

SRI LANKA FOUNDATION

Vacancy for the Post of Store Keeper (MA 2-1-2025) – 01 Post

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post of The Sri Lanka Foundation.

Qualifications

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in Supply and Material Management issued by a Technical/Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal Candidates (1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.

Age: The candidate should be not less than 18 years and not more than 45 years.

Salary Scale: Will be in accordance with the Management Services Circular 01/2025.

JM 1-2 -2025 50,540-10x540-07x630-04-890-20x1,190=87,710/-.

Nature of Appointment: Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

Job Description

- Custody and overall responsibility of goods procured in the stores.
- Update the stock record regularly.
- Assist in the stock verification
- Coordinate with supply Officer, AD/DD (Finance) with regards to stores requisition and inventory management.
- Attend to issuing and receipt of goods and raise Goods Received Notes (GRN) and Goods Issued Notes (GIN)

Recruitment Procedure:

Based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority.

a) If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.

b) If selected through a structured interview – appointments will be made purely in the order of merit at the interview.

General Conditions

Every applicant:

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post.
- Should be of excellent moral character.
- Computer literacy and sound knowledge would be an added advantage.
- Any application submitted without the required information will be rejected.
- The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.
- Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.
- Applicants must duly complete the Specimen application provided by the SLF.
- Applicants must have completed all the qualifications before the closing date of applications.
- The final decision in respect of recruitment shall rest solely with the SLF Management.

Application should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach “Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Independence Square, Colombo 07.” on or before 08th November 2026

Chairman,
Sri Lanka Foundation
No.100, Sri Lanka Padanama Mawatha,
Independence Square
Colombo 07