



SRI LANKA SOCIAL SECURITY BOARD



STATE MINISTRY OF SAMURDHI, HOUSEHOLD ECONOMY,
MICRO FINANCE, SELF EMPLOYMENT AND BUSINESS

DEVELOPMENT AND UNDERUTILIZED STATE RESOURCES DEVELOPMENT

Applications will be received from citizens of Sri Lanka to fill the vacancies, stated below existing in the Sri Lanka Social Security Board.

01. SOCIAL SECURITY OFFICER (PENSIONS) - 01

Qualifications for External Applicants:

1. A degree in Accounting / Marketing / Public Administration / Commerce / Economics, recognized by the University Grants Commission
- Or**
2. Passed intermediate examination at a recognized Chartered Institute compatible relevant field to the post.

Qualifications for Internal Applicants:

1. Fulfilled the qualifications for the external applicants stated above.
2. Possess 05 years of satisfactory service period relevant to social security in a Management Assistant - non Technical (MA1) service category, Grade III post

Age Limit: Should be not below 22 years and not above 45 years. The upper age limit will not be applicable to internal applicants.

Salary Methods: As per the Management Services Circular No. 02/2016 dated 25.04.2016 the salary entitled to the post will be **JM 1-1 (2016) - Rs. 42,600 - 10x775 - 18x1135 - 70,580/-**

The salary point at recruitment will be **Rs. 42,600.00**

Other Allowances: Allowances approved by the government will be entitled.

2. CO-ORDINATING OFFICER - 15 POSTS

Entrusted Duties:

Recruitment of members for the pensions and social security schemes implemented through the District Co-ordinating Officers of this Board, by preparation of relevant programmes, implementing relevant awareness work at field level, checking of the payment of the membership fee on time and actively maintaining the membership of the enrolled members, arranging to obtain the relevant premium monies to the Board without occurring delays and submission of basic inspections and decisions required for the payment of the benefits.

Qualifications:

Obtained a degree in a subject field including Marketing / Management / Commerce / Economics / Statistics / Social Science / Social Work / Community Science, recognized by the University Grants Commission.

Age Limit: Should be not below 22 years and not above 45 years. The upper age limit will not be applicable to internal applicants.

Salary Method: As per the Management services circular No. 02/2016 dated 25.04.2016, the salary entitled to the post will be **MA - 3 (2016) - Rs. 32,200 - 10x445 - 11x660 - 10x730 - 5x750 - 54,960/-**

The Salary Point at recruitment will be **Rs. 32,200.00**

Other Allowances: Allowances approved by the government will be entitled.

3. INVESTIGATION OFFICER - 01 POST

Qualifications:

Obtained a degree in Commerce / Accounting subject fields recognized by the University Grants Commission.

Age Limit: Should be not below 22 years and not above 45 years. The upper age limit will not be applicable to internal applicants.

Salary Method: As per the Management Services Circular No. 02/2016 dated 25.04.2016, the salary entitled to the post will be **MA - 3 (2016) - Rs. 32,200 - 10x445 - 11x660 - 10x730 - 5x750 - 54,960/-**

The Salary Point at recruitment will be **Rs. 32,200.00**

Other Allowances: Allowances approved by the government will be entitled.

4. MANAGEMENT ASSISTANT (NON-TECHNICAL) - 11 POSTS

Qualifications for External Applicants:

- a. Passed G.C.E (O/L) Examination in 06 subjects in one sitting with 04 credit passes including Sinhala/Tamil and Maths
- b. Passed G.C.E (A/L) Examination in minimum of 03 subjects (except Common General paper)
- c. Followed a course in Computer Word Processing / Typewriting recognized by the Tertiary and Vocational Education Commission or equivalent level competencies will be treated as additional qualifications.

Qualifications for Internal Applicants:

- a. Employees possessing qualifications stated in "b", "c" and "d" below who are in primary Grade non-skilled, semi skilled and skilled service categories can apply for this.
- b. Should have passed G.C.E (Ordinary Level) Examination in six (06) subjects in one sitting with four (04) credit passes for
 - i. Sinhala/Tamil
 - ii. Maths

Followed a course in Computer Word Processing / Typewriting recognized by the Tertiary and Vocational Education Commission or equivalent level competencies will be treated as additional qualifications.
- c. Should be permanently employed and the appointments should be permanent.
- d. Should have completed a satisfactory continuous service period of at least 05 years immediately prior to the relevant date.

