

Sri Lanka Accreditation Board for Conformity Assessment

Ministry of Trade, Commerce, Food Security and
Co-operative Development

Recruitment Notice

Applications are invited from the citizens of Sri Lanka for the following posts in the Sri Lanka Accreditation Board for Conformity Assessment (SLAB).

- 1. Secretary to the Chairman and Director (Contract Basis) - 01 Post**
- 2. Driver - 01 Post**
- 3. Management Assistant (Non Technological) - 01 Post**

Position	Required Basic Qualifications
Secretary to the Chairman and Director (Contract Basis)	1. A recognized degree from a university approved by the UGC in Public Management / Human Resource Management / Management / Commerce / Art OR 2. A Diploma or Higher Diploma relevant to the position of Personal Assistant obtained from an industrial/vocational training institution recognized by the Tertiary and Vocational Education Commission (TVEC), together with three (03) years of experience in the relevant field.
Driver	1. Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings. AND 2. Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.
Management Assistant (Non Technological)	1. 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. English language iii. Mathematics AND 2. Having passed three subjects (other than the General Paper) in Science, Maths, Technology or Commerce at the G.C.E. (A/L) examination in one sitting. AND 3. 06 Months Certificate Course in Computer Application from a Recognized Institute.

Kindly visit official website of Sri Lanka Accreditation Board for conformity Assessment, **www.slab.lk** for all required qualifications and detailed notice and application.

Application Closing Date - 17th August 2026

**Chairman,
Sri Lanka Accreditation Board for Conformity Assessment,
No. 44, Dedicated Economic Center,
Kirimandala Mawatha, Narahenpita, Colombo 05.**