POST OF MANAGEMENT ASSISTANT - GRADE III

Qualifications   :

1) 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

<u>AND</u>

2) Should have passed in all subjects at G.C.E (A/L) Examination (except the common General Paper) at one sitting. (Passing in 3 subjects under the old syllabus at one sitting would be sufficient for this purpose.)

3) 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.

Salary Scale   :   U-MN 1 (III): Rs. 49,475-17x540-58,655 p.m. (01.01.2027)
Salary will be paid in accordance with Management Services Circular No.06/2025 and Commission Circular No.02/2025 (i)

Method of Selection :   i. By Written Examination of following subjects:

- Knowledge in Sinhala/Tamil & English Language
- Intelligent quotient and General Knowledge
- Computer Literacy

Candidates should secure a minimum of 40% marks in the each subject to pass the written examination.

and
ii. Interview

Candidates should secure a minimum of 40% marks to pass the Interview.

If selected through a written examination and Interview, final selection will be in the order of merit based on the aggregate of 75 % of the marks at the written examination and 25 % of the marks at the Interview.

Age   :   Should be not less than 18 years and not more than 30 years of age on the closing date of applications.