

1. Post

Assistant Commissioner (Procurement)

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 Business Management/ Business Administration/ Commerce/ Finance/ Accountancy/ Supply Management, or a subject area relevant to the post, recognized by the University Grants Commission;
and

A minimum of one (01) year of experience in a field relevant to the post, after acquiring the degree.

B. Internal Applicants :

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 the Junior Manager (JM) 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 - MM 1-1 2025

Basic Salary - Rs. 81,710.00 (2026), Rs. 91,690.00 (2027)

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

Entitled to a Professional Allowance of LKR 25,000/- (as per the Management Services Circular No. 01/2025).

Annual Salary - $81,710.00 + 17,800.00 + 25,000.00 \times 12$ = Rs. 1,494,120.00 (2026)

- $91,690.00 + 17,800.00 + 25,000.00 \times 12$ = Rs. 1,613,880.00 (2027)

5. The nature of duties assigned to the post :

- i. Prepare procurement plans for the Bureau.
- ii. Make arrangements to appoint of annual Procurement Committees and Technical Evaluation Committees.
- iii. Procure goods and services efficiently in accordance with the procurement plan and prescribed procurement procedures, utilizing funds allocated for goods and services under the annual budget estimates.
- iv. Carry out asset management activities.
- v. Forward bills and related documents pertaining to procurement to the relevant divisions for making payments.