

Post - Vacant

ADMINISTRATIVE APPEALS TRIBUNAL

APPLICATIONS are invited from Sri Lankan candidates of good health and excellent character who meet the following qualifications for the following vacant posts in the authority, which will be held in Colombo only.

Age - Should not be less than 18 years and not more than 32 years. (The maximum age will not apply to officers already in the public service. They should submit their applications through the relevant Head of Department.)

Posts :- 1. Clerical Service - 02 vacancies
2. Bookbinder - 01 vacancy

1. Clerical Service Educational Qualifications -

- I. Must have passed the General Certificate of Education (GCE) in six (06) subjects including English Language with Credit passes in four (04) subjects including Sinhala/ Tamil Language and Mathematics. (Photocopies of certificates should be attached.)

and

- II. Must have passed the GCE (Advanced Level) in all subjects (except Common Examination and General English) at the same time. (Photocopies of certificates should be attached.)
- III. Computer knowledge and ability to work in English will be considered as a special qualification.

Salary Scale - MN2-06/2016

2. Educational Qualifications for the Book Binder Service

A pass in six (06) subjects including Sinhala/ Tamil Language and Mathematics at the G.C.E. (Ordinary Level) Examination with one fault and three (03) credit passes including Sinhala/ Tamil Language.

and

A successful completion of a course on book binding at the National Archives Department or any other government institution for a period of not less than 01 month and a certificate.

Salary Scale - PL1-06/2016

Nature of the posts - These posts are permanent. Pensionable. You will be subject to a future policy decision by the government on the pension scheme. Applicants who are appointed for the first time to the public service will be subject to a probationary period of three (03) years. If a person who is currently confirmed in the public service or the provincial public service is selected, he/she will be appointed subject to a one-year acting period. If the Medical examinations is passed at the end of the probationary period or acting period, the appointment will be considered for permanent appointment.

Your application should be prepared in accordance with the following model form and sent by registered post to the Secretary, Administrative Appeals Tribunal, 35, Silva Lane, Rajagiriya, along with copies of certificates of educational/ professional qualifications and experience, on or before **21st April 2025**. The post applied for should be mentioned at the top left corner of the envelope in which the applications and documents are sent.

Candidates will be selected through an interview, and those currently in the public service should submit their applications through their Head of Department.

Applications received after the due date will also be rejected.

P. WADUGE,
Secretary,
Administrative Appeals Tribunal.