

1. Post

Administrative Officer

2. Age :

Should be not less than 22 years and not more than 45 Years. The maximum age limit is not applicable to internal applicants.

3. Qualifications :

A. External Applicants

1. Should have obtained a degree in Human Resource Management/ Public Administration/ Public Management/ Business Administration/ Commerce, or a subject area relevant to this post, recognized by the University Grants Commission.

B. Internal Applicants (1 or 2)

1. Should have fulfilled the qualifications specified above for external applicants.

2. Should have completed a minimum of five (05) years of satisfactory service in a post in the relevant field in Grade II of the "Management Assistant - Non-Technical" (MA 1-1) Service Category.

C. Other:

Every applicant should fulfil following requirements

- i. Should be a citizen of Sri Lanka,
- ii. Should be physically fit and mentally sound to perform duties of the post as well as to serve in any part of the country.
- iii. Should be of excellent character.

4. Salary Point :

Permanent salary scale - JM 1-1 2025

Basic Salary - Rs. 65,633.00 (2026), Rs 72,650.00 (2027)

A cost of Living Allowance of Rs. 17,800 will be paid.

Annual Salary - $65,633.00 + 17,800.00 \times 12 = \text{Rs. } 1,001,196.00$ (2026)

- $72,650.00 + 17,800.00 \times 12 = \text{Rs. } 1,085,400.00$ (2027)

5. The nature of duties assigned to the post :

- i. Formulate policies related to the Bureau under the supervision of senior officers and provide guidelines to policy formulation officers.
- ii. Maintain updated personal files of the staff, as well as supervise and manage the record rooms while ensuring the safety of the documents.
- iii. Coordinate internal and external relations pertaining to the Bureau, and oversee the management of the daily mail of the Bureau under proper supervision.
- iv. Maintain the register of internal audit queries of the institution.
- v. Accurately maintain the relevant documents / books related to the preparation of salaries and allowances of the staff serving in the Bureau and the institutions falling under its purview.
- vi. Commutate and check the overtime and other allowances payable for staff members and submit/recommend for payment.
- vii. Organize productivity development programs.
- viii. Execute duties in accordance with the provisions of the Establishments Code/ Code of Institutional Procedures/ Financial Regulations/ Procurement Guidelines/ Procurement Manual/ Human Resource Plan, and Acts/ circulars/ circular letters/ standing orders issued from time to time.
- ix. Ensure the existence, and security of the assets belonging to the Bureau.