



# Sri Lanka Social Security Board

(Ministry of Women, Child Affairs and  
Social Empowerment)



## VACANCIES

Applications are invited from citizens of Sri Lanka who have fulfilled the basic qualifications for the following permanent posts for which vacancies exist at the Sri Lanka Social Security Board.

### 01. Deputy General Manager (Finance) - 01 Post

#### A. Qualifications for External Applicants (1 or 2 below)

- I. Should have obtained a degree in the subject field of Accounting, Management, Commerce recognized by the University Grants Commission

With

A postgraduate degree (Masters) in the relevant subject field / An Associate Member of the Institute of Chartered Accountants of Sri Lanka (ICASL) / Chartered Institute of Management Accountants (CIMA) of U.K. / Association of Chartered Certified Accountants (ACCA) of U.K.

and

Should have at least twelve (12) years experience in Accounting or Auditing subject field at a Managerial level post in government, government corporation, Board, Statutory Institution or in a reputed private institution

- II. Should have obtained the Full (Fellow) membership of the Institute of Chartered Accountants of Sri Lanka (ICASL) / Chartered Institute of Management Accountants (CIMA) of U.K. / Association of Chartered Certified Accountants (ACCA) of U.K.

and

Should have at least twelve (12) years experience in Accounting or Auditing subject field at a Managerial level post in government, government corporation, Board, Statutory Institution or in a reputed private institution

#### B. Qualifications for Internal Applicants (Should have fulfilled 1 or 2 below)

1. Should have fulfilled the qualifications for the External Applicants mentioned above  
or  
2. Should have completed a satisfactory service period of 05 years in a post relevant to Finance or Auditing subject in Grade One of Management Service Category (MM) of the Board

**Age Limit:** Should be not less than 35 years and not more than 55 years. The maximum age limit will not be applicable to internal applicants.

**Salary Scale:** Salary Scale entitled to the post as per the Management Services Circular No. 02/2016 dated 25.04.2016 will be HM 1-1 2016 - Rs. 81,670.00 - 15x2,270 = 115,720.00.

Salary point at the time of recruitment will be Rs. 81,670.00

**Other Allowances** - Government approved Allowances and Facilities will be entitled.

- Cost of Living Allowance
- Special Allowance
- Professional Allowance
- A vehicle or vehicle allowance and approved fuel allowance as per Public Administration Circular No. 01/2015
- Telephone Allowance
- Other approved Allowances

### 02. Assistant General Manager (Administration) - 01 Post

#### A. Qualifications for External Applicants (1 or 2 below)

1. Should have obtained a degree in the subject field of Human Resources Management / Business Management / Public Administration / B. Com recognized by the University Grants Commission

And

Should have at least an year's experience in the relevant subject field after obtaining the degree

2. Should have passed the Intermediate Examination of a reputed Chartered Professional Institute and should have obtained at least one (01) year's experience in subject field relevant to the post after obtaining the relevant qualifications.

#### B. Qualifications for Internal Applicants (1 or 2 below)

1. Should have fulfilled the qualifications for the External Applicants mentioned above  
Or  
2. Should have completed a satisfactory service period of 05 years in the relevant field in Junior Management (JM) Service Category

**Age Limit:** Should be not less than 22 years and not more than 45 years. The maximum age limit will not be applicable to internal applicants.

**Salary Scale:** Salary Scale entitled to the post as per the Management Services Circular No. 02/2016 dated 25.04.2016 will be HM 1-1 2016 - Rs. 53,175 - 10x1,375 - 15x1,910 = 95,575.00.

Salary point at the time of recruitment will be Rs. 53,175.00

**Other Allowances** - Entitled to government approved allowances and facilities

### 03. Accounts Officer (Collection) - 01 Post

#### A. Qualifications for External Applicants - (I or II below)

- I. Accounting, B. Com or Management degree from a reputed university recognized by the University Grants Commission  
II. Should have passed the Intermediate Examination from a recognized Chartered Professional Institute compatible to the subject field relevant to the post

#### B. Qualifications for Internal Applicants (I or II below)

- I. Should have fulfilled the qualifications for the External Applicants mentioned above  
Or  
II. Should have completed a satisfactory service period of 05 years in Accounting or Auditing in Grade II (1) in Management Assistant - Non Technical (MA 1-1) Service Category

**Age Limit:** Should be not less than 22 years and not more than 45 years. The maximum age limit will not be applicable to internal applicants.

**Salary Scale:** Salary Scale entitled to the post as per the Management Services Circular No. 02/2016 dated 25.04.2016 will be JM 1-1 2016 - Rs. 42,600 - 10x755 - 18x1,135 = 70,580.00.

**Salary point at the time of recruitment will be Rs. 42,600.00**

**Other Allowances** - Entitled to government approved allowances

### 04. Data Administrator - 01 Post

#### A. Qualifications for External Applicants

- I. A degree recognized by the University Grants Commission obtained in Information Technology subject field

#### B. Qualifications for Internal Applicants

- I. Qualifications for External Applicants mentioned above will be applicable

**Age Limit:** Should be not less than 22 years and not more than 45 years. The maximum age limit will not be applicable to internal applicants.

**Salary Scale:** Salary Scale entitled to the post as per the Management Services Circular No. 02/2016 dated 25.04.2016 will be MA - 3 2016 - Rs. 32,200 - 10x445 - 11x660 - 10x730 - 5x750 = 54,960.00.

**Salary point at the time of recruitment will be Rs. 32,200.00**

**Other Allowances** - Entitled to government approved allowances

### 05. Computer Network Assistant - 01 Post

#### A. Qualifications for External Applicants

- I. Should have obtained a Proficiency Certificate of not less than National Vocational Qualification (NVQ) Level Five (V) issued by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission regarding Computer Programming

#### B. Qualifications for Internal Applicants

- I. Qualifications for External Applicants mentioned above will be applicable

**Age Limit:** Should be not less than 22 years and not more than 45 years. The maximum age limit will not be applicable to internal applicants.

**Salary Scale:** Salary Scale entitled to the post as per the Management Services Circular No. 02/2016 dated 25.04.2016 will be MA - 2-1 2016 - Rs. 30,310 - 10x300 - 7x350 - 4x495 - 20x660 = 50,940.00.

**Salary point at the time of recruitment will be Rs. 30,310.00**

**Other Allowances** - Entitled to government approved allowances

These posts are permanent. Candidate will be entitled to Employees Provident Fund and Employees Trust Fund contributions and will be made permanent after a probation period of three (03) years. Will be recruited to the post based on the results of the interview.

Your applications may either be sent by registered post addressed to "Chairman, Sri Lanka Social Security Board, No. 18, Rajagiriya Road, Rajagiriya" or hand delivered to the Administration Division of the Head Office to receive before 13.12.2023. Applicants who are already employed in the government sector or in a Statutory Institution should direct their applications through the Heads of the Institutions. Post applied for should be mentioned on the left-hand top corner of the envelope containing the application. Further details may be obtained from the [www.ssb.gov.lk](http://www.ssb.gov.lk) website.

**Chairman**  
**Sri Lanka Social Security Board**  
**"Samaja Arakshana Piyasa"**  
**No. 18, Rajagiriya Road, Rajagiriya**

29.11.2023