



**NATIONAL GEM & JEWELLERY AUTHORITY**  
**Ministry of Industries & Entrepreneurship Development**  
**VACANCIES**



The National Gem and Jewellery Authority is calling for applications from qualified and experience candidates who are citizens of Sri Lanka for the following vacant positions.

**01. Finance Officer (JM 1-1) – 01 Post**

**Qualifications and Experiences:**

**External Candidates**

- 1) A Bachelor's Degree in Accountancy / Management / Commerce which is recognized by the UGC.

**OR**

- 2) Having passed the intermediate examination of a recognized professional chartered institute in Accountancy / Finance.

**OR**

- 3) Having obtained a certificate of proficiency the National Vocational Qualification Level 7 or similar qualification issued by Technical / Vocational / Management / Training Institute accepted by the tertiary and Vocational Education Commission in Accountancy / Finance.

**Internal Candidates**

- 1) Having obtained the qualifications required by the external candidates above.

**OR**

- 2) Completion of minimum five years satisfactory service in a post of the Management Assistant – Non Technological (MA-1) Grade II in the subject area in relevant to the post.

**Salary Scale**

JM 1-1 – (Rs. 72,650 – 1,360 X 10 – 2,040 X 18 - 122,970/-) + Government Approved Allowances.  
(This salary scale will be effective from 01.01.2027)

**Salary**

Rs. 58,615/- as at 2025.01.01 as per MSD Circular 01/2025

**Age**

Should be not less than 22 years and not more than 45 years. However, the upper age limit would not apply to internal candidates.

**02. Finance Assistant – (MA 5-1) – 01 Post**

**Qualifications & Experiences:**

**External/Internal Candidates**

- 1) A Bachelor's Degree in Accountancy / Commerce / Economics / Management or Intermediate level qualification of the institute of Chartered Accountants of Sri Lanka (ICASL) or Intermediate level qualification of Association of Certified and Corporate Accountants (ACCA) or Higher National Diploma in Accountancy.

Preference will be given to candidates having 1<sup>st</sup> or 2<sup>nd</sup> class Degree.

- 2) Ability to work in English is an essential.

**Salary Scale**

MA 5-1- Rs. (58,740 – 1,190 X 10- 1,360 X 15 -1,670 X 11 – 109,410/-) + Government Approved Allowances. (This salary scale will be effective from 01.01.2027)

**Salary**

Rs. 49,031/- as at 2025.01.01 as per MSD Circular 01/2025

**Age**

Should be not less than 22 years and not more than 45 years. However, the upper age limit would not apply to internal candidates.

**03. Book Keeper (MA 2-2) - 01 Post****Qualification & Experiences****External / Internal Candidates**

- 1) Passed in the G.C.E. (O/L) examination in 06 subjects in sitting with 04 credit passes including, Sinhala/Tamil, English Language & Maths.
- 2) Having achieved the performance level required to follow a tertiary education course by passing the required number of subjects other than the "General Paper" at the G.C.E.(A/L)
- 3) Membership of the Institute of Book Keepers or passed or final examination in Association of Accounting Technicians (AAT) or Diploma in Accountancy not below NVQ Level 05 conduct by a recognized institute.

**Other qualification**

- 1) Ability to work in English is distinct advantage
- 2) Experience in the relevant field will be an added qualification

**Salary Scale**

MA 2-2 Rs. 50540 - 540 X 10 – 630 X 7 – 1080 X 4 – 1280 X 20 - 90, 270/- + Government Approved Allowances. *(This salary scale will be effective from 01.01.2027)*

**Salary**

Rs. 43,379/- as at 2025.01.01 as per MSD Circular 01/2025

**Age**

Should be not less than 18 years and not more than 45 years. However, the upper age limit would not apply to internal candidates.

**04. Management Assistant (MA 1-2) – 10 Posts****Qualification & Experiences:****External Candidates**

- 1) 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. English Language
  - iii. Mathematics
- 2) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

**Internal Candidates**

Employees of the categories of Primary Level – Skilled, Primary Level – Semiskilled and Primary Level – Unskilled who possess the following qualifications are eligible to apply. (PL1 or PL2)

**Educational Qualifications:**

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

- Sinhala / Tamil
- Mathematics

**Other Qualification:**

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

**Salary Scale**

MA 1-2 Rs. 46,220 - 540 X 10 – 630 X 7 – 1080 X 12 – 1280 X 12 – 84,350/- +

Government Approved Allowances. *(This salary scale will be effective from 01.01.2027)*

**Salary**

Rs. 40,403/- as at 2025.01.01 as per MSD Circular 01/2025

**Age**

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to internal candidates.

**Additional Benefits**

- Benefits of Employees Provident Fund & Employee Trust Fund
- Incentives based on annual profits
- Medical facilities for the employee and his/her family
- Transportation allowance
- Prize giveaways
- Favorable home loan interest rates and other loan facilities

Citizens applying for all the above positions must be willing to serve in any area of the country.

Interested applicants for the above positions should submit their applications along with copies of their educational certificates & along with the names, designations and telephone numbers of two non-relatives who can provide information about you.

Candidates with the above qualifications should send their applications by registered post on or before 07.11.2025, addressed to the Chairman and Chief Executive Officer at the address below, indicating the name of the post applied for on the top left corner of the envelope. Candidates working in the public sector should send their applications through their Head of Department. Late applications will be rejected. Only qualified candidates will be called for interview.

**Chairman and Chief Executive Officer**  
**National Gem & Jewellery Authority**  
**No. 12, Macksons Tower, Alfred House Gardens, Colombo 03**  
**Tel : 011-2329295/2325364/2390645-8 Fax : 011-2320758**  
**Website : [www.ngja.gov.lk](http://www.ngja.gov.lk)**