



VACANCY

SRI LANKA ATOMIC ENERGY BOARD



Applications are invited from suitably qualified applicants who are citizens of Sri Lanka for the following post.

Every applicant,

- Should be a citizen of Sri Lanka .
- Should be physically and mentally fit to the discharge the duties of the post well and to serve in any part of the Island.
- Should be of excellent moral character .

Post of Management Assistant –Grade III (05 vacancies)

Job Description :

- Work independently in providing clerical support to assigned line i.e. management, accounting, administrative, shroff & auditing functions, procurement of good & services, maintaining of stores, communications under the supervision of the immediate supervisor.
- Handling office routine work, correspondence and management of filing system.
- Enlargement of knowledge base through participation in training programmes.
- Work with innovation using modern tools of office work such as computer applications.
- Preparation of records and maintenance of record keeping systems and data bases.
- Any other functions entrusted by the higher management.

Qualifications :

External :

- a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - i. Sinhala / Tamil
 - ii. English language
 - iii. Maths
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L new syllabus) examination/ having passed four subjects at the G.C.E. (A/L - old syllabus) examination.
- c) Knowledge in word processing in Sinhala and Tamil will be a distinct advantage.

Internal: (1 or 2 below)

Employees of the categories of Primary Level – Skilled or Primary Level - Primary Level - Unskilled who possess the following qualifications are eligible to apply.

Educational :

Having passed the G.C.E. (O/L) examination in six subjects with credit passes for four subjects including

- i. Sinhala / Tamil
- ii. English language (If necessary to the post)
- iii. Maths

Age : Should not be less than 18 years and not more than 45 years to the closing date of application. The upper age limit does not apply to internal candidates.

Employee Category As per MSD Circular No. 30: Management Assistant – Non Tech (MA 1-2)

Salary Code : MA 1-2 2016

Salary Scale:

Rs. 27,910/- 300/-x10, 350/-x7 600/-x12, 710/-x12= 49,080/- (monthly) as per Management Services Department (MSD) Circular 02/2016. This salary scale will be applicable to five stages for the period of year 2016-2020. Full salary scale will be given in year 2020. Initial salary step for the year 2017 is Rs.19,234/- and adjustment allowance Rs.6,984/- (in addition to the above salary Government approved other allowances will be paid.)

Method of Recruitment:

By a written competitive examination and a structured interview .Subjects for the examination Language Proficiency, Aptitude test and Computer Test relevant to the post .

Nature of Appointment :

Permanent basis with entitlement of EPF, ETF and other benefits.

Examination fee :

The amount of Rs.1500/- will be charged and you shall credit to the Account No: 071-100-113320739 at any branch of People's Bank, drawn in favour of "Sri Lanka Atomic Energy Board" for the post of Management Assistant – Grade III.

Application with full bio-data, names and addresses of two non related referees and copies of certificate relevant to the post & bank slip should be forwarded under registered cover to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 10th August 2017. The post for which the application is made should be marked on the left hand top corner of the envelope. Those who are employed in the State Sector/ Corporation/Statutory Boards should forward their applications through the respective Head of Institution.

**Director General,
Sri Lanka Atomic Energy Board
60/460, Baseline Road, Orugodawatta, Wellampitiya .
Tel: 0112-533427-8**