



**Ministry of Finance, Economic Stabilization
& National Policies**

National Insurance Trust Fund

VACANCIES



National Insurance Trust Fund Board (NITF) which comes under the purview of Ministry of Finance, Economic Stabilization & National Policies is a fully government owned entity responsible for implementation of Schemes such as Agrahara Medical Insurance, Motor Insurance and the sole reinsurer accepting Compulsory Reinsurance Session from the private insurers in insurance industry at the forefront with an enviable record innovation, growth and profitability achieved during its existence of over 18 years.

NITF seeks to recruit dynamic and self motivated individuals to be appointed for the following positions.

1. Office Aide

Qualifications : Persons who have sat for the G.C.E. O/L Examination

Salary Scale : PL 1 - 2016 Rs.[24,750 - 10x250 - 10x270 - 7x300 - 15x330 - 37,000]

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

2. Driver

External Candidates

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings **AND** Having obtained the license issued by the Commissioner General, Department of Motor Traffic (the expected proficiency should clearly mentioned)

AND

Minimum of three (03) years experience in driving after obtaining the driving license.

Internal Candidates

Having obtained the license issued by the Commissioner General, Department of Motor Traffic (the expected proficiency should be clearly mentioned) **AND** Minimum of three (03) years experience in driving after obtaining the driving license.

AND

Completion of minimum five (05) years satisfactory service in a post in the category of primary Semi Skilled (PL2) or Primary Unskilled (PL1)

❖ **Having the Heavy Vehicle License is an added advantage.**

Salary Scale : PL 3 - 2016 Rs.[26,290 - 10x270 - 10x300 - 10x330 - 12x350 - 39,490]

Age : Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the internal candidates

Nature of Appointment

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund

All applicants,

- Should be citizens of Sri Lanka
- Should be physically and mentally fit to discharge the duties of the post well and to serves in any part of the island.
- Should be of excellent moral character.

Applications

- Applications should be forwarded including Bio-Data, names and addresses of two non related referees, details of Educational Qualifications, Professional Qualifications and with copies of certificates in proof of the qualifications. Further, those who are already in employment in Government / Corporations/ Statutory Boards should forward their applications through Heads of Institutions.
- Relevant post **should be marked** on left hand top corner of the envelope containing applications.
- All applications should be addressed to Chief Executive Officer, National Insurance Trust Fund Board, No 95, Sir Chittampalam A Gardiner Mawatha, Colombo 02 by registered post to reach on or before **27.06.2024**. Late applications will be rejected.



Chief Executive Officer

National Insurance Trust Fund Board,

No.95, Sir Chittampalam A Gardiner Mawatha,

Colombo 02.