

Sri Lanka Social Security Board

Ministry of Social Empowerment

Vacancies

Applications are invited from the qualified citizens of Sri Lanka for the following permanent Posts which are vacant at present in the Sri Lanka Social Security Board.

Management Assistant (Non - Technical) Number of Posts - 04

Qualifications -

- (1) Should have passed at least six (06) subjects with (4) credit passes including credit passes for Sinhala/Tamil/English, Mathematics and other two (2) subjects in one sitting at the General Certificate of Education (Ordinary Level) Examination
- (2) Should have passed three (3) subjects under any subject stream (excluding Common General Test) at the General Certificate of Education (Advanced Level) Examination
- (3) Followed a course on Computer Data Processing / Typesetting Course approved by the Tertiary and Vocational Education Commission or other equal skills will be considered as an additional qualification

Qualifications for the internal candidates

1. The employees, those who have completed the (a), (b) and (c) qualifications mentioned in the service categories of Primary Grade - (Non skilled, Semi-skilled and Skilled) can apply for this post
2. Should have passed at least six (06) subjects with four (4) credit passes including credit passes for Sinhala/Tamil, Mathematics subjects in one sitting at the General Certificate of Education (Ordinary Level) Examination
3. Followed a course on Computer Data Processing / Typesetting Course approved by the Tertiary and Vocational Education Commission or other equal skills will be considered as an additional qualification
4. Should be an employee in the permanent cadre having been confirmed in their posts and should possess a minimum of five (05) years satisfactory service after confirmation as a permanent employee in the Board

Age limit - Not less than 18 years and not more than 45 years. (The upper age limit does not apply to internal candidates.)

Salary Scale - In terms of the Management Service Circular No. 02/2016 dated 25.04.2016 Salary Scale which to be applied for this post from 2020 will be,

MA 1-1 -2006

Rs. 27,910 -10 x 300 – 7 x 350 - 4 x 495 – 20 x 660 - 48,540 /=

Initial salary scale at the recruitment will be Rs. 22,126.00 /-

Other Allowances - In addition to the above, Government approved allowances would be paid

General Regulation on Employment

- The applicant should be a citizen of Sri Lanka
- Should be of excellent character
- All the applicants should be of excellent physical and mental character to perform the duty at any part of Sri Lanka
- Should possess competency in working trilingual environment of Sinhala, Tamil and English or ability work at least in those two languages either.
- Computer literacy and Professional Qualifications thereof

This post is permanent. Selected applicants should contribute to the Employees' Provident Fund and Employees' Trust Fund. The Selected applicants should be subject to three (03) year probationary period and after completing the said period satisfactorily in the Board the applicants will be confirmed in the posts. The recruitment will be made as per the merit of the total marks obtained at a written examination or an Interview. Prepared application as cited in Annex 01 should be sent to the "Chairman, Sri Lanka Social Security Board, No. 18, Rajagiriya Road, Rajagiriya" under registered cover to reach before 20.07.2018 or should be hand delivered to the Administration Division of the Head Office. The candidates those who are already serve in the Government sector or Statutory Institution should send the application through their Head of The Department / Institution. The top left hand corner of the envelope should clearly carry the post that is applied for.

Somachandra Jayakody,
Chairman,
Sri Lanka Social Security Board,
"Samaja Arakshana Piyasa",
No. 18, Rajagiriya Road,
Rajagiriya.
2018.07.06

Sri Lanka Social Security Board

Application for the Post of

For office use only

- 01. (i) Full Name :
.....
.....
- (ii) Name with Initials :
- 02. (i) Permanent Address:
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- (i) Temporary Address:
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.....
- 03. Telephone Number (Personal) : (Mobile) :
- 04. Date of Birth : 05. Age as at the closing date of the applications :
- 06. Gender: 07 Marital status :
- 08. National Identity Card Number :
- 09. Educational Qualifications (Please attach the relevant copies) :
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- 10. Professional Qualifications (Please attach the relevant copies):
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- 11. Current Post and Place of working:
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- 12. Names and Address of two non-related referees:
(1) Name : (1) Name :
.....
.....
Address: Address :
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I hereby certify that the particulars furnished by me in this application are true and correct to the best of my knowledge.

Date

.....
Signature of the applicant

Certification of the head of the Department Institution

(This is only for the candidates who are being employed in public service/Provincial public service/State Cooperation /
Staturity Boards)

I recommend the application of Mr/ Mrs / Ms serving.....in this institution, attached herewith. I certify that his performance in duty and the behavior is appreciated and not been subjected to any disciplinary action or not to be intended. I am also inform that if he is selected for the aforesaid post, he can be released from the service without a successor

Date

.....

Signature of the Head of the Institution

Name

Designation

Address

Official Stamp