



Ministry of Foreign Affairs

RECRUITMENT OF PROTOCOL ASSISTANTS

Applications are called from the citizens of Sri Lanka who have fulfilled all the following qualifications on or before 01.04.2017 for recruitment for the above post in the Ministry of Foreign Affairs.

Permanent Basis - Protocol Assistant

- 1. Job Description** - Handling the visits of local/foreign VVIP and VIP, coordination of work related to conferences, meetings and functions as Public Relations Assistants of the Ministry.
- 2. Age Limit** - 18 - 30 years
- 3. Qualification** - **Educational**
Should have passed the G.C.E. (O/L) Examination in six subjects with at least four Credit passes in Mathematics, Sinhala / Tamil language and English language / literature and G.C.E. (A/L) Examination in one main subject.
Additional
Foreign languages, courses followed in International Relations and Computer Literacy, ability to work in English.
- 4. Salary Scale** - Rs. 27,140 - 10x300 - 11x350 - 10x495 - 10x660 - 45,540/- (entitled to (MN-01-2016) from 01.01.2020, in terms of PA Circular No. 032016)
- 5. Method of Recruitment** - Through a written examination and a structured interview.
- 6. Nature of the Position** - This post is permanent.

Applicants who possess the above qualification should send their applications along with copies of the educational and professional certificates under registered cover to the Secretary, Ministry of Foreign Affairs, Republic Building, and Colombo 01, to reach him on or before 17.04.2017. The name of the post should be mentioned on the left-hand top corner of the envelope enclosing the application.

Secretary
Ministry of Foreign Affairs

30.03.2017