

**SUPERIOR COURTS COMPLEX BOARD OF MANAGEMENT**  
(Established under Act No. 50 of 1987)

**VACANCIES**

Applications are invited from suitably qualified Sri Lankan persons to fill the following vacancies in the Superior Courts Complex Board of Management.

**(1) Administrative Officer – Grade II – JM 1-1 (01 vacancy)**

**Qualifications**

**For external applicants (following qualifications a or b)**

- a) A Degree relevant to the subject area of Administration & Human Resource Management which is recognized by the University Grants Commission.
- b) Having passed the Intermediate Level of a recognized professional Chartered Institute in the subject area of Administration & Human Resource Management.

**For internal applicants (following qualifications a or b)**

- a) Having acquired the qualifications relevant to the above mentioned external applicants
- b) Completion of minimum five (05) years satisfactory service in a post of Management Assistant – Non Technological' (MA 1-2) Grade II, in the subject area relevant to the post.

**Age:** Not less than 22 years and not more than 45 years. (The upper age limit will not apply to the internal applicants)

**Salary Scale:** JM 1-1 - Rs. 72,650/= 10x1,360 – 18x2,040 – 122,970/=

**Basic Salary** : Rs. 65,633/= (2026)

(This salary scale has been presented in accordance with Department of Management Services (DMS) circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

**2. Management Assistant – Grade III MA 1-2 (03 vacancies)**

**Qualifications**

**For external applicants:**

**Education**

- (a) 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. Mathematics
- iii. English language

(b) Having passed at least three subjects (other than the General Knowledge Test) at the G.C.E. (A/L) examination.

(c) Any other qualifications specific to the post:

- i. In addition to qualifications mentioned in (a) to (b) above, experience in the relevant field. (Certificates should be provided).
- ii. Computer knowledge will be considered as a special qualification.

**For internal applicants:**

(a) Employees of the categories of Primary Level – Skilled and Primary Level – Unskilled who possess the qualifications mentioned in (b), (c) & (d) below are eligible to apply.

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

- i. Sinhala / Tamil
- ii. Mathematics
- iii. English language

(Having followed a course in computer word processing / typing accepted by the Tertiary & Vocational Education Commission OR any other equivalent level skill is considered as a qualification in the relevant occasions).

(c) Having confirmed the service in a permanent post

(d) At least five years' satisfactory continuous service in a permanent post on the closing date of the applications.

Age: Not less than 18 years and not more than 45 years (The upper age limit will not apply to the internal applicants)

**Salary Scale:** Rs. MA 1-2 – Rs.. 46,220/= 10x540 – 7x630 – 12x1, 080 – 12x1, 280 – 84,350/=

**Basic Salary** - Rs. 43,312/= (2026)

(This salary scale has been presented in accordance with Department of Management Services (DMS) circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

**General:**

- (a) Every applicant,
  - I. Should be a Citizen of Sri Lanka
  - II. Should be physically & mentally fit to discharge the duties of the Post.
  - III. Should be excellent moral character.
- (b) All posts are permanent and non-pensionable.
- (c) All applicants may be required to appear for an interview.
- (d) **EPF** Employee's contribution will be 10% of the salary while the employer will contribute 12% to EPF and 3% to ETF.
- (e) Selected candidates are entitled to Medical / Accident Insurance Scheme.
- (f) **Certificates:** Certified photocopies of certificates pertaining to the above qualifications and experience should be attached with the application.
- (g) Applications which do not confirm to the above requirements, incomplete applications and applications sent after the closing date will be rejected. Any canvassing or influence will be regarded as a disqualification and the decision of the interview panel will be final. Only qualified short-listed applicants are called for the interview.

Please apply giving full bio-data with names, addresses and contact numbers of two non-related referees on or before 21.01.2026 to the following address by Registered post. The Post applied for should be mentioned on the top left-hand corner of the envelope enclosing applications.

**Marshal/CEO**  
**Superior Courts Complex Board of Management,**  
**P.O. Box 223,**  
**Hulftsdorp Street,**  
**Colombo 12.**