

MINISTRY OF WOMEN, CHILD AFFAIRS AND SOCIAL EMPOWERMENT

National Council for Elders

NATIONAL SECRETARIAT FOR ELDERS

APPLICATIONS are called from qualified and experienced Sri Lankan citizens for the currently vacant 3 posts of "Management Assistant" – Grade III Non – Technical in the National Secretariat for Elders.

1. Qualification and Experience

1.1 For external Applicants

Educational Qualification

Should be passed in 06 subjects not more than twice with credits in 04 subjects including Sinhala Language/ Tamil Language or Literature and Mathematics in G.C.E (Must have passed at least 05 subjects at one attempt.)
and

Should be passed with 03 subjects in G.C.E. (A/L) Examination

Other Qualifications

Completion of a course in computer word processing, typing and short hand will be accepted as an additional qualification.

1.2 For Internal Applicants

Should be completed 05 years of service in primary grade technical and non-technical Service categories.

And

Should be passed in 06 subjects not more than twice with credits in 04 subjects including Sinhala Language/ Tamil Language or Literature and Mathematics in G.C.E (O/L) (Must have passed at least 05 subjects at one attempt.)

2. Age

Should be not less than 18 years and not more than 45 years. Internal applicants are not affected by this maximum age limit.

3. Salary Scale

A 1-1-2016 – Rs. 27,910 – 10 x 300 – 7 x 350 – 4 x 495 – 20 x 660 – 48, 540/-
(As per Management Services Circular 02/2016)

4. Recruitment Procedure

Selections will be made after a structured interview conducted by a panel appointed by the Appointing Authority as per the Scheme of Recruitment of the institution.

The post is permanent and entitled to Employees' Provident Fund and Employees' Trust Fund as per government approved percentages. It is subject to a three-year probationary period. It shall also be subject to the provisions of the Protection of the Rights of Elders Act No. 09 of 2000 and the amended Act of No. 05 of 2011 of Protection of the Rights of Elders and the rules and regulations enacted by the Government from time to time.

Applicants who have met the above qualifications should apply through an application prepared in accordance with the attached model application. External applicants should send their applications directly, and applicants employed in Public Service, Public Corporations and Statutory Boards should also send their applications through their Heads of Institutions. Completed applications should be sent by Registered Post on or before **05.02.2024** to Director, National Secretariat for Elders, Second Floor, Section D, Sethsiripaya Second Phase, Battaramulla. It should be noted that 'Recruitment to the Post of Management Assistant in the National Secretariat for Elders, in the top left corner of the envelope containing the application form. The Institution is not responsible for applications that are incomplete, illegible, misplaced in the mail or received delay.

K. G. LENEROLLE,
Director,
National Secretariat for Elders,
Second Floor, Section D, Setsiripaya Second Phase, Battaramulla.
09.01.2024.