

# Vacancies

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- **Management Assistant (Non-Technical) – MA 1-1 – 01 Posts**

**Qualifications**

The General Certificate of Education (Ordinary Level) Examination should have passed in six (06) subjects in one sitting with credit passes in Sinhala/Tamil, Mathematics and another two subjects

and

Should have passed in three subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination.

**Salary Scale:**

MA 1 -1-2016:Rs.(27,910-10x300-7x350-4x495-20x660-48,540)

**Age:** Should be not less than 18 years and not more than 45 years.

Payment of salaries relevant to the post will be as per the Management Service Circular No. 2/2016.

(As per the Management Service Circular No.2/2016 the new salary scale will be implemented from year 2020)

Maximum age limit will not be applicable for internal applicants.

**Nature of Appointment –**

This post is permanent and entitled to Employees Provident Fund (EPF) and Employees Trust Fund (ETF).

**Every applicant should be:**

(a) Citizen of Sri Lanka

(b) Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.

(c) Should have excellent moral character.

**Method of Applying**

Applications prepared according to the specimen attached herewith should be sent by registered post addressed to "Director General, Disaster Management Centre, Vidya Mawatha, Colombo 07" to receive on or before 03.06.2019. The Post applied for should be clearly mentioned on the left hand corner of the envelope containing the application.

It is mandatory to send copies of all certificates of educational qualifications, professional qualifications, service certificates, Birth Certificate and the National Identity

Card of the applicant, certified by self as "True Copy" along with the application. This center will not be responsible for any applications that may get lost or delayed in post.

Applicants already in public service/provincial public service or in the public sector should direct their applications through the heads of their respective institutions and applications that are not directed as above or the late applications will be rejected. Only the shortlisted applicants with basic qualifications will be called for the interview.

**Punishment for the submission of false information –**

Applicants should provide correct information when perfecting the application. Applicant may be dismissed at any time from the post if it is found after being appointed to the post that he/she has provided false information.

Director General  
Disaster Management Centre