



SRI JAYEWARDENEPURA GENERAL HOSPITAL

VACANCY

POST OF ADMINISTRATIVE OFFICER

Applications are invited for the Post of Administrative Officer from the officers with experience in Management Assistant's Service Grade 1 & 11 who have completed an active and satisfactory service period. Those who have experience in health service will be given the priority according to prorated years of experience.

Qualifications & Experience :

- a) i. Should have experience in Management Assistant's Service Grade I.
OR
ii. Should be an Officer in Grade 11 who has completed at least an active and satisfactory service period of not less than 08 years.
OR
iii. Should be an Officer in Grade 11 of the service who has obtained a Degree from a University recognized by the University Grants Commission. Degree should be in Human Resource Management, Public Administration, Public Management, Business Administration
with
b) Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
c) Internal candidates should have the above criteria and obtained a Degree from a University recognized by the University Grants Commission. Degree should be in Human Resource Management, Public Administration, Public Management, Business Administration.

Age : Should be not more than 50 years (The age limit will not be Applicable for the internal candidates.)

Salary Scale : **Salary Code MN 7**

Salary Scale -

Rs. 95,980 - 11 x 1,830 - 18 x 2,490 - 160,930/ =
(As at 01.01.2027)

Job Profile : Knowledge of the employee concerned in good office practice and systems. Current circular instructions and provisions of the Establishment State Policy relating to the functions conferred upon the institute.

Terms of Employment : Permanent/Contract and Provident Fund Basis and Secondment also considered.

Applicants holding the post in the Government Service should send their applications through the Heads of the Institutions in which they serve with a copy direct. A certificate from the Head of the Institution to the effect that the candidate could be released if selected for the appointment should be attached to the application.

The Sri Jayewardene Purana General Hospital Board reserves to itself the right to make / not to make an appointment.

The post applied for should be marked on the left hand corner of the envelope. Applicants should send their applications with full curriculum vitae and names of the two (02) non related referees to reach the undersigned on or before 03 rd March, 2026.

CHAIRMAN

SRI JAYEWARDENEPURA GENERAL HOSPITAL

THALAPATHPITIYA

NUGEGODA