



# Ministry of Youth Affairs and Sports

## Vacancies

### Sri Lanka Anti-Doping Agency



Applications are invited from citizens of the Democratic Socialist Republic of Sri Lanka for the following posts that exist in Sri Lanka Anti-Doping Agency.

#### Administrative Officer (Vacancies – 01)

##### (1) Job Description

Performing the administrative functions of Sri Lanka Anti-Doping Agency, maintenance of office buildings and premises, preparation of annual reports on support services and management and administrative activities, be responsible for the vehicles of the agency and other administrative and human resources management duties entrusted by the Senior Management.

##### (2) Qualifications and Experience

2.1 Recruitment of external applicants for the Post of Administrative Officer

###### (a) Educational Qualifications

Should have obtained a Bachelor's degree in Human Resources Management / Commerce / Business Administration / Public Administration or any other degree in the subject field relevant to the post recognized by the University Grants Commission.

2.2 Recruitment of Internal applicants for the Post of Administrative Officer (1 or 2 below)

1. Should have fulfilled the qualifications for the external applicants mentioned above.
2. Should have completed a satisfactory service period of at least five (05) years in a Grade II post of Management Assistant – Non technical (MA 1-1) Service Category

##### (3) Salary Scale

JM 1-1 2025 Rs. (72,650 – 10 x 1,360 – 18 x 2,040 – 122,970)

(Payments will be made as per Management Services Circular No. 01/2025)

##### (4) Age

Should be not less than 22 years and more than 45 years. Maximum age limit will not be applicable to internal applicants.

##### (5) Method of Recruitment

After calling for applications either by a public notice or newspaper advertisement as decided by the Board of Management of this institution recruitment will be made based on the results of a written examination and / or a structured interview conducted by a Board appointed by the Competent Authority for appointments.

#### Information Technology Officer (Vacancies – 01)

##### (1) Job Description

Performing duties relevant to Filing of Letters, Word Processing, Making and using of Spreadsheets, Developing and using of Data Base, usage of Internet and Email under the standard operational system relevant to information technology field of the Sri Lanka Anti-Doping Agency and other technological activities entrusted by the Senior Management.

##### (2) Qualification and Experience

2.1 External Applicants

###### (a) Educational Qualifications and Experience (1 or 2 or 3 or 4 below)

1. Should have obtained a Basic degree in Information Technology / Computer Science or any other degree in the subject field relevant to the post recognized by the University Grants Commission.
2. Should have obtained a Proficiency Certificate of not less than N.V.Q. Level (07) Seven issued for Information Technology / Computer Science by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission.
3. Should have obtained a Proficiency Certificate of not less than N.V.Q. Level (06) Six issued for Information Technology / Computer Science by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission.

And

Should have obtained at least five (05) years experience in the relevant field in Government, Government Corporation, Board, Statutory institution after obtaining the qualification.

4. Should have obtained a Proficiency Certificate of not less than N.V.Q. Level (05) Five issued for Information Technology / Computer Science by a Technical / Vocational Training Institute recognized by the Tertiary and Vocational Education Commission.

And

Should have obtained at least ten (10) years experience in the relevant field in Government, Government Corporation, Board, Statutory institution after obtaining the qualification.

2.2 Internal Applicants

1. Should have fulfilled the qualifications for the external applicants mentioned above.

##### (3) Salary Scale

JM 1-1 2025 Rs. (72,650 – 10 x 1,360 – 18 x 2,040 – 122,970)

(Payments will be made as per Management Services Circular No. 01/2025)

##### (4) Age

Should be not less than 22 years and more than 45 years. Maximum age limit will not be applicable to internal applicants.

##### (5) Method of Recruitment

After calling for applications either by a public notice or newspaper advertisement as decided by the Board of Management of this institution recruitment will be made based on the results of a written examination and / or a structured interview conducted by a Board appointed by the Competent Authority for appointments.

#### Development Officer (Vacancies 03)

##### (1) Job Description

Contributing to the implementation of decision taken by the Sri Lanka Anti-Doping Agency, performing the duties relevant to the above post, assisting the administrative functions for maintaining the day to day administration activities and other duties entrusted by the Director General.

