



EMPLOYEES' TRUST FUND BOARD

(Ministry of Finance, Planning and Economic Development)



VACANCIES

The Board invites applications from suitable qualified Sri Lankan citizens for the following vacancies.

Table 1: The below vacancies are expected to be filled through an interview for each respective position.

S/ No.	Designation	Salary Code	No. of Vacancies
1	General Manager	HM 2 - 1	1
2	**Deputy General Manager (Planning, Research and Development)	HM 1 - 3	1
3	Assistant General Manager (Member Accounts)	HM 1 - 1	1
4	Assistant General Manager (Finance)	HM 1 - 1	1
5	Assistant General Manager (Legal)	HM 1-1	1
6	Assistant General Manager (Internal Audit)	HM 1 - 1	1
7	Manager (Admin and HR)	MM 1 - 3	2
8	Regional Manager	MM 1 - 3	1
9	Legal Officer	MM 1 - 1	2

**Applications for this position may also be submitted on a Secondment basis.

Table 2: The vacancies mentioned below are expected to be filled through short listing, a competitive examination and an interview.

S/ No.	Designation	Salary Code	No. of Vacancies
10	Administrative Officer (Admin and HR)	JM 1 - 1	1
11	Administrative Officer (Member Service)	JM 1 - 1	1
12	Accounts Officer	JM 1 - 1	7
13	Publicity Officer	JM 1 - 1	1
14	Assistant Administrative Officer (Admin and HR)	MA 4	2
15	Assistant System/ Analyst Programmer	MA 4	2
16	Assistant Accounts Officer	MA 4	1
17	Assistant Internal Audit Officer	MA 4	4
18	Assistant System Administration Officer	MA 4	1
19	Assistant Investment Officer	MA 4	2
20	Book Keeper	MA 2 - 2	3
21	Management Assistant	MA 1 - 2	63
22	Personal Assistant	MA 1 - 2	2
23	Driver cum Office Aide	PL - 3	8

GENERAL INSTRUCTIONS RELATING TO THE RECRUITMENT PROCESS

All applications for the vacancies advertised by the Employees' Trust Fund Board shall be submitted **online only**. Applicants are required to carefully read and comply with the following instructions before submitting their applications.

1. Applications shall be accessed and submitted through the official website of the Employees' Trust Fund Board, **www.etfb.lk** and shall be completed in English.
2. **An applicant shall submit only one application for each post applied for.**
3. Applicants shall be responsible for ensuring the accuracy, completeness and authenticity of all personal and other information furnished in the application.
4. Applicants applying for Posts No. 10 to 23 shall be required to pay a non-refundable application processing fee of Rs. 1,000/- as the examination and other applicable fees. **Where an applicant applies for more than one post, the prescribed non-refundable application processing shall be paid separately in respect of each post applied for.** (An application submitted without the prescribed payment shall be treated as an rejected application)
5. The account details of the Employees' Trust Fund Board to which the non-refundable application processing fee applicable to Posts No. 10 to 23 shall be paid are specified in the relevant newspaper advertisements published by the Board. The relevant newspaper advertisements have been published in Dinamina, Thinakaran and Daily News on Wednesday, 30th September 2026.
6. The following supporting documents shall be uploaded in PDF format and in the order specified below:
 - I. National Identity Card
 - II. Driving License (Only for the drivers)
 - III. Educational Qualifications
 - IV. Professional Qualifications
 - V. Copies of Certificates of Service
 - VI. Certificates relating to other extracurricular activities (In respect of certificates relating to sports activities, only certificates relating to National, Provincial and Public/State Service level achievements shall be considered)

Only the original documents shall be considered and photocopies shall not be accepted. All qualifications specified for the relevant post shall have been obtained on or before the closing date for the submission of applications. No qualification, document, certificate or other information which was not submitted with the application by the closing.

