



VACANCY

MINISTRY OF ENERGY

SRI LANKA ATOMIC ENERGY BOARD

Applications are invited from citizens of Sri Lanka who possess the qualifications and experience indicated below for the following post.

Every applicant,

Should be a citizen of Sri Lanka.

Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

Should be of excellent moral character.

Post of Board Secretary cum Legal Officer (No of post: 01)
(Head Office Located at Orugodawatte, Wellampitiya)

Job Description:

- Function as the Board Secretary and to specialized committee of on the instruction for the Chairman
- Collection of Board papers and submission to the Board with the approval of the Chairman.
- Transmission of Board discussions to the senior management
- Preparation of minutes and documents related to the area of work.
- Provision of legal inputs to the management and operational function of the organization.
- Keep abreast with acts, treaties, agreements, laws and regulations pertaining to the management and operational functions of the organization.
- Agreements to revision of regulation and legislative enhancements related to the management and operational functions of the organization.
- Appear in court or make arrangements for court procedures in relation to the functions of the organization.
- Serving as a member or secretary of committee appointed by the Board/Chairman/Director General
- Carry out any special task for implementation of programmes/ projects/plans or any other function entrusted by the higher management.

Qualifications:**External Candidates (1 or 2 below)**

1. A Degree in Law which is recognized by the U.G.C with Attorney-at-Law.
AND

A minimum of one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first Degree.

Internal Candidates:

1. Having obtained the qualifications required by the external candidate above.

Age: Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

Employee Category As per MSD Circular No. 30: Manager (MM 1-1)

Salary Code: MM 1-1 2025

Salary Scale:

Rs. 91,690/- 10 x 2,480/- 15 x 3,450/- = 168,240 (monthly) as per Management Services Department (MSD) Circular 01/2025. (In addition to the above salary Government approved other allowances will be paid.)
Initial Salary of 2025 is Rs. 71,730/- as per MSD 01/2025

Method of Recruitment:

By a structured interview, conducted by a panel appointed by the appointing authority.

Nature of Appointment:

Permanent with entitlement of Employees' Provident Fund and Employees' Trust Fund.

Other Benefits : Other benefits entitled to this post will be provided as per the applicable government circulars.

Application with full bio-data, names and addresses of two non-related referees and copies of certificates relevant to the post should be forwarded by registered post to reach the Chairperson, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 19.09.2025. The post for which the application is forwarded should be mentioned on the left-hand top corner of the envelope. Those who are employed in the State Sector/ Corporation/Statutory Boards should forward their applications through the respective Head of Institution.

Chairperson,
Sri Lanka Atomic Energy Board
60/460, Baseline Road, Orugodawatta, Wellampitiya .
Tel: 0112-533427-8