# EMPLOYEES' TRUST FUND BOARD

(Under the purview of Ministry of Finance, Planning and Economic Development)

## VACANCIES

| Post | Qualifications |
|---|---|
| General Manager<br><br>**(HM 2- 1)**<br><br>*1 Vacancy* | **External :**<br><br>A Degree recognized by the U.G.C. in the field of BSc. (Accounting/ Finance) BSc. (Business/ Public Administration)/ B. Com<br>**AND**<br>Postgraduate Degree in Accounting/ Finance/ B. Com/ Public Administration or any other relevant field or Corporate Membership of a recognized professional institution in Management.<br>**AND**<br>At least 20 years experience in Managerial Level out of which 5 years should be at Senior Managerial Level with a proven track record in a Corporation, Board or a reputed Mercantile Establishment after obtaining first degree.<br><br>**Internal :**<br><br>A Minimum of three (03) years satisfactory service in a post of Additional General Manager in the Senior Manager Category (HM 2- 1).<br><br>A proven ability to lead and direct multi- disciplinary teams. Experience in proper deployment and efficient management of human and other resources. |

Salary Scale HM 2-1 - Rs. 161,140/- + (4,850x12) = Rs. 219,340/-

**(w. e. f. 01.01.2027)**

*(Initial Salary Point - Rs. 140,317/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

i. Should be a citizen of Sri Lanka.
ii. 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. iii. Should be of excellent moral character.



SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Deputy General Manager (Planning, Research and Development)<br><br>**(HM 1- 3)**<br><br>*1 Vacancy* | **External**: **( 1 or 2 below)**<br><br>1. A Bachelor's Degree in Management/ Commerce/ Economics/ Business Administration/ Business Management or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br>**WITH**<br>A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post.<br>**AND**<br>A minimum of fifteen (15) years experience in Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment.<br><br>2. Full membership of a recognized professional Chartered Institution in the relevant field to the post.<br>**AND**<br>A minimum of fifteen (15) years experience at a Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br>2. Completion of minimum of two (02) years satisfactory service in a post "Assistant General Manager (HM 1-1) in the subject area relevant to the post. |

Salary Scale HM 1-3 - Rs. 152,500/- + (4,100x15) = Rs. 214,000/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 133,028/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

**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.



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| Post | Qualifications |
|---|---|
| Assistant General Manager (Member Accounts)<br><br>**(HM 1- 1)**<br><br>*1 Vacancy* | **External :**<br><br>A Bachelor's Degree in Accounting/ Finance/ Business Management/ B.Com or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br>**WITH**<br>A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post<br>**AND**<br>Minimum of 13 years' experience at a Managerial Level in a Corporation, Statutory Board/ Institution or a reputed private institution.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br><br>1. Completion of minimum three (3) years satisfactory service in a post in the Manager Category (MM- 1-3) Grade I, in the subject area relevant to the post<br>**WITH**<br>A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post. |

Salary Scale HM 1-1 - Rs. 140,640/- + (4,100x15) = Rs. 202,140/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 123,019/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Assistant General Manger (Finance)<br><br>**(HM 1- 1)**<br><br>*1 Vacancy* | **External : (1 or 2 below)**<br><br>1. A Bachelor's Degree in Accounting/ Finance/ Financial Management/ Commerce or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br>**WITH**<br>A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post<br>**AND**<br>A Minimum of 13 years' experience in Managerial Level in a Corporation, Statutory Board/ Institution or a reputed private institution.<br><br>2. Full Membership of a recognized professional Chartered Institution in a relevant field to the post<br>**AND**<br>Minimum of 13 years' experience at a 'Managerial Level' in a Corporation, Statutory Board/Institution or a reputed private institution.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br>2. Completion of minimum three (03) years satisfactory service in a post in the Manager Category (MM- 1-3) Grade I, in the subject area relevant to the post<br>**WITH**<br>A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post |

Salary Scale HM 1-1 - Rs. 140,640/- + (4,100x15) = Rs. 202,140/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 123,019/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

