

Vacancies
Ministry of Defence

Recruitment on an Open Basis to the Permanent Posts of Management Assistant (Non-Technical) in the Management Assistant Non-Technical Service Category of the National Authority for the Implementation of the Chemical Weapons Convention, functioning under the Ministry of Defence.

Applications are hereby invited from suitably qualified Sri Lankan citizens, in terms of the qualifications specified in the Notification, to fill five (02) permanent vacancies in the post of Management Assistant (Non-Technical) in the Management Assistant Non-Technical Service Category of the National Authority for the Implementation of the Chemical Weapons Convention functioning under the Ministry of Defence.

01. Method of Recruitment:

Recruitment will be made through a structured interview held by a board appointed by the Appointing Authority, following the calling of applications via public notices or newspaper advertisements as determined by the Steering Committee of the National Authority for the Implementation of the Chemical Weapons Convention.

- i. All appointments, recruitments, and promotions within this service category must be carried out strictly in accordance with the provisions of this scheme of recruitment.
- ii. After appointment, the deployment to service and any other related matters will be governed by the provisions of the Code of Institutional Procedure.
- iii. The provisions set forth herein shall prevail over the provisions of the Code of Institutional Procedures in all matters referred to in this scheme of recruitment.

The appointing authority shall be the Steering Committee of the National Authority.

02. Required qualifications:

i. Educational Qualifications:

- External Candidates:
 - (a) Having passed six (06) subjects at one sitting at the General Certificate of Education (Ordinary Level) Examination, with credit passes in four (04) subjects, including Sinhala / Tamil, Mathematics, and English Language.
 - (b) Having passed at least three (03) subjects at the General Certificate of Education (Advanced Level) Examination, excluding the General Test.
- Internal Candidates:
 - (a) Employees in the Primary Grade of the Non-Skilled, Semi-Skilled, and Skilled service categories who possess the qualifications referred to under items “(b)”, “(c)”, and “(d)” below are eligible to apply.

- (b) Having passed six (06) subjects at one sitting at the General Certificate of Education (Ordinary Level) Examination, with credit passes in four (04) subjects, including Sinhala / Tamil, Mathematics, and English Language.
- (c) Being a holder of a permanent appointment, and the appointment should have been confirmed.
- (d) Having completed at least five (05) years of continuous and satisfactory service in a permanent appointment as at the relevant date.

Note :-

(1) Any period of training served prior to being appointed permanently to a post, or as a condition for permanent appointment to a post, shall not be taken into account for the five (05) years' service period required to satisfy the qualification referred to in item "(d)" above. Likewise, any temporary or casual service periods served prior to permanent appointment to a post shall not be considered for the purpose of calculating the said five (05) years' qualifying service period referred to in item "(d)" above.

ii. Physical Fitness : Should have the physical and mental fitness required to perform the duties assigned to the post satisfactorily and to serve in any part of the island.

iii. Other Qualification : (a) Should be of excellent moral character.

(b) All qualifications required for appointment to the post must be fully satisfied in every respect by the closing date for submission of applications.

03. Conditions of Appointment and Terms of Service:

- i. This post is permanent.
- ii. An officer appointed from among external applicants to Grade II of the post shall be appointed subject to a probationary period of three (03) years. If he/she has performed his/her duties and conduct satisfactorily during the probationary period and has passed the First Efficiency Bar Examination, he/she shall be confirmed in the post at the end of the probationary period. Internal candidates holding permanent posts in the institute, at the time of appointment, will be subject to a one year period of work performance assessment.
- iii. The appointment is subject to the Procedural Code of the Public Service Commission, the Establishments of the Democratic Socialist Republic of Sri Lanka, Government Financial Regulations, and any other departmental instructions in force.

04. Age Limit:

Should not be less than 18 years and not more than 45 years on the date of closing of application. The upper age limit will not apply to the candidates who are already in public service.

05. Salary Scale :

MA 1-1 2025 - Rs. 46,220 – 10 X 540 – 7 X 630 – 4x890-20x 1,190- 83,390
(Salaries will be paid in accordance with Schedule II of Management Services Circular No. 01/2025.)

06. Allocation of Marks at the Structured Interview for the Assessment of Eligibility:

| | | |
|-----------------------------------------------------------------|-------|-------------------|
| 1. Relevant Experience | Marks | 30 |
| 2. Relevant Additional Educational/ Professional Qualifications | Marks | 30 |
| 3. Other Skills / Performance | Marks | 15 |
| 4. Competency Demonstrated at the Interview | Marks | <u>25</u> |
| Total Marks | | <u>100</u> |

Note:

If the period relevant to any certificates submitted at the eligibility assessment interview is not specified, it shall be the responsibility of the applicant to obtain written confirmation of such periods from the relevant institution and submit the same. Certificates for which the relevant period is neither specified nor duly confirmed will not be considered for the purpose of awarding marks.