##### (2) Qualification and Experience

- (a) Should have obtained a degree in Management, Accountancy, B.Com., Statistics, Social Science, Economics, Information Technology, Sports Science and Management or any other degree in the subject field relevant to the post recognized by the University Grants Commission

##### (3) Salary Scale

MA 3 - 2025 Rs. (53,940 – 10 x 800 – 11 x 1,190 - 10 x 1,320 – 5 x 1,350 – 94,980)

(Payments will be made as per Management Services Circular No. 01/2025)

##### (4) Age

Should be not less than 22 years and more than 45 years. Maximum age limit will not be applicable to internal applicants.

##### (5) Method of Recruitment

After calling for applications either by the Government Gazette or a public notice as decided by the Board of Directors of this institution recruitment will be made based on the results of a written examination and / or a structured interview conducted by a Board appointed by the Competent Authority for appointments.

#### Management Assistant – Non Technical (Vacancies – 02)

##### (1) Job Description

Performing the duties relevant to the above post, assisting the administrative functions for maintaining the day to day administration activities and other special duties entrusted by the Director General.

##### (2) Qualification and Experience

Educational

2.1 External Applicants

- (a) Should have passed in six (06) subjects in one sitting with four (04) credit passes including

- I. Sinhala / Tamil
- II. Mathematics
- III. English Language

At the General Certificate of Education (Ordinary Level) Examination

- (b) Should have passed in at least three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination
- (c) Other qualifications specially to the Post

Should have followed a six (06 months course) recognized by the Tertiary and Vocational Education Commission regarding Computer Word Processing / Typing or should have fulfilled an equivalent level proficiency

2.2 Internal Applicants

- (a) Employees in Primary Grade – Unskilled and Skilled Service Category having the “b”, “c” and “d” qualifications may apply for this post.
- (b) Should have passed in six (06) subjects in one sitting with four (04) credit passes including

- I. Sinhala / Tamil
- II. Mathematics
- III. English Language

At the General Certificate of Education (Ordinary Level) Examination

- (c) Other qualifications

Should have followed a six (06 months course) recognized by the Tertiary and Vocational Education Commission regarding Computer Word Processing / Typing or should have fulfilled an equivalent level proficiency

- (d) Should be holding a permanent post and should have been confirmed in the post
- (e) Should have completed a satisfactory service period of at least five (05) years continued service preceding the specified date in a permanent post

##### (3) Salary Scale

MA 1-1 - 2025 Rs. (46,220 – 10 x 540 – 7 x 630 – 4 x 890 - 20 x 1,190 – 83,390)

(Payments will be made as per Management Services Circular No. 01/2025)

##### (4) Age

Should be not less than 18 years and more than 45 years. Maximum age limit will not be applicable to internal applicants.

##### (5) Method of Recruitment

After calling for applications either by a newspaper advertisement or a public notice as decided by the Board of Directors of this institution recruitment will be made based on the results of a written examination and / or a structured interview conducted by a Board appointed by the Competent Authority for appointments.

#### General conditions for the above posts

- Employees Provident Fund and Employees Trust Fund  
(Contribution for the Employees Provident Fund by the candidate will be 8% and by the institution 12% and the institution's contribution for Employees Trust Fund will be 3%.)
- Applicants shortlisted as per educational, professional qualifications and experience will be called for the interview.

#### Method of Applying

- Applications that include the Bio-Data mentioning the Names, Addresses and Telephone Numbers of two non-related referees along with the copies of certificates, character certificates should be sent by registered post addressed to “**Director General, Sri Lanka Anti-Doping Agency, 363/12, Sugathadasa Stadium – Block D, Sports Complex Parking Yard Road, Sirimavo Bandaranaike Mawatha, Colombo 14**” to receive on or before **02.09.2025**.
- Applicants serving in Government Departments / Corporations / Statutory Boards should submit their applications through Heads of respective institutions.
- Post applying for should be definitely mentioned on the left top corner of the envelope containing the application.
- Applications that are not in conformity with the above and late application will be rejected.
- Canvassing in any form will be a disqualification.

**Director General,  
Sri Lanka Anti-Doping Agency  
011-2328366**