



## VACANCY

### MINISTRY OF POWER & ENERGY

#### 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 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** (No of post: 01)

**Job Description :**

- Work independently in providing clerical support to assigned line i.e. management, accounting, administrative, shroff & auditing functions, procurement of goods & services, maintaining of stores, communications under the supervision of the immediate supervisor.
- Handling office routine work, correspondence and management of filing system.
- 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.
- Carry out any other work entrusted by the Chairman / DG / Higher Management of the Board within or outside the premises of the Board

**Qualifications :**

**External Candidates**

**Educational:**

- 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 Mathematics
- b) Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) examination.

## **Internal Candidates**

Employees of the categories of Primary Level-Skilled or 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
- iii Mathematics

### **Other:**

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

**Age** : Age should be not less than eighteen (18) years and not more than forty-five (45) years. The upper age limit will not apply to the internal candidates.

**Employee Category As per MSD Circular No. 30: Management Assistant- Non-Technological**

**Salary Code** : MA 1-2- 2016

### **Salary Scale:**

Rs. 27,910 - 10x300 - 7x350 - 12x600 - 12x710 - 49,080 (monthly) as per Management Services Department (MSD) Circular 02/2016. (In addition to the above salary Government approved other allowances will be paid.)

### **Method of Recruitment:**

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

### **Nature of Appointment :**

Permanent with entitlement of Employees' Provident Fund and Employees' Trust Fund.

Application with full bio-data, names and addresses of two non-related referees and copies of certificates should be forwarded by registered post to reach Director General, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 28<sup>th</sup> November 2022. "Application for the post of Management Assistant – Grade III" should be marked on the top left hand corner of the envelope. Those who are employed in the State Sector/ Corporations/Statutory Boards should forward their applications through the respective Heads of Institutions.

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