



**Ministry of Finance,
Economic Stabilization &
National Policies**



National Insurance Trust Fund

Vacancies

National Insurance Trust Fund Board (NITF) which comes under the purview of Ministry of Finance, Economic Stabilization & National Policies is a fully government owned entity responsible for implementation of schemes such as Agrahara Medical Insurance, Motor Insurance and the sole reinsurer accepting Compulsory Reinsurance Session from the private insurers in insurance industry at the forefront with an enviable record innovation, growth and profitability achieved during its existence of over 16 years.

NITF seeks to recruit dynamic and self motivated individuals to be appointed for the following positions.

1. Management Assistant – Grade III

External Candidates

Qualifications

Having Passed the G.C.E. Ordinary Level examination in six subjects in one sitting with credit passes for four subjects including

1. Sinhala/Tamil
2. Mathematics

AND

Having passed three subjects (other than the General Paper) at the G.C.E. Advanced Level examination.

Professional qualification in Insurance/Accountancy is preferred.

Internal Candidates

Employees of the categories of Primary Level (Skilled/Semi Skilled/Unskilled) who possess the following qualifications are eligible to apply.

Having Passed the G.C.E. Ordinary Level examination in six subjects with credit passes for four subjects including

1. Sinhala/Tamil
2. Mathematics

AND

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

Salary Scale : MA 1-1 – 2016: Rs.27,910- 10 x300 + 7x350 + 4x495 + 20x660 - 48,540

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.

Nature of Appointment

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund

2. IT Assistant – Grade III

External Candidates

Qualifications

Having obtained a certificate of proficiency in Information Technology not below than the National Vocational Qualification Level 5, 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.

Salary Scale : MA 2-1 – 2016: Rs.30,310- 10 x300 + 7x350 + 4x495 + 20x660 – 50,940

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.

Nature of Appointment

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund

All applicants,

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post well.
- Should be of excellent moral character.

Applications

- Application should be forwarded including Bio-Data, names and addresses of two non-related referees, details of Educational Qualifications, Professional Qualifications and with copies of certificates in proof of the qualifications. Further, those who are already in employment in Government / Corporations/ Statutory Boards should forward their applications through Heads of Institutions.
- Relevant post **should be marked** on left hand top corner of the envelope containing applications.
- All applications should be addressed to Chief Executive Officer, National Insurance Trust Fund Board, No. 95, Sir Chittampalam A. Gardiner Mawatha, Colombo 02 by registered post to reach on or before **27.03.2023**. Late applications will be rejected.



**Chief Executive Officer
National Insurance Trust Fund,
No. 95, Sir Chittampalam A. Gardiner Mawatha,
Colombo 02.**