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ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Assistant General Manger (Legal)<br><br>**(HM 1- 1)**<br><br>*1 Vacancy* | **External :**<br><br>A Bachelor's Degree in LLB which is recognized by the U.G.C. with Attorney- at-Law<br>**WITH**<br>A Postgraduate Degree qualification LLM (Masters in Law<br><br>**AND**<br>A Minimum of 13 years' experience in Managerial Level in a Corporation, Statutory Board/ Institution or a reputed Mercantile Establishment.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br>2. Completion of minimum three (03) years satisfactory service in a post in the Manager Category (MM- 1-3) Grade I, in the subject area relevant to the post<br>**WITH**<br>A Postgraduate Degree qualification (Masters in Law) |

Salary Scale HM 1-1 - Rs. 140,640/- + (4,100x15) = Rs. 202,140/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 123,019/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| **Assistant General Manager (Internal Audit)**<br><br>**(HM 1- 1)**<br><br>***1 Vacancy*** | **External : (1 or 2 below)**<br><br>1. A Bachelor's Degree in Accounting/ Finance/ Commerce/ Management or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br>**WITH**<br>A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post<br>**AND**<br>Minimum of 13 years' experience in Managerial Level in a Corporation, Statutory Board/ Institution or a reputed Mercantile Establishment.<br><br>2. Full Membership of a recognized professional Chartered Institution in a relevant field to the post<br>**AND**<br>Minimum of 13years' experience at a 'Managerial Level' in a Corporation, Statutory Board/Institution or a reputed private institution.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br><br>2. Completion of minimum three (03) years satisfactory service in a post in the Manager Category (MM- 1-3) Grade I, in the subject area relevant to the post<br>**WITH**<br>A Postgraduate Degree qualification (Masters') in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post |

Salary Scale HM 1-1 - Rs. 140,640/- + (4,100x15) = Rs. 202,140/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 123,019/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

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Gazette.lk SINCE 2014 AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Manager (Administration & Human Resources)<br><br>**(MM 1- 3)**<br><br>*2 Vacancies* | **External :**<br><br>A Bachelor's Degree in Human Resources Management/ Public Administration/ Business Administration/ Business Management/ Commerce or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br>**AND**<br>A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br><br>2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post. |

Salary Scale MM 1-3 - Rs. 96,650/- + (2,480x10) + (3,450x15) = Rs. 173,200/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 85,896/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

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ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Regional Manager<br><br>**(MM 1- 3)**<br><br>*1 Vacancy* – Colombo District Office | **External :**<br><br>A Bachelor's Degree in Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br>**AND**<br>A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br>2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM 1-1) category, in the subject area relevant to the post. |

Salary Scale MM 1-3 - Rs. 96,650/- + (2,480x10) + (3,450x15) = Rs. 173,200/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 85,896/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Legal Officer<br><br>**(MM 1- 1)**<br><br>*2 Vacancies* | **External :**<br><br>Should have obtained active service experience of not less than three (03) years after swearing as an Attorney- at- Law of the Supreme Court.<br><br>**Internal :**<br><br>Having obtained the qualifications required by the external candidates |

Salary Scale MM 1-1 - Rs. 91,690/- + (2,480x10) + (3,450x15) = Rs. 168,240/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 81,710/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

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iii. Should be of excellent moral character.



Gazette.lk SINCE 2014 AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Administrative Officer (Admin & HR)<br><br>**(JM 1- 1)**<br><br>*1 Vacancy*<br>*(Postal Section)* | **External :**<br><br>A Bachelor's Degree in Human Resources Management/ B.Com/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br><br>**Internal** : **( 1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates<br>2. Completion of minimum of five (05) years satisfactory service in a post of the Operational/ Instructional Category (MA-4) in the subject area relevant to the post. |

Salary Scale JM 1-1 - Rs. 72,650/- + (1,360x10) + (2,040x18) = Rs. 122,970/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 65,633/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Administrative Officer (Member Accounts)<br><br>**(JM 1- 1)**<br><br>*1 Vacancy* | **External :**<br><br>A Bachelor's Degree in Business Management/ Science Stream/ BA/ B. Com/ Public Administration/Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br><br>**Internal** : **( 1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates<br>2. Completion of minimum of five (05) years satisfactory service in a post of the Operational/ Instructional Category (MA-4) in the subject area relevant to the post. |

Salary Scale JM 1-1 - Rs. 72,650/- + (1,360x10) + (2,040x18) = Rs. 122,970/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 65,633/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Accounts Officer<br><br>**(JM 1- 1)**<br><br>*7 vacancies* | **External : ( 1 or 2 below)**<br>1. A Bachelor Degree in Commerce /Accounting/ Finance/ Business Administration/ Public Management/ Finance Management or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br>2. Having passed the intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post.<br>**Internal** : **( 1 or 2 below)**<br>1. Having obtained the qualifications required by the external candidates<br>2. Completion of minimum of five (05) years satisfactory service in a post of the Operational/Instructional Category (MA-4) in the subject area relevant to the post. |

