

BOARD OF INVESTMENT OF SRI LANKA



VACANCIES

MANAGEMENT ASSISTANT – MA 1-2 – GRADE III

The Board of Investment of Sri Lanka (BOI) is the apex agency of the government promoting and facilitating foreign direct and local investment in priority sectors of the economy. The BOI plays a pivotal role in transforming the Sri Lankan economy to become a globally competitive manufacturing and services export hub. The BOI wishes to strengthen its departments by recruiting dynamic individuals with high integrity and stamina for hard work.

Applications are invited from suitably qualified Sri Lankans to fill Management Assistant vacancies in the BOI.

POSTS OF MANAGEMENT ASSISTANT – MA 1-2 – GRADE III

Qualifications:

Educational:

- 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. English language
 - iii. Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

Other :

A course in Computer Applications not less than six (06) months recognized by the Tertiary and Vocational Education Commission.

Method of Recruitment:

Recruitments to the posts of Management Assistant, MA 1-2, Grade III will be made on the results of a written competitive examination and a structured interview.

Candidates up to three times the number of vacancies will be called for the structured interview, strictly in the order of merit determined by the total marks obtained at the written competitive examination.

Salary Scale:

MA 1-2 - 2025 - Rs. 46,220 - 10 x 540, 7 x 630, 12 x 1080, 12 x 1280 - 84,350 p.m.

(As per DMS circular No. 01/2025, initial salary step for 2026 is RS. 43,312 p.m. In addition Government approved allowances will be paid)

Age Limit :

Should not be less than 18 years and not more than 45 years of age at the closing date of receiving applications.

General Conditions

Every applicant,

- Should be a citizen 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

Fringe Benefits :

- Medical Benefit Scheme covering the employee and the family
- Subsidized Vehicle & Housing Loan facilities
- Comprehensive Life Insurance Scheme

How to apply

Applicants who fulfill all the required qualifications in every aspect and wish to apply for above position should access BOI website www.investsrilanka.com, select “careers” and follow the relevant link to submit their applications via online only and in compliance with the instructions given, on or before **04 October 2026**. Applicants are strictly advised to adhere to the terms & conditions stipulated in the above link when submitting online applications. Applications sent through emails, post or any other mode will not be accepted.

Those who do not possess the required qualification as at the closing date will not be eligible to apply for this post and any application not meeting the required qualifications will be rejected without any notice.

Candidates who fail to submit originals of relevant documents/ certificates at the interview/s will not be considered under any circumstance to appoint for the vacant posts.

Any form of canvassing will lead to disqualification.

The BOI reserves the right to decide the number of positions to be filled or to postpone/cancel the recruitment process.



**Director General, Board of Investment of Sri Lanka, 24th Floor, West Tower,
World Trade Centre, Echelon Square, Colombo 01**