

Management Assistant Gr.III – Non Technological

Qualifications

Three passes in GCE (A/L) in one sitting and GCE (O/L) with six subjects in one sitting with four credit passes including in Sinhala/Tamil, English and Mathematics.

Note :

- a) Knowledge in computer applications (e.g. word processing, spreadsheet, Presentations and stenography)
- b) Knowledge in word processing in Sinhala and Tamil will be distinct advantages.

Age:

Should be not less than 18 years and not more than 45 years.

Remuneration:

Employment will be on permanent. Salary scale & code will be as follows:

MA I-I – Rs. 27,910 – 10x300 – 7x350 – 4x495 – 20x660 – 48,540/- + Govt. All.

Salary Point – 19,234/- & Adjustment Allowance – 6,984/-(as at 01.01.2017) plus approved Government Allowances)

Selection Procedure:

Written examination and a Structured interview.

Employees will contribute 10% of their salary to the NIFS Staff Provident Fund, while the Institute will contribute 15%. In addition, the Institute will contribute 3% of the salary to the ETF.

Applicants should send detailed curriculum vitae with the names and addresses of two non-related referees together with copies of certificates in support of age and qualifications before 03rd November 2017.

Applicant should mention the relevant post on the left-hand corner of the envelope.

**The Secretary
National Institute of Fundamental Studies
Hantana Road, Kandy.**

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