

SUPERIOR COURTS COMPLEX BOARD OF MANAGEMENT

(Established under Act No. 50 of 1987)

VACANCIES

Applications are invited from suitably qualified Sri Lankan persons to fill the following vacancies in the Superior Courts Complex Board of Management.

(1) Security Assistant - Grade III MA 1-2 (17 vacancies)

Qualifications

For external applicants:

Education

(a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including.

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

(b) Having passed at least three subjects (other than the General Knowledge Test) at the G.C.E. (A/L) examination.

(c) Any other qualifications specific to the post:

(i) Qualifications mentioned in (a) to (b) above OR five (05) years satisfactory service in the Armed Forces or the Police Service OR 05 years' experience in Private or Government sector.

(ii) Physical requirements: Male - Height: 5' 2" & Chest: 32"
Female - Height: 5'

For internal applicants:

(a) Employees of the categories of Primary Level – Skilled and Primary Level – Unskilled who possess the qualifications mentioned in (b), (c) & (d) below are eligible to apply.

(b) Having passed G.C.E.(O/L) examination in six subjects in one sitting with credit passes for four subjects including

- i. Sinhala / Tamil**
- ii. Mathematics**

iii. English language

(c) Having confirmed the service in a permanent post.

(d) At least five years' satisfactory continuous service in a permanent post on the closing date of the applications.

Age: Not less than 18 years and not more than 45 years (The upper age limit will not apply to the internal applicants)

Salary Scale: Rs. MA 1-2 – Rs. 46,220/= 10x540 – 7x630 – 12x1, 080 – 12x1, 280 – 84,350/=

Basic Salary - Rs. 40,403/= (2025)

(This salary scale has been presented in accordance with DMS circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

2. Management Assistant – Grade III MA 1-2 (01 vacancy)

Qualifications

For external applicants:

Education

(a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including

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

(b) Having passed at least three subjects (other than the General Knowledge Test) at the G.C.E. (A/L) examination.

(c) Any other qualifications specific to the post:

- i. In addition to qualifications mentioned in (a) to (b) above, experience in the relevant field. (Certificates should be provided).
- ii. Computer knowledge will be considered as a special qualification.

For internal applicants:

(a) Employees of the categories of Primary Level – Skilled and Primary Level – Unskilled who possess the qualifications mentioned in (b), (c) & (d) below are eligible to apply.

(b) Having passed G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including.

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

(Having followed a course in computer word processing / typing accepted by the Tertiary & Vocational Education Commission OR any other equivalent level skill is considered as a qualification in the relevant occasions).

(c) Having confirmed the service in a permanent post

(d) At least five years' satisfactory continuous service in a permanent post on the closing date of the applications.

Age: Not less than 18 years and not more than 45 years (The upper age limit will not apply to the internal applicants)

Salary Scale: Rs. MA 1-2 – Rs.. 46,220/= 10x540 – 7x630 – 12x1, 080 – 12x1, 280 – 84,350/=

Basic Salary - Rs. 40,403/= (2025)

(This salary scale has been presented in accordance with DMS circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

3. Technician (Electronic/Electric) – Grade III - PL 3 (03 vacancies)

Qualifications

For external applicants:

Skilled Proficiency

Having obtained a proficiency certificate not less than the National Vocational Qualification (NVQ) level four (04) issued by a technical/vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the

function of each post.

For internal applicants:

Primary Level un-skilled employees in PL 2 or PL 1 who have completed a minimum of five (05) years working experience in the relevant field with the skills not below than the National Vocational Qualification Level two (02), proven at a trade test held by technical college/vocational training institute.

OR

Having obtained a proficiency certificates not less than the National Vocational Qualification (NVQ) level four (04) issued by a technical/vocational training institute accepted by the Tertiary and Vocational Education Commission, relevant to the function of each post.

