540-10x540-07x630-04-890-20x1,190=87,710/-.

Nature of Appointment: Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

Job Description

- Custody and overall responsibility of goods procured in the stores.
- Update the stock record regularly.
- Assist in the stock verification
- Coordinate with supply Officer, AD/DD (Finance) with regards to stores requisition and inventory management.
- Attend to issuing and receipt of goods and raise Goods Received Notes (GRN) and Goods Issued Notes (GIN)

Recruitment Procedure:

Based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority.

a) If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.

b) If selected through a structured interview – appointments will be made purely in the order of merit at the interview.

General Conditions

Every applicant:

• Should be a citizen of Sri Lanka.

• Should be physically and mentally fit to discharge the duties of the post.

• Should be of excellent moral character.

• Computer literacy and sound knowledge would be an added advantage.

• Any application submitted without the required information will be rejected.

• The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.

• Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.

• Applicants must duly complete the Specimen application provided by the SLF.

• Applicants must have completed all the qualifications before the closing date of applications.

• The final decision in respect of recruitment shall rest solely with the SLF Management.

Application should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach " Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Independence Square, Colombo 07." on or before 08th November 2026

Chairman,
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No.100, Sri Lanka Padanama Mawatha,
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Colombo 07

SRI LANKA FOUNDATION

Vacancy for the Post of Technical Assistant (MA 2-1-2025) – 02 Posts (Contract Basis)

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post of The Sri Lanka Foundation.

Qualifications

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in Electronic/ Electrical/ Mechanical/ Maintenance work issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal Candidates (1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.

Age: The candidate should be not less than 18 years and not more than 45 years.

Salary Scale: Will be in accordance with the Management Services Circular 01/2025.

JM **1-2 -2025** 50,540-10x540-07x630-04-890-20x1,190=87,710/-.

Nature of Appointment: Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

Job Description

- Responsible for smooth functioning of all equipment
- Physical maintenance of all technical equipment including electrical, water supply, and telephones etc.
- Arrange technical facilities for training and commercial programmes of the Institute.
- Assist the Technical Officer and Maintenance Officer in all maintenance matters pertaining to above
- Inspect building and property for maintenance and repair purposes and provide necessary information to management.

Recruitment Procedure:

Based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority.

a) If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.

b) If selected through a structured interview – appointments will be made purely in the order of merit at the interview.

General Conditions

Every applicant:

• Should be a citizen of Sri Lanka.

• Should be physically and mentally fit to discharge the duties of the post.

• Should be of excellent moral character.

• Computer literacy and sound knowledge would be an added advantage.

• Any application submitted without the required information will be rejected.

• The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.

• Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.

• Applicants must duly complete the Specimen application provided by the SLF.

• Applicants must have completed all the qualifications before the closing date of applications.

• The final decision in respect of recruitment shall rest solely with the SLF Management.

Application should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach " Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Independence Square, Colombo 07." on or before 08th November 2026

Chairman,
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Colombo 07

SRI LANKA FOUNDATION

Vacancy for the Post of Technical Officer (JM 1-2-2025) – 01 Post

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post of The Sri Lanka Foundation.

Qualifications and Experience (1 or 2 or 3 or 4 or 5 below)

1. Bachelor's Degree in (Engineering), Physical Science Recognized by the UGC
2. Having passed the intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post.
3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 07 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
4. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 06 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission
   AND
   At least five (05) years of post qualifying experience in a relevant field in a government Corporation, Board or a Reputed Statutory Institution after obtaining the qualification.
5. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 05 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission
   AND
   At least Ten (10) years post qualifying experience in a relevant field in a government Corporation, Board or a Reputed Statutory Institution after obtaining the qualification.

Internal Candidates (1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.

2. Completion 0f minimum five (05) years satisfactory service in a post of the Management Assistant – Non Technological category (MA 1-1) Grade II, in the Subject area relevant to the post.

3. (For a post related to Technical Field) Management Assistant – Technological (MA 2-1) Grade II in the subject area relevant to the post.

Age: The candidate should be not less than 22 years and not more than 45 years.

Salary Scale: Will be in accordance with the Management Services Circular 01/2025.

JM **1-2 -2025** 74,010-10 x1,360–18 x2,040=124,330/-

Nature of Appointment: Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

Job Description

- Maintenance, repairs, and management of technical equipment
- Arrange technical facilities for training programs and commercial events
- Preparation of specification for technical equipment and serving in the technical evaluation committees.
- Assist in the management of subordinate employees.

Recruitment Procedure:

Based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority.

a) If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.

b) If selected through a structured interview – appointments will be made purely in the order of merit at the interview.

General Conditions

Every applicant:

• Should be a citizen of Sri Lanka.

• Should be physically and mentally fit to discharge the duties of the post.

• Should be of excellent moral character.

• Computer literacy and sound knowledge would be an added advantage.

• Any application submitted without the required information will be rejected.

• The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.

• Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.

• Applicants must duly complete the Specimen application provided by the SLF.

• Applicants must have completed all the qualifications before the closing date of applications.

• The final decision in respect of recruitment shall rest solely with the SLF Management.

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Chairman,
Sri Lanka Foundation
No.100, Sri Lanka Padanama Mawatha,
Independence Square
Colombo 07

SRI LANKA FOUNDATION

Vacancy for the Post of Maintenance Officer (JM 1-2-2025) – 01 Post

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post of The Sri Lanka Foundation.

Qualifications and Experience (1 or 2 or 3 or 4 or 5 below)

1. Bachelor's Degree in (Engineering), Physical Science Recognized by the UGC
2. Having passed the intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post.
3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 07 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.
4. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 06 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission
   AND
   At least five (05) years of post qualifying experience in a relevant field in a government Corporation, Board or a Reputed Statutory Institution after obtaining the qualification.
5. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 05 issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission
   AND
   At least Ten (10) years post qualifying experience in a relevant field in a government Corporation, Board or a Reputed Statutory Institution after obtaining the qualification.

Internal Candidates (1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.

2. Completion 0f minimum five (05) years satisfactory service in a post of the Management Assistant – Non Technological category (MA 1-1) Grade II, in the Subject area relevant to the post.

3. (For a post related to Technical Field) Management Assistant – Technological (MA 2-1) Grad II in the subject area relevant to the post.

Age: The candidate should be not less than 22 years and not more than 45 years.

Salary Scale: Will be in accordance with the Management Services Circular 01/2025.

JM **1-2 -2025** 74,010-10 x1,360–18 x2,040=124,330/-

Nature of Appointment: Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

Job Description

- Maintenance of buildings, electricity and water supply of the SLF.
- Maintenance and servicing of electrical, telecommunication and office equipment.
- Maintenance of equipment used in building maintenance.
- Any other maintenance work assigned by the management.

Recruitment Procedure:

Based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority.

a) If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.

b) If selected through a structured interview – appointments will be made purely in the order of merit at the interview.

General Conditions

Every applicant:

• Should be a citizen of Sri Lanka.

• Should be physically and mentally fit to discharge the duties of the post.

• Should be of excellent moral character.

• Computer literacy and sound knowledge would be an added advantage.

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