

National Insurance Trust Fund

VACANCIES

National Insurance Trust Fund Board (NITF) which comes under the purview of the Ministry of Finance, Planning & Economic Development is a fully government owned entity responsible for implementation of schemes such as Agrahara Medical Insurance, Motor Insurance and the sole reinsurer accepting Compulsory Reinsurance Session from the private insurers in insurance industry at the forefront with an enviable record innovation, growth and profitability achieved during its existence of over 19 years.

NITF seeks to recruit a dynamic and self-motivated individual to be appointed for the following position.

1. MANAGEMENT ASSISTANT (MA 1-1) - Grade III

External Candidates

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - Sinhala/ Tamil
 - English Language
 - Mathematics
- 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.

Educational Qualifications:

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

- Sinhala/ Tamil
- English Language
- Mathematics

Other Qualifications:

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

Salary Scale: MA 1-1-2025 Rs.[46,220 -10x540 -7x630 - 4x890 - 20x1,190 - 83,390] (Rs.43,312.00 as at 01/01/2026 and Rs.46,220.00 as at 01/01/2027 as per the DMS 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 the internal candidates.

2. CUSTOMER CARE ASSISTANT (MA 1-2) - Grade III

External Candidates

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - Sinhala/ Tamil
 - English Language
 - Mathematics
- Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination
- At least six month experience in customer care handling/call center operations is preferred

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.

- Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including
 - Sinhala / Tamil
 - English Language (if necessary to the post)
 - Mathematics

- Other:**

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

Salary Scale: MA 1-2-2025 Rs.[46,220-10x540-7x630-12x1,080-12x1,280 - 84,350]

(Rs.43,312.00 as at 01/01/2026 and Rs.46,220.00 as at 01/01/2027 as per the DMS 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 the internal candidates.

3. IT ASSISTANT (MA 2-1) - Grade III

External Candidates

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal Candidates

Having obtained the qualifications required by the external candidates above

Salary Scale: MA 2-1 - 2025 - Rs. [50,540 - 10 x 540 - 7 x 630 - 4 x 890 - 20 x 1,190 - 87,710] (Rs.46,960.00 as at 01/01/2026 and Rs.50,540.00 as at 01/01/2027 as per the DMS 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 the internal candidates.

Nature of Appointment

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund

All applicants,

- Should be citizens 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.

Applications

- Application should be forwarded including Curriculum Vitae, names and addresses of two non-related referees, with copies of certificates of Educational Qualifications, Professional Qualifications and experience to prove the qualifications. Further, those who are already in employment in Government / Corporations/ Statutory Boards should forward their applications through Heads of Institutions.
- Relevant post should be marked on left hand top corner of the envelope containing applications.
- All applications should be addressed to Chief Executive Officer, National Insurance Trust Fund Board, No. 95, Sir Chittampalam A Gardiner Mawatha, Colombo 02 by registered post to reach on or before **05.02.2026**. Late applications will be rejected.

Chief Executive Officer

National Insurance Trust Fund Board,

No. 95, Sir Chittampalam A Gardiner Mawatha,

Colombo 02.