



National Council for Elders
National Secretariat for Elders



VACANCIES

Applications are invited from qualified applicants for the following posts in Kataragama Elders Home under the National Secretariat for Elders.

Name of Post	Officer in Charge – 01 Post
Nature of Appointment	Permanent with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF)
Monthly Salary	(As per Management Services Circular No. 01/2025 dated 25.03.2025) JM 1-1 2025 – Rs. (72,650 – 10 x 1360 – 18 x 2040 – 122,970)
Age Limit	Should be not less than 22 years and not more than 45 years. Maximum age limit will not be applicable to internal applicants.
Qualifications	External Applicants 1. Should have obtained a degree in Social Science, Commerce, Business Management or an Arts degree recognized by the University Grants Commission. Internal Applicants (1 or 2 below) 1. Should have fulfilled the qualification mentioned in 1 above for the external applicants 2. Should have completed a satisfactory service period of minimum five (05) years in the post of Elders Entitlement Promotion Officer (MA3)

Name of Post	Attendants – 02 Posts
Nature of Appointment	On Contract basis with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF)
Monthly Salary	(As per Management Services Circular No. 01/2025 dated 25.03.2025) Rs. 40,403 + Cost of Living Allowance
Age Limit	Should be not less than 18 years and not more than 45 years.
Qualifications	Qualifications (Mandatory General Qualifications) Education (a) Should have passed in six (06) subjects in one sitting with four (04) credit passes including (i) Sinhala / Tamil (ii) Mathematics (iii) English Language At the General Certificate of Education (Ordinary Level) Examination (b) Should have passed in at least three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination (c) Other required qualifications specially to the post:- Should have followed a three (03) months full time course recognized by the tertiary and Vocational Education Commission regarding caring services or any other equivalent level proficiency. Or Should have followed a three (03) months full time course regarding providing first aid recognized by the Tertiary and Vocational Education Commission or any other equivalent level proficiency

Name of Post	Driver – 01 Post
Nature of Appointment	On Contract basis with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF)
Monthly Salary	(As per Management Services Circular No. 01/2025 dated 25.03.2025) Rs. 38,387 + Cost of Living Allowance
Age Limit	Should be not less than 18 years and not more than 45 years.
Qualifications	Qualifications 5.1.1 Educational Qualifications Should have passed in six (06) subjects in two sittings with at least two (02) credit passes including at the General Certificate of Education (Ordinary Level) Examination 5.1.2 Proficiency Should have obtained a Driving License to drive Heavy Vehicles issued by the Commissioner General of Motor Traffic and should have obtained at least three (03) years experience in driving after obtaining the Driving License.

Name of Post	Cook – 01 Post
Nature of Appointment	On Contract basis with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF)
Monthly Salary	(As per Management Services Circular No. 01/2025 dated 25.03.2025) Rs. 37,715 + Cost of Living Allowance
Age Limit	Should be not less than 18 years and not more than 45 years.
Qualifications	Qualifications Should have obtained a Proficiency Certificate of not less than N.V.Q. Level Two (02) issued by a Vocational Training Institute recognized by the Tertiary and Vocational Education Commission in Cookery / Food Technology

Name of Post	Cook Assistant – 01 Post
Nature of Appointment	On Contract basis with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF)
Monthly Salary	(As per Management Services Circular No. 01/2025 dated 25.03.2025) Rs. 36,475 + Cost of Living Allowance
Age Limit	Should be not less than 18 years and not more than 45 years.
Qualifications	Qualifications Should have sat the General Certificate of Education (Ordinary Level) Examination Vocational Qualification Should have followed a course of not less than three (03) months in Cookery

Name of Post	Male Caregiver / Female Caregiver – 04 Posts
Nature of Appointment	On Contract basis with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF)
Monthly Salary	(As per Management Services Circular No. 01/2025 dated 25.03.2025) Rs. 36,475 + Cost of Living Allowance
Age Limit	Should be not less than 18 years and not more than 45 years.
Qualifications	Educational and Vocational Qualifications Should have sat the General Certificate of Education (Ordinary Level) Examination and should completed a service period of not less than six (06) months in the relevant field (Relevant to Care giving activities)