Age: Not less than 18 years and not more than 45 years (The upper age limit will not apply to the internal applicants)

Salary Scale: Rs. PL 3 – Rs.. 43,280/= 10x490 – 10x540 – 10x590 – 12x630 – 67,040/=

Basic Salary - Rs. 38,387/= (2025)

(This salary scale has been presented in accordance with DMS circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

4. Driver – Grade III - PL 3 (01 vacancy)

External Applicants:

Educational Qualifications

Should have passed six (06) subjects at the G.C.E. (O/L) Examination with at least two (02) credit passes, at not more than two sittings.

Proficiency

Possession of a heavy vehicle driving license issued by the Commissioner General of Motor Traffic. A minimum of three (03) years' experience in driving after obtaining the driving license.

External Applicants:

Proficiency

Possession of a heavy vehicle driving license issued by the Commissioner General of Motor Traffic. A minimum of three (03) years' experience in driving after obtaining the driving license.

And

Primary Level un-skilled employees in PL 2 or PL 1 who have completed a minimum of five (05) years satisfactory service in the institution.

Age: Not less than 18 years and not more than 45 years (The upper age limit will not apply to the internal applicants)

Salary Scale: Rs. PL 3 – Rs.. 43,280/= 10x490 – 10x540 – 10x590 – 12x630 – 67,040/=

Basic Salary - Rs. 38,387/= (2025)

(This salary scale has been presented in accordance with DMS circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

5. Office Attendant - Grade III - PL 1 (03 vacancies)

External Applicants:

Qualifications

Should have sat for the G.C.E. (O/L) Examination.

Age: Not less than 18 years and not more than 45 years

Salary Scale: Rs. PL 1 – Rs. 40,500/= – 10x450 – 10x490 – 7x540 – 15x590 – 62,530/=

Basic Salary - Rs. 36,475/= (2025)

(This salary scale has been presented in accordance with DMS circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

6. Store Attendant - Grade III - PL 1 (01 vacancy)

External Applicants:

Qualifications

Should have sat for the G.C.E. (O/L) Examination.

Age: Not less than 18 years and not more than 45 years

Salary Scale: Rs. PL 1 – Rs. 40,500/= – 10x450 – 10x490 – 7x540 – 15x590 – 62,530/=

Basic Salary - Rs. 36,475/= (2025)

(This salary scale has been presented in accordance with DMS circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

7. House/ Garden Attendant Grade III - PL 1 (06 vacancies)

External Applicants:

Qualifications

Should have sat for the G.C.E. (O/L) Examination.

Age: Not less than 18 years and not more than 45 years

Salary Scale: Rs. PL 1 – Rs. 40,500/= – 10x450 – 10x490 – 7x540 – 15x590 – 62,530/=

Basic Salary - Rs. 36,475/= (2025)

(This salary scale has been presented in accordance with DMS circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

8. Maintenance Attendant - Grade III - PL 1 (01 vacancy)

External Applicants:

Qualifications

Should have sat for the G.C.E. (O/L) Examination.

Age: Not less than 18 years and not more than 45 years

Salary Scale: Rs. PL 1 – Rs. 40,500/= – 10x450 – 10x490 – 7x540 – 15x590 – 62,530/=

Basic Salary - Rs. 36,475/= (2025)

(This salary scale has been presented in accordance with DMS circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

General:

- (a) Every applicant,
 - I. Should be a Citizen of Sri Lanka
 - II. Should be physically & mentally fit to discharge the duties of the Post.
 - III. Should be excellent moral character.
- (b) All posts are permanent and non-pensionable.
- (c) All applicants may be required to appear for an interview.
- (d) EPF Employee's contribution will be 10% of the salary while the employer will contribute 12% to EPF and 3% to ETF.
- (e) Selected candidates are entitled to Medical / Accident Insurance Scheme.
- (f) Certificates: Certified photocopies of certificates pertaining to the above qualifications and experience should be attached with the application. (Applications without the photocopies of the certificates will be rejected).

Please apply giving full bio-data with names, addresses and contact numbers of two non-related referees on or before 15.09.2025 to the following address by Registered post. The Post applied for should be mentioned on the top left hand corner of the envelope enclosing applications.

**Marshal/CEO
Superior Courts Complex Board of Management,
P.O. Box 223,
Colombo 12.
26.08.2025**