



# Prime Minister's Office

## Recruitment for the post of Protocol Officer

Applications are invited from the eligible candidates for the Post of Protocol Officer at the Prime Minister's Office.

**Salary Scale** : MN 4-2016 - Rs. 31,490 - 10x445 - 11x660 - 10x730 - 05x750 - 54,250/ =  
(Salary will be paid according to the provisions of Public Administration Circular No: 03/2016)

**Nature of the Post:** Permanent & Pensionable.

### Qualifications :

**Educational Qualifications** : Should possess a degree from a university recognized by the University Grants Commission of Sri Lanka

**Professional Qualifications** : Successful completion of Certificate Courses of English language, any other Foreign Language & Information Technology by an Institute recognized by the Tertiary & Vocational Education Commission

**Experience** : Should have at least 7 years or more experience as a Protocol Officer or in a similar post.

**Other Qualifications** : Should be a citizen of Sri Lanka.  
Candidates should have excellent moral characters.  
Age limit should be between 21 - 40 years.  
All the candidates should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

Applications stating full particulars of qualifications, experience and other relevant information with the certified copies of Certificates, should be sent under Registered Cover indicating the respective post on the top left hand corner of the envelope to reach "**Secretary to the Prime Minister, Prime Minister's Office, 58, Sir Ernest de Silva Mawatha, Colombo 07**" on or before 06-05-2016.

Applicants employed in Government Departments, State Corporations, Boards & Authorities should send their applications through the Heads of their respective Organizations.

**E M S B Ekanayake,**  
Secretary to the Prime Minister  
Prime Minister's Office,  
58, Sir Ernest De Silva Mawatha,  
Colombo 07.

06.04.2016