



Consumer Affairs Authority



Ministry of Trade, Commerce, Food Security and Co-operative Development

VACANCIES

Applications are invited from suitably qualified persons to fill the following vacancies in the Consumer Affairs Authority.

1. Post of Drivers (PL 3) – (05 posts) - Head Office

Job Description: Driving of motor vehicle adhering to the road rules and as per the instructions given by the officer-in-charge, maintenance and updating of records such as running charts, service records etc, daily maintenance of the vehicle, keep informed the officer-in-charge about the condition of the vehicle, attend to service and repair requirements of the vehicle, In the event of any incident or any accident the officer-in-charge should be informed, any other duties assigned by the officer-in-charge/head of division.

Qualifications:

Educational: Passed G.C.E. (O/L) Examination in six subjects including Sinhala or Tamil.

AND

Vocational: A valid license to drive heavy vehicles and a minimum of three years experience in driving heavy vehicles at a reputed establishment.

Internal: Employees of the Primary Level - Unskilled who have sat for the G.C.E. (O/L) Examinations and passed a minimum of 02 subjects and have acquired a valid License to drive heavy with 3 years' experience in driving.

Salary Scale: PL 3 : 2025 Rs. (43,280 - 10 x 490 – 10 x 540 – 10 x 590 – 12 x 630 – 67,040)
(With effect from 2027.01.01)

Salary: Rs. 40,834/- (Basic paid salary as at 01.01.2026 - As per DMS Circular No: 01/2025)

Age: Should be not less than 18 years and not more than 45 years.

2. Post of Office Aide (PL 1) – (03 posts) - Head Office

Job Description: Performing of basic functions such as movement of letters, files and stationery within and outside the Authority, operating of office equipment such as photocopiers, duplicating machines and binding machines etc, key duties, switching on and switching off lights, fans, A/C machines, Photocopiers etc, Preparation and serving of tea for office staff, Entering and delivery of office mail, daily collection of post-box mail, ensure cleanliness of the office premises, assist the staff when required, any other duties as assigned by the head of the division.

Qualifications:

Educational: Persons who have sat for the G. C. E. (O/L) Examination and passed a minimum of 02 subjects.

Salary Scale: PL 1 : 2025 Rs. (40,500 - 10 x 450 – 10 x 490 – 7 x 540 – 15 x 590 – 62,530)
(With effect from 2027.01.01)

Salary: Rs. 38,488/- (Basic paid salary as at 01.01.2026-As per DMS Circular No: 01/2025)

Age: Should be not less than 18 years and not more than 45 years.

General Conditions.

Nature of Appointment:

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund and provisions as per relevant government circulars.

Salary at Recruitment:

Persons recruited externally will be placed at the initial step of the salary scale. The salary of persons recruited internally will be determined in terms of the provision in Chapter VII of the Establishment Code.

Other:

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 an excellent moral character.

Eligible candidates are invited to submit their applications under registered cover to the address given below within 14 days (20.04.2026 – 03.05.2026) of this advertisement. Copies of the relevant certificates in proof of qualifications should also be attached to the application. Applications from employees in the state sector should be forwarded their applications through the relevant heads of the Institutions. Applications which do not conform to the above requirements, incomplete and applications sent after the closing date will be rejected. Canvassing will be regarded as a disqualification. The post applied for should be stated on the top left-hand corner of the envelop. Please forward your applications to;

Director General
Consumer Affairs Authority,
1st and 2nd Floor, CWE Secretarial Building,
No. 27, Vauxhall Street,
Colombo 02.
www.caa.gov.lk
Tel. 0117755455/456

20.04.2026