

Ministry of Labour

National Institute of Occupational Safety and Health

Vacancies

Applications are invited from eligible citizens of Sri Lanka, for the following positions in the National Institute of Occupational Safety and Health, affiliated to the Ministry of Labour and, established under the National Institute of Occupational Safety and Health Act, No 38 of 2009.

01.Management Assistant (Non - Technical) – 4 Vacancies

1.1 Nature of the Appoinment

- (i) Service category : Management Assistant (Non - Technical)
- (ii) Salary code : MA 1- 1-2025 Grade - III
- (iii) Salary scale : Rs. 46,220 – 10X 540 – 7X 630 – 4X 890 – 20X 1190 – 83, 390

1.2 Qualifications for Recruitment:

1.2.1 Educational Qualifications

: **For External Applicants**

Educational Qualifications

1. Having passed six subjects with credit passes for 4 subjects including, Sinhala/ Tamil, Mathematics and English at the G.C. E. (O/L) examination in one sitting.

And,

2. Having passed minimum three subjects (Excluding General Knowledge) at the G. C. E. (A/L) examination in one sitting.

For Internal Applicants

Educational Qualifications

Primary Grade – Employees who possess the qualifications in the following Technical Service Categories are eligible to apply for this.

1. Having passed six subjects with credit passes for 4 subjects including, Sinhala/ Tamil, Mathematics and English at the G.C. E. (O/L) examination in one sitting.
2. Shall hold permanent appointment in the service and shall have been confirmed in that appointment.
3. Shall have completed a period of five (5) years of continuous satisfactory service in a permanent position immediately prior to the prescribed date.

1.2.3 Age : Shall be not less than 18 years and not more than 45 years of age as at the closing date of application. Upper age limit shall not apply to internal candidates.

1.2.4. Other : Every Applicant,

- I. Shall be a citizen of Sri Lanka.
- II. Shall be physically and mentally fit to perform duties of the post well and to serve in any part of the Island.
- III. Shall be of excellent moral character.

1.3. Method of Recruitment : Applicants will be recruited through a structured interview.

Service Conditions

These appointments will be permanent. Employees are entitled to the Employees Provident Fund and Employees Trust Fund.

Salary at Recruitment

Persons recruited externally will be placed the initial step of the salary. The salary of persons recruited internally will be determined in terms of the provisions in Chapter VII of the Establishment Code.

Method of Application

Applications prepared by you must be sent by registered post to reach **on or before 15/08/2025 address to “Director General, National Institute of Occupational Safety and Health, No. 97, Jawatta Road, Colombo 05”**. Applicants who wish to apply for more than one position must send separate applications for each position.

The relevant post must be mentioned on the top left-hand corner of the envelope. Applications which are received after the closing date will be rejected.

Closing date of Application

The applicants will be treated to have fulfilled the necessary qualifications for appointment to the post only if he/ she has completed above-mentioned qualifications in every respect by the closing date for receipt of application, **2025.08.15**

The decision regarding the recruitment for positions shall be the final decision of the Board of Governors of the National Institute of Occupational Safety and Health.

Tele : 011 – 2585425 / 011 – 598672

Email : info@niosh.gov.lk

Website : www.niosh.gov.lk

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Colombo 05