Age Limit: Should be not below 18 years and not above 45 years. The upper age limit will not be applicable to internal applicants.

Salary Method: As per the Management Services circular No. 02/2016 dated 25.04.2016, the salary entitled to the post will be **MA - 1-1 (2016) - Rs. 27,910 - 10x300 - 7x350 - 4x495 - 20x660 - 48,540/-**

The Salary Point at recruitment will be **Rs. 27,910.00**

Other Allowances: Allowances approved by the government will be entitled.

5. DRIVER - 01 POST

Qualifications for External Applicants:

Should have passed G.C.E (Ordinary Level) Examination in six (06) subjects in not more than two sittings with at least two (02) credit passes.

Competencies:

Should possess an "A" Grade Driving Licence issued by the Commissioner General of Motor Traffic and 03 years experience as a Driver after obtaining the Driving Licence.

Qualifications for Internal Applicants:

Should possess an "A" Grade Driving Licence issued by the Commissioner General of Motor Traffic and 03 years experience as a Driver after obtaining the Driving Licence.

And

Should have completed a satisfactory service period of five (05) years in primary semi skilled (PL 2) or Primary non-skilled (PL 1) service Category

Age Limit: Should be not below 18 years and not above 45 years. The upper age limit will not be applicable to internal applicants.

Salary Method: As per the Management Services Circular No. 02/2016 dated 25.04.2016, the salary entitled to the post will be **PL 3 (2016) Rs. 26,290 - 10x270 - 10x300 - 10x330 - 12x350 - 39,490.00**

The Salary Point at recruitment will be **Rs. 26,290.00**

Other Allowances: Allowances approved by the government will be entitled.

6. SALES REPRESENTATIVES (This post doesn't belong to the permanent carder)

Work Assigned:

Enrolment of members for the pensions and social security schemes implemented by the Board implementing the relevant awareness programmes in field level and keep the members recruited in a continuous and active level.

Qualifications:

- Passed G.C.E (O/L) Examination
- Preference would be given to applicants possessing experience in insurance or marketing fields.

Age Limit: Should be above 18 years. The upper age limit will not be applicable.

- ❖ Only a commission will be paid based on enrolment of members and collection of premiums for the pensions and social security schemes.
- ❖ Option will be granted to work in any or several districts as the applicant prefers.

The undermentioned General Conditions are not applicable to the Sales Representatives post:

General Conditions:

Every Applicant should -

- be a Sri Lankan citizen
- be physically and mentally fit as to discharge duties assigned in a perfect manner, relevant to the post.
- possess an excellent character.
- be able to fulfill the state language competency.
- Applicants having ability to work in Sinhala, Tamil and English languages or Sinhala/Tamil with English language and the computer usage ability will be specially considered.
- Applications should be accompanied with copies of all certificates relevant to qualifications which should be attested by a Justice of the Peace as "True Copies".
- Applicants fulfilling maximum qualifications will be given priority and called for interviews.

For applicants applying for post No. 01, 02 and 03 above.

- Applicants with the ability to successfully make Power-point presentations attractively in Sinhala or Tamil with English will be specially considered.
- Applications of persons recruited for the government graduate Training Programme for year 2020 will not be considered and an affidavit to the affect should be submitted with the applications.

These posts are permanent and should contribute to the Employees' Provident Fund and Employees' Trust Fund will be made permanent after a three years probation period. Selection will be done on the results of either a competitive Examination or an interview. The Board of Directors retains the final decision with regard to completely filling or not the above posts.

Applications could either be sent by registered post addressed to "Chairman, Sri Lanka Social Security Board, No. 18, Rajagiriya Road, Rajagiriya or personally delivered to the Admin Section of the Head Office, to be received on or before **08.02.2021**. Applicants already serving in either the state sector or statutory institutions should channel their applications through the respective Heads of Institutions. The cover containing the application should be marked the post applied for at the left-side top corner. Further details required can be obtained from the website: www.ssb.gov.lk

Saman Handaragama - Senior Lecturer

Chairman,

Sri Lanka Social Security Board,

"Samaga Arakshana Piyasa",

No. 18, Rajagiriya Road,

Rajagiriya.

15.01.2021