Name of Post	Office Assistants – 02 Posts
Nature of Appointment	On Contract basis with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF)
Monthly Salary	(As per Management Services Circular No. 01/2025 dated 25.03.2025) Rs. 36,475 + Cost of Living Allowance
Age Limit	Should be not less than 18 years and not more than 45 years.
Qualifications	Qualifications Should have sat the General Certificate of Education (Ordinary Level) Examination

Name of Post	Bungalow Keeper – 01 Post
Nature of Appointment	On Contract basis with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF)
Monthly Salary	(As per Management Services Circular No. 01/2025 dated 25.03.2025) Rs. 36,475 + Cost of Living Allowance
Age Limit	Should be not less than 18 years and not more than 45 years.
Qualifications	Educational and Vocational Qualifications Should have sat the General Certificate of Education (Ordinary Level) Examination and should have followed a course of not less than six (06) months in food preparation

Name of Post	Multi Duty Technical Assistant – 01 Post
Nature of Appointment	On Contract basis with entitlement for Employees Provident Fund (EPF) and Employees Trust Fund (ETF)
Monthly Salary	(As per Management Services Circular No. 01/2025 dated 25.03.2025) Rs. 40,008 + Cost of Living Allowance
Age Limit	Should be not less than 18 years and not more than 45 years.
Qualifications	Qualifications Should have obtained a Proficiency Certificate of not less than N.V.Q. Level Two (02) issued by a Vocational Training Institute recognized by the Tertiary and Vocational Education Commission in Electrical and Water Circuits

Conditions for Employment

- Appointment relevant to the Post of Officer in Charge is permanent and the appointment for the posts of Attendants, Driver, Cook, Cook Assistant, Caregiver, Office Assistant and Bungalow Keeper will be on Contract basis and are subject to two (02) years contracts. There is a possibility of extending the service on annual contract basis based on the requirement of the post and satisfactory performance.
- With entitlement to Employees Provident Fund (EPF) and Employees Trust Fund (ETF) as per government approved policy.
- Should be subjected to the provisions of the Protection of Rights of Elders Act No. 09 of 2000 and Protection of Rights of Elders (Amendment) Act No. 05 of 2011 and Rules and regulations imposed by the Government from time to time
- These recruitments are made only for the Kataragama Elders Home under the National Secretariat for Elders

Other General Conditions

Every applicant,

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge the duties entrusted to the post and to serve
- Should bear an excellent moral character

Method of Recruitment for the Post

Will be recruited after selection based on the results of the structured interview conducted by a Board of Interviewers appointed by the competent authority for recruitments after calling for applications through a public notice or newspaper advertisement. A Trade test will be conducted for the posts of Cook, Cook Assistant and Driver.

- * All appointments / recruitments made to this service category and the promotions within these service categories will only be in strict compliance of the provisions in this procedure.
- * Deployment in service after recruitment and for the related other matters the provisions in the Establishment Code will be applicable.
- * All matters mentioned in this recruitment procedure should be implemented exceeding the provisions of the Establishment Code Procedure shown here.

Method of Applying

Application forms may be obtained by visiting the (nse.gov.lk) website.

Applications along with photocopies of the National Identity Card, all Educational Certificates, other certificates that prove the qualifications should be sent only by Registered Post addressed to “**Director, National Secretariat for Elders, Second Floor, D Block, Sethsiripaya Stage II, Battaramulla**” to receive on or before **10.03.2026**.

The post applying for should be clearly mentioned on the left top corner of the envelope containing the applications. Originals of the National Identity Card and all other certificates of which the copies are enclosed should be produced at the interview.

Applicants applying for several positions should submit separate applications for each post.

Applicants already serving in government departments, government corporations and statutory boards should send their applications through the heads of respective institutions.

Director of the National Secretariat for Elders reserves the right to short list the applications. National Council for Elders reserves the right to take the decision regarding recruiting or not recruiting for one or more posts.

Applications that are not complete in every way, or that do not fulfill the basic qualifications, applications without the photocopies and that are late will be rejected without any prior intimation. National Secretariat for Elders will not bear responsibility for the applications that are misplaced in post.

Director

**National Secretariat for Elders
Second Floor, D Block, Sethsiripaya Stage Two, Battaramulla.**

24.02.2026