Salary Scale JM 1-1 - Rs. 72,650/- + (1,360x10) + (2,040x18) = Rs. 122,970/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 65,633/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Publicity Officer<br><br>**(JM 1- 1)**<br><br>*1 vacancy* | **External :**<br><br>A Bachelor Degree in Human Resources Management/ B. Com/ Journalism/ Public Administration/ Business Administration or any other Degree relevant to the subject area of the post which is recognized by the U.G.C.<br><br>**Internal** : **( 1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates<br>2. Completion of minimum of five (05) years satisfactory service in a post of MA-4 in the subject area relevant to the post. |

Salary Scale JM 1-1 - Rs. 72,650/- + (1,360x10) + (2,040x18) = Rs. 122,970/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 65,633/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

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iii. Should be of excellent moral character.



SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Assistant Administrative Officer (Admin & HR)<br><br>**(MA 4)**<br><br>*2 Vacancies* | **External:**<br><br>A Bachelor's Degree in Human Resources Management/ B.Com/ Public Administration/ Business Administration or any other Degree in relevant field which is recognized by the U.G.C.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br><br>2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant-Non Technological' (MA1- 2) category in the subject area relevant to the post. |

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Assistant System Analyst Programmer<br><br>**(MA 4)**<br><br>*2 Vacancies* | **External :**<br><br>A Bachelor's Degree in Computer Science/Computational Physics/ Information Technology which is recognized by U.G.C.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br>2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Technological' (MA 2-2) category in the subject area relevant to the post. |

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

**(w. e. f. 01.01.2027)**

*(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

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Gazette.lk SINCE 2014 AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Assistant Accounts Officer<br><br>**(MA 4)**<br><br>*1 Vacancy* | **External:**<br><br>A Bachelor's Degree in Commerce /Accounting/ Finance/ Financial Management/ Business Management which recognized by the U.G.C.<br>**OR**<br>Having passed the Intermediate Examination of recognized Professional Chartered Institute, of which the subject area is relevant to the post.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br>2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant-Non Technological' (MA 1- 2) category in the subject area relevant to the post. |

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

**(w. e. f. 01.01.2027)**

*(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

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SINCE 2014 Gazette.lk AMBITIONS REALIZED

| Post | Qualifications |
|---|---|
| Assistant Audit Officer<br><br>**(MA 4)**<br><br>*4 Vacancies* | **External:**<br><br>A Bachelor's Degree in Commerce /Accounting/ Finance/ Financial Management/ Business Management which recognized by the U.G.C.<br><br>**OR**<br>Having passed the Intermediate Examination of recognized Professional Chartered Institute, of which the subject area is relevant to the post.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br>2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant-Non Technological' (MA 1- 2) category in the subject area relevant to the post. |

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

**(w. e. f. 01.01.2027)**

*(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

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Gazette.lk AMBITIONS REALIZED SINCE 2014

| Post | Qualifications |
|---|---|
| Assistant System Administration Officer<br><br>**(MA 4)**<br><br>*1 Vacancy* | **External :**<br><br>A Bachelor's Degree in Computer Science/ Computation Physics/ Information Technology which the subject area is relevant to the post.<br><br>**Internal Candidates : - (1, 2 or 3 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br>2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Non Technological' (MA 1-2) category in the subject area relevant to the post.<br>3. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Technological' (MA 2- 2) category in the subject area relevant to the post. |

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

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| Post | Qualifications |
|---|---|
| Assistant Investment Officer<br><br>**(MA 4)**<br><br>*2 Vacancies* | **External :**<br><br>A Bachelor's Degree in Commerce/ Management/ Business Administration/ Public Administration or any other Degree in relevant field which is recognized by the U.G.C.<br><br>**Internal : (1 or 2 below)**<br><br>1. Having obtained the qualifications required by the external candidates above.<br>2. Completion of minimum eight (08) years satisfactory service of a post in the 'Management Assistant- Non Technological' (MA 1-2) category in the subject area relevant to the post. |

