

SUPERIOR COURTS COMPLEX
BOARD OF MANAGEMENT
(Incorporated under Act No. 50 of 1987)

VACANCY

Applications are invited for filling of the Vacancy of the following post in the Superior Courts Complex Board of Management from Sri Lanka with the following qualifications.

(1) Administrative Officer – Grade II (01 vacancy)

Qualifications

For external applicant (following qualifications a or b)

- a. A Degree relevant to Administration & Human Resources Management which is recognized by the University Grants Commission.
- b. Having passed the Intermediate examination of a recognized professional Chartered Institute relevant to Administration & Human Resources Management.

For internal applicants (following qualifications a or b)

- a. Having acquired the qualifications relevant to the above mentioned external applicants
- b. Completion of minimum five (05) years satisfactory service in a post of Management Assistant – Non Technological' (MA 1-2) Grade II, in the subject area relevant to the post.

Age: Not less than 22 years and not more than 45 years. (The upper age limit will not apply to the internal applicants)

Salary Scale: Rs. 42,600 – 10 x 755 – 18 x 1,135 – Rs. 70,580/=

(In addition to the above salary, government approved other allowances will be paid).

General

- (a) Every applicant,
 - I. Should be a Citizen of Sri Lanka
 - II. Should be physically & mentally fit to discharge the duties of the Post.
 - III. Should be excellent moral character.
- (b) All posts are permanent and non-pensionable. No transfers
- (c) All applicants may be required to appear for an interview.
- (d) EPF Employee's contribution will be 10% of the salary while the employer will contribute 12% to EPF and 3% to ETF.
- (e) Selected candidates are entitled to Medical and Accident Insurance Scheme.
- (f) **Certificates:** Certified photocopies of certificates pertaining to the above qualifications and experience should be attached with the application. (Applications without the photocopies of the certificates will be rejected).

Please apply giving full bio-data with names, addresses and contact numbers of two non-related referees on or before **15.07.2024** to the following address by Registered post. The Post applied for should be mentioned on the top left hand corner of the envelope enclosing applications.

Marshal
Superior Courts Complex,
P.O. Box 223,
Colombo 12.