



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 Administrative Officer (Sri Lanka Gamma Centre) (No of post: 01)
(This post is required for Sri Lanka Gamma Centre located at Free Trade Zone Biyagama)

Job Description :

- Work independently in providing administrative & managerial support to assigned line management under the supervision of the immediate supervisor on administration & human resource management.
- Handling office routine work, correspondence, record keeping, arrangement of meetings, keeping minutes and management of filing system and managing the relevant assisting staff.
- Enlargement of knowledge base through participation in training programmes.
- Work with innovation using modern tools of office work such as computer hardware and software.
- Preparation of records and maintenance of record keeping systems and data bases.
- Any other functions entrusted by the higher management.

Qualifications :

External Candidates: -

A Degree in Human Resource Management, Commerce, Public Administration, Public management, Business Administration (Special) HR which is recognized by the U.G.C.

Internal Candidates: - (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 of the 'Management Assistant-Non-Technological' (MA1-2) Grade II, in the subject area relevant to the post.

Age : 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.

Employee Category As per MSD Circular No. 30: Junior Manager (JM 1-2)

Salary Code : JM1-2 2016

Salary Scale:

Rs. 43,355 - 10 x 755 - 18 x 1,135 – 71,335 (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 result 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 relevant to the post should be forwarded by registered post to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 27th December 2023 or by e-mail to recruitment2023@ceb.gov.lk on or before 27th December 2023. (When forwarding applications through e-mail, the application and the other documents should be attached as a single file (PDF - Zip file)) The post for which the application is forwarded should be mentioned 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.

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