



VACANCIES
SRI LANKA STANDARDS INSTITUTION (SLSI)
Ministry of Science and Technology



Junior Manager Category (JM 1-2 Gr. II)

Vacancies:

- (1) Post of Personal Assistant**
 - (2) Post of Internal Audit Officer**
 - (3) Post of Accounts Officer**
 - (4) Post of System Network Administrator**
 - (5) Post of Administrative Officer**
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❖ Qualifications:

(1) Post of Personal Assistant

External: (1 or 2 below)

1. A Bachelor's degree recognized by the University Grants Commission (UGC) of Sri Lanka, in Human Resources Management, Public Administration, Business Management or Business Administration **or** any other field relevant to the subject area of the post and which is awarded by a University recognized by the University Grants Commission (UGC) of Sri Lanka.
2. Having obtained a Diploma/Higher Diploma (Course duration should not be less than one (1) year) in a relevant field for the Post with five (05) years experience in a relevant field to the Post.

Internal:

Having obtained the qualifications required by the external candidates above.

(2) Post of Internal Audit Officer/ Post of Account Officer

External: (1 or 2 below)

1. A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka, in Accounting, Commerce, Financial Management, Business Administration, Business Management in the accountancy field **or** any other field relevant to the subject area of the post and which is awarded by a University recognized by the University Grants Commission (UGC) of Sri Lanka.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

Internal: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum 5 years satisfactory service in a post of the Management Assistant (Non-Technological) MA 1-2 Grade II, in the subject area relevant to the post.

(3) Post of System Network Administrator

External: (1 or 2 or 3 or 4 below)

1. A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka, in Information Technology, Information & Communication Technology, Management & Information Technology, Computer Science, Computer Science & Engineering, Computing & Information Systems, Computing, Electronics and IT **or** any other field relevant to the subject area of the post and which is awarded by a University recognized by the University Grants Commission (UGC) of Sri Lanka.
2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission in a relevant field.
3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a technical /vocational training institute accepted by the Tertiary and Vocational Education Commission in a relevant field.

AND

at least 05 years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.

4. 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 in a relevant field.

AND

at least 10 years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.

Internal:(1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum 5 years satisfactory service in a post of the Management Assistant (Technological) MA 2-2 Grade II, in the subject area relevant to the post.

(4) Post of Administrative Officer

External:

A Bachelor's degree recognized by the University Grants Commission (UGC) of Sri Lanka, in Human Resources Management, Public Administration, Business Management, Business Administration **or** any other field relevant to the subject area of the post and which is awarded by a University recognized by the University Grants Commission (UGC) of Sri Lanka.

Internal:(1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum 5 years satisfactory service in a post of the Management Assistant (Non-Technological) MA 1-2 Grade II, in the subject area relevant to the post.

❖ **Method of Selection:**

Written Competitive Examination and/ or a Structured Interview.

Subjects for the examination are given below:

- English Language Proficiency
- Aptitude Test
- Subject knowledge relevant to the post
- Computer Literacy

❖ **Salary Scale:**

LKR 74 010.00 – 10 x 1 360.00 – 18 x 2 040 – LKR 124 330.00 (This will be done in 02 instalments as per Management Services Circular. 01/2025 dated 2025-03-25, in 2026: LKR 79 987.00 and in 2027 : LKR 89 650.00)

❖ **Other:**

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

❖ **Age:**

Should be not less than 22 years and not more than 45 years. The upper age limit will not be applicable to internal candidates.

❖ **Other Benefits:**

1. Encashment of unutilized medical leave.
2. Life Insurance Cover & Medical Insurance Cover.
3. Reimbursement of medical expenses is subject to a limit.
4. Annual incentive payment as approved by the General Treasury.
5. Communication Allowance.
6. Opportunity to work in a professional environment.

Application Instructions:

1. The **prescribed application form** should be downloaded and duly completed with accurate information. The application form is available via the **link** or **QR code** provided below. (Applications submitted in any other format shall be rejected and no other documents should be attached to the application).
2. It is **mandatory** for applicants to accurately complete the **Google Form** accessible via the same link or QR code provided below and **submit** it together **with the duly completed and scanned application form**.
(Please note that candidates applying for more than one advertised position must submit a separate Google Form and the relevant application for each post. Additionally, separate hard copy applications must be submitted in individual envelopes for each position applied for.)
Please note that applicants currently employed in public sector institutions should forward their applications through the respective heads of their institutions.
3. The **original duly completed application form** should be forwarded **by registered post** to the address given below **on or before 08th June 2026**, clearly indicating the applied post on the top left-hand corner of the envelop. Applications received after the closing date will not be accepted.

Director General
Sri Lanka Standards Institution
No. 17, Victoria Place
Elvitigala Mawatha
Colombo 08

🚩 **Link** for the Posts of Assistant Director – Junior Manager Category (JM 1-2 Gr. II)
<https://slsi.lk/en/careers/>

🚩 **QR Code:**



Director General
Sri Lanka Standards Institution
Tel: 011-2671567-72
011-2019600