



VACANCIES
SRI LANKA STANDARDS INSTITUTION (SLSI)
Ministry of Science and Technology



Junior Manager Category (JM 1-2 Gr. II)

Vacancies:

- (1) Post of Personal Assistant**
 - (2) Post of Internal Audit Officer**
 - (3) Post of Accounts Officer**
 - (4) Post of System Network Administrator**
 - (5) Post of Administrative Officer**
-

❖ Qualifications:

(1) Post of Personal Assistant

External: (1 or 2 below)

1. A Bachelor's degree recognized by the University Grants Commission (UGC) of Sri Lanka, in Human Resources Management, Public Administration, Business Management or Business Administration **or** any other field relevant to the subject area of the post and which is awarded by a University recognized by the University Grants Commission (UGC) of Sri Lanka.
2. Having obtained a Diploma/Higher Diploma (Course duration should not be less than one (1) year) in a relevant field for the Post with five (05) years experience in a relevant field to the Post.

Internal:

Having obtained the qualifications required by the external candidates above.

(2) Post of Internal Audit Officer/ Post of Account Officer

External: (1 or 2 below)

1. A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka, in Accounting, Commerce, Financial Management, Business Administration, Business Management in the accountancy field **or** any other field relevant to the subject area of the post and which is awarded by a University recognized by the University Grants Commission (UGC) of Sri Lanka.
2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

Internal: (1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum 5 years satisfactory service in a post of the Management Assistant (Non-Technological) MA 1-2 Grade II, in the subject area relevant to the post.

(3) Post of System Network Administrator

External: (1 or 2 or 3 or 4 below)

1. A Bachelor's Degree recognized by the University Grants Commission (UGC) of Sri Lanka, in Information Technology, Information & Communication Technology, Management & Information Technology, Computer Science, Computer Science & Engineering, Computing & Information Systems, Computing, Electronics and IT **or** any other field relevant to the subject area of the post and which is awarded by a University recognized by the University Grants Commission (UGC) of Sri Lanka.
2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 7 issued by a Technical/ Vocational training institute accepted by the Tertiary and Vocational Education Commission in a relevant field.
3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a technical /vocational training institute accepted by the Tertiary and Vocational Education Commission in a relevant field.

AND

at least 05 years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.

4. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a technical /vocational training institute accepted by the Tertiary and Vocational Education Commission in a relevant field.

AND

at least 10 years post qualifying experience in a relevant field in a Corporation, Board or a Reputed Statutory Institution.

Internal:(1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum 5 years satisfactory service in a post of the Management Assistant (Technological) MA 2-2 Grade II, in the subject area relevant to the post.

(4) Post of Administrative Officer

External:

A Bachelor's degree recognized by the University Grants Commission (UGC) of Sri Lanka, in Human Resources Management, Public Administration, Business Management, Business Administration **or** any other field relevant to the subject area of the post and which is awarded by a University recognized by the University Grants Commission (UGC) of Sri Lanka.

Internal:(1 or 2 below)

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum 5 years satisfactory service in a post of the Management Assistant (Non-Technological) MA 1-2 Grade II, in the subject area relevant to the post.

❖ **Method of Selection:**

Written Competitive Examination and/ or a Structured Interview.

Subjects for the examination are given below:

- English Language Proficiency
- Aptitude Test
- Subject knowledge relevant to the post
- Computer Literacy

❖ **Salary Scale:**

LKR 74 010.00 – 10 x 1 360.00 – 18 x 2 040 – LKR 124 330.00 (This will be done in 02 instalments as per Management Services Circular. 01/2025 dated 2025-03-25, in 2026: LKR 79 987.00 and in 2027 : LKR 89 650.00)

❖ **Other:**

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

❖ **Age:**

Should be not less than 22 years and not more than 45 years. The upper age limit will not be applicable to internal candidates.

❖ **Other Benefits:**

1. Encashment of unutilized medical leave.
2. Life Insurance Cover & Medical Insurance Cover.
3. Reimbursement of medical expenses is subject to a limit.
4. Annual incentive payment as approved by the General Treasury.
5. Communication Allowance.
6. Opportunity to work in a professional environment.

Application Instructions:

1. The **prescribed application form** should be downloaded and duly completed with accurate information. The application form is available via the **link** or **QR code** provided below. (Applications submitted in any other format shall be rejected and no other documents should be attached to the application).
2. It is **mandatory** for applicants to accurately complete the **Google Form** accessible via the same link or QR code provided below and **submit** it together **with the duly completed and scanned application form**. (Please note that candidates applying for more than one advertised position must submit a separate Google Form and the relevant application for each post. Additionally, separate hard copy applications must be submitted in individual envelopes for each position applied for.)
3. The **original duly completed application form** should be forwarded **by registered post** to the address given below **on or before 08th June 2026**, clearly indicating the applied post on the top left-hand corner of the envelop. Applications received after the closing date will not be accepted.

Director General
No. 17, Victoria Place
Elvitigala Mawatha
Colombo 08

✚ **Link** for the Posts of Assistant Director – Junior Manager Category (JM 1-2 Gr. II)
<https://slsi.lk/en/careers/>

✚ **QR Code:**



Director General
Sri Lanka Standards Institution
Tel: 011-2671567-72
011-2019600