

SUPERIOR COURTS COMPLEX BOARD OF MANAGEMENT
(Established under Act No. 50 of 1987)

VACANCIES

Applications are invited from suitably qualified Sri Lankan persons to fill the following vacancies in the Superior Courts Complex Board of Management.

(1) Administrative Officer – Grade II – JM 1-1 (01 vacancy)
Qualifications

For external applicants (following qualifications a or b)

- a) A Degree relevant to the subject area of Administration & Human Resource Management which is recognized by the University Grants Commission.
- b) Having passed the Intermediate Level of a recognized professional Chartered Institute in the subject area of Administration & Human Resource Management.

For internal applicants (following qualifications a or b)

- a) Having acquired the qualifications relevant to the above mentioned external applicants
- b) Completion of minimum five (05) years satisfactory service in a post of Management Assistant – Non Technological' (MA 1-2) Grade II, in the subject area relevant to the post.

Age: Not less than 22 years and not more than 45 years. (The upper age limit will not apply to the internal applicants)

Salary Scale: JM 1-1 - Rs. 72,650/= $10 \times 1,360 - 18 \times 2,040 - 122,970 =$

Basic Salary : Rs. 65,633/= (2026)

(This salary scale has been presented in accordance with Department of Management Services (DMS) circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

2. Management Assistant – Grade III MA 1-2 (03 vacancies)
Qualifications

For external applicants:

Education

- (a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including

- i. Sinhala / Tamil
- ii. Mathematics
- iii. English language

(b) Having passed at least three subjects (other than the General Knowledge Test) at the G.C.E. (A/L) examination.

(c) Any other qualifications specific to the post:

- i. In addition to qualifications mentioned in (a) to (b) above, experience in the relevant field. (Certificates should be provided).
- ii. Computer knowledge will be considered as a special qualification.

For internal applicants:

(a) Employees of the categories of Primary Level – Skilled and Primary Level – Unskilled who possess the qualifications mentioned in (b), (c) & (d) below are eligible to apply.

(b) Having passed G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including.

- i. Sinhala / Tamil
- ii. Mathematics
- iii. English language

(Having followed a course in computer word processing / typing accepted by the Tertiary & Vocational Education Commission OR any other equivalent level skill is considered as a qualification in the relevant occasions).

(c) Having confirmed the service in a permanent post

(d) At least five years' satisfactory continuous service in a permanent post on the closing date of the applications.

Age: Not less than 18 years and not more than 45 years (The upper age limit will not apply to the internal applicants)

Salary Scale: Rs. MA 1-2 – Rs. 46,220/= 10x540 – 7x630 – 12x1,080 – 12x1,280 – 84,350/=

Basic Salary - Rs. 43,312/= (2026)

(This salary scale has been presented in accordance with Department of Management Services (DMS) circular No. 1/2025 and the initial salary step mentioned in this scale will be effective from 01.01.2027. In addition to the above basic salary, government approved other allowances will be paid)

General:

- (a) Every applicant,
 - I. Should be a Citizen of Sri Lanka
 - II. Should be physically & mentally fit to discharge the duties of the Post.
 - III. Should be excellent moral character.
- (b) All posts are permanent and non-pensionable.
- (c) All applicants may be required to appear for an interview.
- (d) **EPF** Employee's contribution will be 10% of the salary while the employer will contribute 12% to EPF and 3% to ETF.
- (e) Selected candidates are entitled to Medical / Accident Insurance Scheme.
- (f) **Certificates:** Certified photocopies of certificates pertaining to the above qualifications and experience should be attached with the application.
- (g) Applications which do not confirm to the above requirements, incomplete applications and applications sent after the closing date will be rejected. Any canvassing or influence will be regarded as a disqualification and the decision of the interview panel will be final. Only qualified short-listed applicants are called for the interview.

Please apply giving full bio-data with names, addresses and contact numbers of two non-related referees on or before 21.01.2026 to the following address by Registered post. The Post applied for should be mentioned on the top left-hand corner of the envelope enclosing applications.

Marshal/CEO
Superior Courts Complex Board of Management,
P.O. Box 223,
Hulftsdorp Street,
Colombo 12.