

Ministry of Finance, Economic Stabilization and National Policies
Welfare Benefits Board

VACANCIES

Applications are invited from suitably qualified and experienced citizens of Sri Lanka for the following vacancies in the Welfare Benefits Board established under the Ministry of Finance, Economic Stabilization and National Policies.

Post : Management Assistant

No of Vacancies : 08 Vacancies

Salary : MA 1-2-2016 (Rs. 27,910 - 10 x 300 - 7 x 350 - 12 x 600 - 12 x 710 - Rs. 49,080/-) + government approval allowance with 8% of the salary has to be contributed to the Employees' Provident Fund and the Welfare Benefit Board will pay 12% as government contribution. Further, a contribution of 3% to the Employees' Provident Fund is paid by the Welfare Benefit Board.

Age : Should be not less than 18 years and not more than 45 years.
(The upper age limit will not apply to the internal candidates.)

Qualifications :

Education

- Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including
 - Sinhala / Tamil
 - English
 - Mathematics
- Having passed three subjects (other than the General paper) at the G.C.E. (A/L) examination

Other Qualifications :

Every applicant,

- Should be a citizen of Sri Lanka
- Should be physically and mentally fit to discharge duties of the post well
- Should be of excellent moral character

Method of Selection :

Applicants with the basic qualifications will be called for an interview and will be recruited on the basis of priority of marks obtained from the interview.

Recruitment Basis :

If an external applicant is selected, he/she will be recruited for the respective post on permanent basis under 3 years of probation period. If a civil servant candidate is selected, he/she will be recruited on secondary basis.

Application form can be downloaded from following web sites :

<http://www.treasury.gov.lk/web/ministry-of-finance/vacancies>

<https://www.wbb.gov.lk/web/si/jobs>

The application in the given format should be sent under registered post or can be delivered on or before 27.12.2023 to the **Commissioner, Welfare Benefits Board, 1st floor, New Building, Ministry of Finance, Economic Stabilization and National Policies, Colombo 01** or can be handed over to the above mentioned address and also can be sent to wbb.commissioner.vacancy@gmail.com. Applicants from public / corporate sector organizations should channel their applications through the respective Heads of organization. Late applications, incomplete or applications received after closing date will be rejected.

Post applied should be written in the left hand corner of envelop and should be mentioned the post applied for under the subject when sending application by email. Welfare Benefits Board will reserve all rights of this advertisement with respect to cancelation of the advertisement, modification, alteration or shortlisting candidates.

Commissioner

Welfare Benefits Board

1st floor, New Building

Ministry of Finance, Economic Stabilization and National Policies

Colombo 01