

01. POST OF MANAGEMENT ASSISTANT (SHROFF) - GRADE III

Qualifications:

- i) Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in: -
 - i. Sinhala Language/Tamil Language
 - ii. English Language/English Literature
 - iii. Mathematics

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- ii) Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Papers) at one sitting.

Preference will be given to those who possess the following;

- a) An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute.

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- b) Two years of experience in the use of computer application packages.

Post Specific Qualifications

Out of the three passes expected at the G C E (Advanced Level) Examination under the general educational qualifications mentioned in the Schemes of Recruitment, one shall be for Accountancy.

Note: A Security Deposit to be furnished as determined by the UGC / Higher Educational Institution.

SALARY SCALE : U-MN 1(III): Rs. 49,475-17x540-58,655 p.m. as at 01.01.2027

SELECTION : By Written Examination (75% Marks) of following subjects;

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- (Computer Literacy)
- Relevant Subject area
and
- Interview (25% Marks)