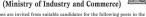
# CONSUMER AFFAIRS



### AUTHORITY (Ministry of Industry and Commerce)



s are invited from suitable candidates for the followin Consumer Affairs Authority

# (01) POST OF ADMINISTRATION OFFICER (Grade II) MA 5-2

Inh Description

as and services,
and of utility bills, salary
benefits, on retirement
benefits, one of the proper
benefits, or one of the proper
benefits, or one of the proper
benefits, or of the proper
benefits, or of the proper
benefits and other retirement
processing of loans, salary
the processing of loans, salary
whences of emploimplementation
service

ntation of all agreements providers, Handling the ning and updating ryice providers, Handling the mail, aintaining and updating of HR anagement systems, Assist in identifying the training requirement of employees and em onitoring the progress of the training ograms attended by the employees, Assist conducting all internal examinations periodical lovees and any other s assigned by the Director.

Qualifications: External:

Degree from a University y the University Grants n Business Administration / ninistration / Business Additional Qualificati A Post Graduate Diploma from a recognized institution in the relevant field would be an

ale: Salary Sc MA 5-2 - 2016: Rs. (36,850 - 10x755 - 15x930 - 5x1,135- 64,025) - effective from 01.01.2020

Salary on Appointment:

Basic Salary: Rs. 25,450/- and Adjustment Allowance: Rs. 5,970/- (in terms of DMS circular No. 02/2016)

s category of MA 5-2 will

Age: Should not be less than 22 years and not more than 45 years. The upper age limit will not apply

Ioh Descriptio

## Oualificatio

### External: Educational

Job Description:

Daily as i Main

(02) POST OF MANAGEMENT ASSISTANT (Grade III) MA 1-2

Having passed three subjects (other than the General Paper) at the G.C.E. (A/L) Examination

Internal

Employees of the categories of Primary Level-Skilled (PL 3) and Primary Level- Unskilled (PL 1) who possess the following qualifications are eligible to apply.

Educational

Having passed the G.C.E. (O/L) Examination in six subjects with Credit passes for four

Note: Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a percentise for appointment on permanent basis to any post-should not be counted within the five years of service required for qualification as stated above. Any period of service on casual J temporary basis too should not be counted for this purpose.

Salary Scale: MA 1-2 - 2016: Rs. (27910 - 10x300 - 7x350 12x600 - 12x710 - 49,080) - effective from 01.01.2020

# Salary on Appointment:

Basic Salary: Rs. 19,234/- and Adjustm Allowance: Rs. 6,984/- (in terms of DMS circu No. 02/2016) All recruitment to this category of MA 1-2 will only to Grade III.

Should not be less than 18 year than 45 years. The upper age lin

# (03) POST OF DRIVER (Grade III) PL 3

Internal: to have sat for the minations and passed a r jects and have acquired a re heavy vehicles with 3 year

### alary S

PL 3 - 2016: Rs. (26,290 - 10x270 - 10x300 - 10x330 - 12x350 - 39,490) - effective from 01.01.2020

### Salary on Appointment:

sic Salary: Rs. 18,118/- and Adjustm owance: Rs. 7,203/- (in terms of DMS circu . 02/2016) All recruitment (

Age:

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

Qualificati

External:

Passed G.C.E. (O/L) Examination is subjects including Sinhala or Tamil. AND Vocational: A valid licence to drive heav vehicles and a minimum of three year experience in driving heavy vehicles at reputed establishment.

General Conditions: Nature of App

Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund and provisions as per relevant government circulars. Salary at Recruitmen adary at Recrutiment: resons recruited externally will be placed at initial salary step of the salary scale and pai lary in terms of DMS circular No. 02/2016 and other relevant circulars. The salary ce-resons recruited internally will be determined in terms of the provision in Chapter VII of the stabilishment Code. In addition to the salary, cost of living allowance will also be paid in term Treasury Circulary.

hould be a citizen of Sri Lanka should be ready to serve in any part of the Island.

Should be physically and mentally fit to discharge the duties of the post well and to serve any part of the island.

Director General, Consumer Affairs Authority, 02nd Floor, CWE Secretariat Building, No. 27, Vauxhall Street, Colombo 02.