

VACANCY



MINISTRY OF SCIENCE AND TECHNOLOGY

SRI LANKA ATOMIC ENERGY BOARD

Applications are invited from suitably qualified applicants who are citizens of Sri Lanka 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.

1. Post of Office Aide – Grade III (No of post: 01)

Employee Category As per MSD Circular No. 30: Primary Level Unskilled (PL 1)

Head Office, Orugodawatte, Wellampitiya.

Job Description:

- General cleaning and Office/ Laboratory Maintenance.
- General Delivery of letters/ reports/documents.
- Assisting SLAEB staff in performing office/ Laboratory duties.
- Provide support to functions of the Board, appropriate to the post within or outside the premises of the Board.
- Arrangement of Events, and Space Providing Services within Premises or Outside the Premises of the Board for programmes and projects of the Board.
- Participate in transporting and delivering goods and services necessary for projects, programmes and functions of the SLAEB.
- Any other duties assigned by the section/ division Supervisor, Officer or Higher Management.

Qualifications:

External:

Persons who have sat for the G.C.E. (O/L) Examination.

Age: Age should be not less than 18 years and not more than 45 years at the closing date of application.

Salary Code: PL - 1 2025

Salary Scale:

Rs. 40,500/- 450/- × 10, 490/- × 10, 540/- × 7, 590/- × 15 = 62,530/- (monthly) as per Management Services Department (MSD) Circular 01/2025. (In addition to the above salary Government approved other allowances will be paid)

Method of Recruitment:

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

Nature of Appointment:

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

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 31.12.2025. 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**