



## **SRI LANKA FOUNDATION**

# **Vacancies**

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post on the Staff of The Sri Lanka Foundation.

<b>MANAGEMENT ASSISTANT - Non-Technological (MA 1-1) – 04 Posts</b>
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### **External Candidates**

#### **Educational Qualifications**

- 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 Candidates**

Employees of categories of Primary Level-Skilled, Primary level-Semiskilled and Primary level - unskilled who possess the following qualifications are eligible to apply.

#### **Educational Qualifications**

- c) 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.

**Note :** Any Period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual / temporary basis too should not be counted for this purpose.

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

**Salary Scale:** Will be in accordance with the Management Services Circular 01/2025.

**MA 1-1 -2025**      46,220-10x540-7x630-4 x 890-20 x 1,190 = 83,390/-

### **Job Description**

- Attends to all clerical work assigned to him/her.
- Maintains a proper filing system and keeping the files up to date.
- Maintains a proper file registering and storage system permitting quick access.
- Keeps track of moving files.
- Keeps track of all financial transaction in standard accounting formats.
- Stands responsible for the security of files in his/her custody.
- Transfer to the record room or destroy closed files according to the instruction of the relevant officer.
- Maintains manuals, procedures, files and any relevant data/statistics and properly handover the files to the successor.
- Maintains correspondence of official e-mails.
- Handling telephone message and postal work.
- When required type letters or documents.
- Data entry and maintains data bases.

### **Recruitment Procedure:**

Based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority.

a) If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.

b) If selected through a structured interview – appointments will be made purely in the order of merit at the interview.

## **General Conditions**

Every applicant:

- Should be a citizen of Sri Lanka.
- Should be physically and mentally fit to discharge the duties of the post.
- Should be of excellent moral character.
- Computer literacy and sound knowledge would be an added advantage.
- Any application submitted without the required information will be rejected.
- The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.
- Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.
- Applicants must duly complete the Specimen application provided by the SLF.
- If applying for more than one post, a separate application should be submitted for each post.
- Applicants must have completed all the qualifications before the closing date of applications.
- The final decision in respect of recruitment shall rest solely with the SLF Management.

Applications below should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach “ Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Colombo 07.” on or before 02<sup>nd</sup> February, 2026.

Chairman,  
Sri Lanka foundation,  
No.100, Sri Lanka Padanama Mawatha,  
Independence Square,  
Colombo 07.

**Sri Lanka Foundation Institute**  
**Application Form**

Post of: **Management Assistant (Non – Technological)**

01. (a) Name with initials (in English) : .....  
.....

(b) Names denoted by initials (in English): .....  
.....

(c) Full Name (in block capitals): .....  
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02. National Identity Card Number

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03. (a) Private Address (In English): .....  
.....  
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Telephone No:

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(b) Official Address (In English): .....  
.....  
.....

Telephone No:

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(c) Please indicate the address to which the Letter should be posted.

Private ☐

Office ☐

04. (a) Date of birth: .....

(A copy of the birth certificate should be attached)

(b) Age as at closing date for applications: Years: ..... Months: ..... Days: ....

05. Civil Status:

06. Gender:

07. State whether a citizen of Sri Lanka: (Yes/No)

08. Educational Qualifications:

G.C.E. (A/L) (Copies of the certificates should be attached)

Subject	Pass	Year

G.C.E. (O/L) (Copies of the certificates should be attached)

Subject	Pass	Year

09. Other Qualifications: (Copies of the certificates should be attached)

Qualifications	Institution	Effective Date

10. Experience: (Copies of the certificates should be attached)

Institute	Designation	Duration

12. Other Achievements

Achievements		


13. Two non-related Referees

Name	Position	Address	Telephone No

14. Have you served under the Government before? ( Yes / No )

If yes, give details:

.....

I do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

Date: .....

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Signature of the Applicant

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**Certification of Head of Department/Institution**

**(Only for applicants serving in the Public Service/Provincial Public Service)**

Director General,

I recommend and forward the application of Mr. / Mrs. /Miss..... holding the post of ..... in this Institution. I certify that he/she has been/has not been confirmed in this post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released permanently/ temporarily from the service if selected for this post. (Please strike through the irrelevant words.)

Date: .....

.....

Signature of Head of Department/Institution  
(Official Stamp)