7. Applicants shall pay the non-refundable application processing fee online only and upload the payment receipt in the designated section (**The non-refundable application processing fee is required only for Posts No. 10 to 23**). The receipt must include the applicant's National Identity Card Number (NIC) and the post applied for. (**The fee paid for one post cannot be transferred to another post or refunded for any reason**).
8. Once you have duly completed and submitted the application form, you will receive an email stating "**Application successfully submitted.**" The **Reference No.** mentioned in the email will be required for all future correspondence and related activities. Therefore, please keep it safe. Furthermore, as all subsequent correspondence and procedures will be conducted via email, it is mandatory to provide a valid and currently active email **address** when submitting your application.
9. Applicants may apply under the Internal or External category, as applicable. For the purpose of this recruitment, **Internal Applicants shall mean permanent members of the staff who are serving in the Employees' Trust Fund Board** as at the date of application.
10. When completing the application, applicants who are currently employed in Government institutions and Government- affiliated corporations and statutory institutions must attach the **Attestation** duly certified by the Head of the institution where they are employed. Internal applicants shall confirm their acceptance of and compliance with the recruitment procedures prescribed by the Chairman/Chief Executive Officer of the Employees' Trust Fund Board. The decision of the Chairman/Chief Executive Officer of the Employees' Trust Fund Board in relation to the recruitment process shall be treated as final, subject to the applicable laws, rules and regulations.
11. Once an application has been completed and submitted, no amendment or addition of information shall be permitted. Accordingly, the applicant shall bear full responsibility for ensuring that all information furnished in the application is true, accurate, complete and properly entered prior to final submission.
12. **Applications which do not satisfy the prescribed basic recruitment requirements, or which are submitted differing to the recruitment procedures and requirements of the Employees' Trust Fund Board shall be treated as rejected applications. The non-refundable application processing fee paid in respect of any such rejected application shall not be refunded under any circumstances.**
13. Applicants requiring further information or experiencing any technical difficulty in relation to the online application process may contact the Information Technology Division of the Employees' Trust Fund Board.
 - Danushka Prageeth – 0776 041 402

11. (The part is Applicable only for Candidates who Engage in Government Employment) Attestation of the head of the Department / Institution

I hereby certify that Dr./Mr./ Mrs./ Miss.
who is working in this ministry/ Department/ Institution, is working in the post of
..... and his/ her
work and conduct are satisfactory, no disciplinary action pending against him/ her and no
decision has been taken to impose any such in the future. If he/ she will be selected for this
post, he/ she can/ cannot be released from the service.

Date
.....
Signature of the head of the
department/ Authorized officer

Name
Designation
Address

Recommendation of DGM/ AGM
(For Internal Candidates only)

Post of:

Name with Initials:

ETF No:

Division:

I recommend/ not recommend to proceed this application.

If not recommend, please indicate the reason briefly.

.....

.....

.....

.....

.....

Date Signature

EMPLOYEES' TRUST FUND BOARD

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

VACANCIES

Post	Qualifications
General Manager (HM 2- 1) 1 Vacancy	External : A Degree recognized by the U.G.C. in the field of BSc. (Accounting/ Finance) BSc. (Business/ Public Administration)/ B. Com AND Postgraduate Degree in Accounting/ Finance/ B. Com/ Public Administration or any other relevant field or Corporate Membership of a recognized professional institution in Management. AND 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. Internal : A Minimum of three (03) years satisfactory service in a post of Additional General Manager in the Senior Manager Category (HM 2- 1). 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,

- 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.

Post	Qualifications
Deputy General Manager (Planning, Research and Development) (HM 1- 3) <i>1 Vacancy</i>	External: (1 or 2 below) 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. WITH 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. AND A minimum of fifteen (15) years experience in Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment. 2. Full membership of a recognized professional Chartered Institution in the relevant field to the post. AND A minimum of fifteen (15) years experience at a Managerial Level in a Corporation/ Statutory Board or a Reputed Mercantile Establishment. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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.

Post	Qualifications
Assistant General Manager (Member Accounts) (HM 1- 1) 1 Vacancy	External : 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. WITH 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 AND Minimum of 13 years' experience at a Managerial Level in a Corporation, Statutory Board/ Institution or a reputed private institution. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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 WITH 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,

- 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
Assistant General Manger (Finance) (HM 1- 1) <i>1 Vacancy</i>	External : (1 or 2 below) 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. WITH 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 AND A Minimum of 13 years' experience in Managerial Level in a Corporation, Statutory Board/ Institution or a reputed private institution. 2. Full Membership of a recognized professional Chartered Institution in a relevant field to the post AND Minimum of 13 years' experience at a 'Managerial Level' in a Corporation, Statutory Board/Institution or a reputed private institution. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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 WITH 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,

- 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
Assistant General Manger (Legal) (HM 1- 1) 1 Vacancy	External : A Bachelor's Degree in LLB which is recognized by the U.G.C. with Attorney- at- Law WITH A Postgraduate Degree qualification LLM (Masters in Law AND A Minimum of 13 years' experience in Managerial Level in a Corporation, Statutory Board/ Institution or a reputed Mercantile Establishment. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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 WITH 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.

