



NATIONAL CHILD PROTECTION AUTHORITY VACANCIES

Applications are hereby invited from qualified citizens of Sri Lanka for the vacancies mentioned below at National Child Protection Authority. The applicants should possess the following qualifications :

1. BOARD SECRETARY (JM 1-1) - 1 Post (Contract Basis 01 year)

Qualifications:

External Candidates : (1 or 2 below)

1. A Degree recognized by the University Grants Commission with one year post qualifying experience.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post with one year post qualifying Experience.

Internal Candidates : (1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post of 'Associate Officer category' (MA 3) in the subject area relevant to the post.
3. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant — Non Technological' (MA 1) Grade II in the subject area relevant to the post.

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.

Salary Scale

JM 1-1- 01/2025: Rs.[72,650-10 x 1,360 — 18 x 2,040 = 122,970/-]

Recruitment Procedure

Recruitment will be done by a Structured Interview by a panel appointed by the appointing authority.

2. MANAGEMENT ASSISTANT — TECHNICAL (MA 2-1) — 09 posts

Qualifications:

External Candidates:

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

Internal Candidates:

Having obtained the qualifications required by the external candidates above.

Age:

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.

Salary Scale

MA 2-1 01/2025: Rs. [50,540 — 10 x 540 — 7 x 630 — 4 x 890 — 20 x 1190 = 87,710/-]

Recruitment Procedure

Recruitment will be done by the results of a written competitive examination and/or a structured Interview by a panel appointed by the appointing authority.

Written Competitive Examination:

Subjects for the examination are given below:

- Language Proficiency
- Aptitude Test
- Subject knowledge relevant to the post

Language Proficiency:

This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

Aptitude Test:

This paper will be designed to the aptitude and ability of the candidate to perform his/her official duties.

Subject knowledge relevant to the post:

This test is to assess the subject knowledge of the candidate relevant to the post.

3. MANAGEMENT ASSISTANT — NON TECHNOLOGICAL (MA 1-1) — 15 Posts

Qualifications:

External Candidates:

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with Credit passes for 04 subjects including,
 - i. Sinhala / Tamil
 - ii. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Internal Candidates :

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:

Having passed the G.C.E.(O/L) examination in six subjects with Credit passes for 04 subjects including,

- i. Sinhala / Tamil
- ii. English language
- iii. Mathematics

Other:

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

Age:

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

Recruitment Procedure

Recruitment will be done by the results of a written competitive examination and/or a Structured Interview by a panel appointed by the appointing authority.

Written Competitive Examination:

Subjects for the examination are given below:

- Language Proficiency
- Aptitude Test / General Knowledge
- Computer test

Language Proficiency:

This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

Aptitude Test and General Knowledge:

This paper will be designed to test the aptitude and ability of the candidate to perform his/her official duties and his general knowledge on current affairs.

Computer Test :

This test is to assess the following abilities of the candidate:

- Basic concepts of Information Technology
- Windows Operating System and
- File Management

Salary Scale

MA I -1 01/2025: Rs.[46,220 — 10 x 540 — 7 x 630 — 4 x 890 — 20 x 1190 = 83,390/-]

GENERAL CONDITIONS :

Every applicant should be a citizen of Sri Lanka, should be of excellent moral character, and should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.

Specimen application form could be downloaded from the official website of the National Child Protection Authority (www.childprotection.gov.lk). Duly Completed applications should be sent only by registered post to reach the following address **on or before 02 June 2025.**

Every application should be sent along with certified copies of Birth Certificate, NIC/Passport, educational, professional qualifications and experience certificates with names, addresses and contact numbers of two non-related referees.

Separate applications should be sent for each position if you wish to apply for more than one position.

The post applied for and the preferred medium (Sinhala/Tamil/English) for appearing in the examination should be marked on the top left-hand corner of the envelope.

Applicants from State sector / Corporation / Statutory Bodies should send their applications through their Heads of the Organization.

Incomplete, illegible applications which are not in conformity with the above requirements and applications received after the closing date will be rejected without any notice. Any form of canvassing will be a disqualification. Only short-listed candidates will be called for Written Examination and/or interviews. The decision of the Board of Directors of the National Child Protection Authority with regard to these recruitments shall be final.

**Chairman,
National Child Protection Authority,
No. 330, Thalawathugoda Road,
Madiwela,
Sri Jayawardenapura.**

**Telephone Number - 0112778911-14
Web Site - www.childprotection.gov.lk**