



VACANCY

MINISTRY OF SCIENCE AND TECHNOLOGY

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 – (MA 1-2 – Grade III) (No of posts: 07)

(Head Office Located at Orugodawatte, Wellampitiya/National Centre for Non-Destructive Testing located at Bulugaha Junction, Kelaniya, Sri Lanka Gamma Centre, Biyagama)

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.
- 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.
- Carryout 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 Candidate

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 (MA 1-2)

Salary Code: MA 1-2 2025

Salary Scale:

Rs. 46,220 - 10 x 540 - 7x 630 12 x 1,080 12 x 1,280 =84,350/-(monthly) as per Management Services Department (MSD) Circular 01/2025. Initial Salary Step for the year 2026 is Rs.43,312/- (Monthly)
(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.

Subjects for the examination

- Language Proficiency
- Aptitude Test
- Computer Test

Nature of Appointment :

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

Note:

Each applicant should be deposited Rs. 1,800/- in sake of Sri Lanka Atomic Energy Board, Bank Account No 071-1-001-1-3320739 at Peoples Bank, Dematagoda. The slip should be attached along with the application.

Application with full bio-data, names and addresses of twonon-related referees and copies of certificates relevant to the post should be forwarded by registered post to reach the Chairperson, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before 11th May 2026. 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.



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