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
Assistant General Manager (Internal Audit) (HM 1- 1) 1 Vacancy	External : (1 or 2 below) 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. WITH 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 AND Minimum of 13 years' experience in Managerial Level in a Corporation, Statutory Board/ Institution or a reputed Mercantile Establishment. 2. Full Membership of a recognized professional Chartered Institution in a relevant field to the post AND Minimum of 13years' experience at a 'Managerial Level' in a Corporation, Statutory Board/Institution or a reputed private institution. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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 WITH 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,

- 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
Manager (Administration & Human Resources) (MM 1- 3) 2 Vacancies	External : 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. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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,

- 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
Regional Manager (MM 1- 3) 1 Vacancy – Colombo District Office	External : 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. AND A minimum one (01) year post qualifying experience in the relevant field to the Post, after obtaining the first degree. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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,

- 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
Legal Officer (MM 1- 1) 2 Vacancies	External : Should have obtained active service experience of not less than three (03) years after swearing as an Attorney- at- Law of the Supreme Court. Internal : 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.

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
Administrative Officer (Admin & HR) (JM 1-1) <i>1 Vacancy</i> <i>(Postal Section)</i>	External : 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. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates 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,

- 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
Administrative Officer (Member Accounts) (JM 1-1) <i>1 Vacancy</i>	External : 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. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates 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,

- 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
Accounts Officer (JM 1-1) <i>7 vacancies</i>	External : (1 or 2 below) 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. 2. Having passed the intermediate Examination of a recognized professional Chartered Institute of which the subject area is relevant to the post. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates 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,

- 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
Publicity Officer (JM 1- 1) <i>1 vacancy</i>	External : 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. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates 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,

- 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
Assistant Administrative Officer (Admin & HR) (MA 4) 2 Vacancies	External: 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. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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,

- 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
Assistant System Analyst Programmer (MA 4) 2 Vacancies	External : A Bachelor's Degree in Computer Science/Computational Physics/ Information Technology which is recognized by U.G.C. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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,

- 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.

Post	Qualifications
Assistant Accounts Officer (MA 4) 1 Vacancy	External: A Bachelor's Degree in Commerce /Accounting/ Finance/ Financial Management/ Business Management which recognized by the U.G.C. OR Having passed the Intermediate Examination of recognized Professional Chartered Institute, of which the subject area is relevant to the post. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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,

- 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.

Post	Qualifications
Assistant Audit Officer (MA 4) <i>4 Vacancies</i>	External: A Bachelor's Degree in Commerce /Accounting/ Finance/ Financial Management/ Business Management which recognized by the U.G.C. OR Having passed the Intermediate Examination of recognized Professional Chartered Institute, of which the subject area is relevant to the post. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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,

- 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
Assistant System Administration Officer (MA 4) <i>1 Vacancy</i>	External : A Bachelor's Degree in Computer Science/ Computation Physics/ Information Technology which the subject area is relevant to the post. Internal Candidates : - (1, 2 or 3 below) 1. Having obtained the qualifications required by the external candidates above. 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. 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.

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
Assistant Investment Officer (MA 4) 2 Vacancies	External : 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. Internal : (1 or 2 below) 1. Having obtained the qualifications required by the external candidates above. 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,

- 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
Book keeper (MA 2- 2) 3 Vacancies	External : 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. Internal : 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,

- 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
Management Assistant (MA 1- 2) 63 Vacancies	External : a) Having passed the GCE (O/ L) examination in six subjects in one sitting with Credit passes for four subjects including; I. Sinhala/ Tamil II. Mathematics b) Having passed three subjects (other than the General Paper) at the GCE (A/ L) examination. Internal : 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. Educational Qualifications and Experiences Having passed the GCE (O/ L) examination in six subjects with Credit passes for four subjects including; I. Sinhala/ Tamil II. Mathematics 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. 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
Personal Assistant (MA 1- 2) 2 Vacancies	External : a) Having passed the GCE (O/ L) examination in six subjects in one sitting with Credit passes for four subjects including; I. Sinhala/ Tamil II. Mathematics b) Having passed three subjects (other than the General Paper) at the GCE (A/ L) examination. c) Preference will be given those who have passed Secretarial/ word processing course from a recognized institution. AND 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 (PL 3) 8 Vacancies	External : Having passed six (06) subjects in GCE (O/ L) examination, at least with two (02) credit passes in maximum of two sitting. AND 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. Internal : 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. AND 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.