Salary Scale MA 4 - Rs. 64,320/- + (1,360x10) + (1,670x15) + (2,040x5) = Rs. 113,170/-

**(w. e. f. 01.01.2027)**

*(Initial Salary Point - Rs. 58,598/- (As at 2026/01/01)*

**Age Limit**

Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

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| Post | Qualifications |
|---|---|
| Book keeper<br><br>**(MA 2- 2)**<br><br>*3 Vacancies* | **External :**<br><br>Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in the field of Accounting/ Finance or Book Keeping issued by the Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.<br><br>**Internal :**<br><br>Having obtained the qualifications required by the external candidates above. |

Salary Scale MA 2-2 - Rs. 50,540/- + (540x10) + (630x7) + (1,080x4) + (1,280x20) = Rs. 90,270/-

**(w. e. f. 01.01.2027)**

*(Initial Salary Point - Rs. 49,960/- (As at 2026/ 01/ 01)*

**Age Limit**

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

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iii. Should be of excellent moral character.



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| Post | Qualifications |
|---|---|
| Management Assistant<br><br>**(MA 1- 2)**<br><br>*63 Vacancies* | **External :**<br><br>a) Having passed the GCE (O/ L) examination in six subjects in one sitting with Credit passes for four subjects including;<br>I. Sinhala/ Tamil<br>II. Mathematics<br><br>b) Having passed three subjects (other than the General Paper) at the GCE (A/ L) examination.<br><br>**Internal :**<br><br>Employees of the categories of Primary level- skilled, Primary level- semi skilled and Primary level- unskilled who possess the following qualifications are eligible to apply.<br><br>**Educational Qualifications and Experiences**<br><br>Having passed the GCE (O/ L) examination in six subjects with Credit passes for four subjects including;<br>I. Sinhala/ Tamil<br>II. Mathematics<br><br>**Other:** Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category. |

Salary Scale MA 1-2 - Rs. 46,220/- + (540x10) + (630x7) + (1,080x12) + (1,280x12) = Rs. 84,350/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 43,312/- (As at 2026/ 01/ 01)*

**Age Limit**

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**Other Every applicant,**

i. Should be a citizen of Sri Lanka.
ii. 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. iii. Should be of excellent moral character.



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| Post | Qualifications |
|---|---|
| Personal Assistant<br><br>**(MA 1- 2)**<br><br>*2 Vacancies* | **External :**<br><br>a) Having passed the GCE (O/ L) examination in six subjects in one sitting with Credit passes for four subjects including;<br>I. Sinhala/ Tamil<br>II. Mathematics<br><br>b) Having passed three subjects (other than the General Paper) at the GCE (A/ L) examination.<br>c) Preference will be given those who have passed Secretarial/ word processing course from a recognized institution.<br>**AND**<br>Word Processing speed of 35 w. p. m. and short hand speed of 60 w. p. m. |

Salary Scale MA 1-2 - Rs. 46,220/- + (540x10) + (630x7) + (1,080x12) + (1,280x12) = Rs. 84,350/-
**(w. e. f. 01.01.2027)**
*(Initial Salary Point - Rs. 42,312/- (As at 2026/ 01/ 01)*

**Age Limit**

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**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.

| Post | Qualifications |
|---|---|
| Driver Cum Office Aid<br><br>**(PL 3)**<br><br>*8 Vacancies* | **External :**<br><br>Having passed six (06) subjects in GCE (O/ L) examination, at least with two (02) credit passes in maximum of two sitting.<br><br>**AND**<br>Having obtained the license issued by the Commissioner General, Department of Motor traffic to drive heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license at a reputed establishment.<br><br>**Internal :**<br><br>Having obtained the license issued by the Commissioner General, Department of Motor traffic to drive heavy vehicles and a minimum of three (03) years experience in driving after obtaining the driving license.<br>**AND**<br>Completing of minimum five (05) years satisfactory service in a post in the category of primary Semi skilled (PL 2) or Primary unskilled (PL 1) |

Salary Scale PL 3 - Rs. 43,280/- + (490x10) + (540x10) + (590x10) + (630x12) = Rs. 67,040/-

**(w. e. f. 01.01.2027)**

*(Initial Salary Point - Rs. 40,834/- (As at 2026/ 01/ 01)*

**Age Limit**

Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates.

**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.



SINCE 2014 Gazette.lk AMBITIONS REALIZED