



Ministry of Science and Technology



**NATIONAL ENGINEERING RESEARCH & DEVELOPMENT
CENTRE OF SRI LANKA**

V A C A N C I E S

We are the premier government engineering research and development organization in Sri Lanka, operating under the Ministry of Science and Technology engaged in multidisciplinary engineering research and innovation. With a dedicated team of nearly 60 qualified engineering and over 200 supporting staff, we are committed to developing innovative technologies, transferring research outcomes to industry, and commercializing products and technologies for national development.

Our organization also provides a wide range of industrial services including;

- Civil construction consultancy and technological services
- Standard testing and inspection services
- Performance testing and evaluations
- Calibration services for industrial applications

To support our future growth and strategic direction, we are seeking competent, dynamic, and result-oriented professionals with proven leadership capabilities and a willingness to take challenges for the following senior position.

ASSISTANT DIRECTOR (ADMINISTRATION) – MM 1-1

For External Candidates

Academic Qualifications :

Degree of 4 year duration in Art/Commerce/Business/Public Administration/ Management/ Law/ Human Resources Development/ Engineering/ Social Science from a university recognized by University Grants Commission (U.G.C.) of Sri Lanka

Experience : Minimum one year post qualifying experience in the relevant field to the post after obtaining the first degree

Age : Should be not less than 22 years and not more than 45 years.
(The upper age limit will not apply to the employees of the Government Corporations/ Boards/ Public Sector)

For Internal Candidates (i or ii below)

- Having obtained the qualifications required by the external candidates above
- Completion of minimum five (05) years satisfactory service experience as an Administrative Officer, in the Junior Manager (JM) Category

General Requirements :

- Excellent leadership and team management capabilities
- Ability to work independently and handle challenging assignments
- Strong ethical standards and commitment to organizational excellence
- Excellent communication and presentation skills
- Computer literacy and familiarity with modern management systems

Salary Scale : MM 1-1-2025 : Rs. 91,690 (10 × 2,480 - 15 × 3,450) 168,240/-

Salary : Rs. 81,710/- + 25,000/- + 17,800/-
(Basic salary + Government approved professional allowance and Cost of living other allowances)

Other Benefits :

- Centre contributes 15% of the salary to the Employees Provident Fund and employee should contribute 10%
- Centre contributes 3% of the salary to the Employees Trust Fund
- Reimbursement of medical bills as per the approved Medical Scheme of the NERD Centre
- Other Government approved allowances /privileges will be given as per the relevant Government Circulars.
 - Group transport facilities are available to the Centre from Colombo, Gampaha, Kadawatha and Kochchikade

Closing Date for Applications : **21 July 2026**

Applications including a full Bio-Data with the names, addresses, and telephone numbers of two non-related referees, together with copies of certificates relevant to educational, professional, and experience qualifications, should be forwarded by registered post to reach the undermentioned address.

- *The post applied should be marked on the top left hand corner of the envelope.*
- *Applications from employees in the Government Corporations/ Boards/ Public Sector should be forwarded through their respective Heads of institutions, if such applications are to be considered.*

Chairman
NERD Centre of Sri Lanka
Industrial Estate,
Ekala, Ja-Ela.

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