

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

VACANCY

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

(1) Management Assistant – Grade III (05 vacancies)

Qualifications

For external applicants:

Education

- (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. Mathematics
 - iii. English language
- (b) Having passed at least three subjects (other than the General Knowledge Test) at the G.C.E. (A/L) examination.
- (c) Any other qualifications specific to the post:
- (i) In addition to qualifications mentioned in (a) to (b) above, experience in the relevant filed. (Certificates should be provided).
 - (ii) Computer knowledge will be considered as a special qualification.

For internal applicants:

- (a) Employees of the categories of Primary Level – Skilled and Primary Level – Unskilled who possess the qualifications mentioned in (b), (c) & (d) below are eligible to apply.
- (b) Having passed G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
- i. Sinhala / Tamil
 - ii. Mathematics
 - iii. English language
- (Having followed a course in computer word processing / typing accepted by the Tertiary & Vocational Education Commission OR any other equivalent level skill is considered as a qualification in the relevant occasions).
- (c) Having confirmed the service in a permanent post
- (d) At least five years' satisfactory continuous service in a permanent post on the closing date of the applications.

Age: Not less than 18 years and not more than 45 years (The upper age limit will not apply to the internal applicants)

Salary Scale: Rs. 27,910 – 10 x 300 - 7 x 350 – 12 x 600 – 12 x 710 – Rs. 49,080/=

(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.
- (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 / 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 **04.12.2023** 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.