

**SRI JAYEWARDENEPURA GENERAL HOSPITAL**  
**VACANCY**  
**POST OF ADMINISTRATIVE OFFICER**

Applications are invited for the Post of Administrative Officer from the officers with experience in Management Assistant's Service Grade 1 & 11 who have completed an active and satisfactory service period of at least five (05) years services in Health services.

**Qualifications**

**& Experience**

**: a)**

i. Should have experience in Management Assistant's Service Grade I. (Preferably in Health services)

OR

ii. Should be an officer in Grade 11 who has completed at least an active and satisfactory service period of not less than 08 years. (Preferably in Health services)

OR

iii. Should be an officer in grade 11 of the service (Preferably in Health services) who has obtained a Degree from a University recognized by the University Grants Commission. Degree should be in Human Resource Management, Public Administration, Public Management, Business Administration)

with

**b)** Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion. (Preferably in Health services)

**c)** Internal candidates should have the above criteria and Passed the Supra Grade Examination held by the Department of Examinations.

**Age**

: Not less than 35 years and not more than 50 years (The age limit will not be applicable for the internal candidates.)

**Salary Scale**

: **Salary code MN 7 – (2016)**

**Salary Scale - Rs. 56,135 – 11 x 1,020 – 18 x 1,390 – 92,375/=**

**Job Profile** : Knowledge of the employee concerned in good office practice and systems. Current circular instructions and provisions of the Establishment state policy relating to the functions conferred upon the institute.

**Terms or Employment** -: Permanent and Provident Fund Basis.

Applicants holding the post in the Government Service should send their applications through the Heads of the Institutions in which they serve with a copy direct. A certificate from the Head of the Institution to the effect that the candidate could be released if selected for the appointment should be attached to the application.

The Sri Jayewardenepura General Hospital Board reserves to itself the right to make / not to make an appointment.

The post applied for should be marked on the left hand corner of the envelope. Applicants should send their applications with full curriculum vitae and names of the two (02) non related referees to reach the undersigned on or before 29<sup>th</sup> July 2024.

**CHAIRMAN  
SRI JAYEWARDENEPURA GENERAL HOSPITAL  
THALAPATHPITIYA  
NUGEGODA**