07. Candidates' Identity:

Only candidates who have submitted duly completed applications in all respects will be called for the structured interview for the assessment of eligibility.

Candidates are required to produce the originals of all certificates together with duly certified copies thereof at the interview.

For the purpose of verifying identity at the interview, the following identity documents will be accepted:

- i. A valid National Identity Card
- ii. A valid Passport

08. Method of Submission of Applications

- i. Duly completed applications should be sent by registered post to reach the Secretary, Ministry of Defence, Defence Services Division, Defence Headquarters Complex, Sri Jayawardenepura, Kotte, on or before 2026.03.27, Applications received after the closing date will be rejected.
- ii. A specimen application form to be submitted is given at the end of this notice. Applicants shall prepare their applications on A4-sized paper in accordance with the specimen provided, arranging sections 01 to 03 on the first page, sections 04 to 06 on the second page, and sections 07 to 08 on the third page, and shall complete the application in their own handwriting.
- iii. The top left-hand corner of the envelope containing the application should clearly indicate: "Application for the Post of Management Assistant- (Non-Technical) (Permanent) of the National Authority for the Implementation of the Chemical Weapons Convention".

- iv. The signature of the applicant on the application form shall be certified by a Principal of a Government school, a Justice of the Peace, a Commissioner for Oaths, an Attorney-at-Law, a Notary Public, a Commissioned Officer of the Tri-Forces, or a public officer holding a permanent post with a basic monthly salary of not less than Rs. 72,280/-.
- v. Officers who are currently employed in the Public Service or the Provincial Public Service shall submit their applications through the Head of the Department in which they are serving.
- vi. Applications that do not conform to the format of the specimen application form attached hereto will be rejected. No complaints regarding the loss or delay of applications will be entertained.

09. Furnishing of False Information:

If any information stated in the application submitted by you is found to be false or incorrect prior to recruitment, your candidature will be cancelled. If any such false or incorrect information is discovered after recruitment, action will be taken to terminate your service, subject to the applicable procedures.

10. In the event of any inconsistency or contradiction between the Sinhala, Tamil, and English versions of this notice, the Sinhala version shall prevail.

11. In respect of any matter not provided for in this notice, or in the event of any issue arising in the course of this recruitment process, the decision of the Steering Committee of the National Authority, acting as the Appointing Authority, shall be final.

By Order of the Steering Committee of the National Authority,

Secretary

Ministry of Defence
Defence Headquarters Complex,
Sri Jayewardenepura,
Kotte.

4.0 Educational Qualifications (Certified copies of certificates should be attached)

4.1.1. General Certificate of Education (Ordinary Level) Examination

| Serial No. | Subject | Pass | Year |
|------------|---------|------|------|
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4.1.2. General Certificate of Education (Advanced Level) Examination

| Serial No. | Subject | Pass | Year |
|------------|---------|------|------|
| | | | |
| | | | |
| | | | |
| | | | |

4.2. Experience relevant to the post :

4.3 Additional educational / professional qualifications

(i) Institution :

(ii) Qualification :

(iii) Effective date of the qualification :

05. Have you ever been convicted by a court for any offence?

(Place a tick (✓) in the relevant box) (If yes, please provide details)

| | |
|----|--------------------------|
| No | <input type="checkbox"/> |
|----|--------------------------|

| | |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
|-----|--------------------------|

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06. Applicant's Declaration:

I hereby declare that the information provided by me in this application is true and correct and that all sections have been completed accurately. I am aware that if this declaration is proved to be false, I will be disqualified prior to appointment, and if appointed, will be liable to dismissal from service. I further declare that I'm subject to all applicable laws and regulations.

.....
 Date

.....
 Signature of the Applicant

07. Certification of the Applicant's Signature:

The applicant's signature shall be certified by a Principal of a Government School / a Justice of the Peace / a Commissioner for Oaths / an Attorney-at-Law / a Notary Public / a Commissioned Officer of the Tri-Forces, or by a public officer holding a permanent post and drawing a basic monthly salary exceeding Rs. 72,280/-.

I hereby certify that Mr./Mrs./Miss, who submits this application, is personally known to me, and that he/she placed his/her signature in my presence at.....on

.....
Date

.....
Signature of the Certifying Officer

Full Name :

Designation :

Date :

(Official seal to be affixed)

08. Certification by the Head of the Department (if the applicant is in the Public Service):

I hereby certify that Mr./Mrs./Miss, whose particulars are given above, is serving in this institution; that the information furnished by him/her is correct; that his/her work and attendance are satisfactory; that there are no charges pending against him/her; and that, if selected for this post, he/she can be released from service of this institution.

.....
Signature of the Head of the Department / Institution

Name :

Designation :

Address :

Date :

(Official seal to be affixed)