



# SRI LANKA ACCREDITATION BOARD

## Ministry of Trade

### Vacancies

Applications are invited from the citizens of Sri Lanka for the following posts in the Sri Lanka Accreditation Board for Conformity assessment (SLAB).

SLAB is the National Accreditation Authority for Sri Lanka established under Act. No.32 of 2005 responsible for Accreditation of Testing/Calibration Laboratories, Medical Laboratories, Inspection Bodies and Certification Bodies Validation and Verification Bodies. involved in Conformity Assessments. SLAB at present functions under the Ministry of Trade. SLAB has been admitted to IAF MLA and ILAC MRA for accreditation programmes operated by SLAB.

#### ASSISTANT DIRECTOR /DEPUTY DIRECTOR (FINANCE & ADMINISTRATION) - 01 Post

##### Qualifications :

##### External Applicants (1 or 2 below) :

1. A Degree in an Accounting/ Finance/ Business Administration/ Management/ Commerce/ Business Administration (Special) in Accounting or Finance which is recognized by the U.G.C.

AND

A minimum of one (01) year post qualifying experience relevant to the post in a Government Department/ Corporation/Board or in a reputed Mercantile Establishment after obtaining the first degree.

2. Having passed the Intermediate Examination of a recognized professional Chartered Institute, of which the subject area is relevant to the post.

AND

A minimum of one (01) year post qualifying experience relevant to the post in a Government Department/ Corporation/Board or in a reputed Mercantile Establishment.

##### Internal Applicants (1 or 2 below) :

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM1-1) Category, in the subject area relevant to the post.

**Salary Code and Monthly Salary Scale : MM 1-1 - 2016 - LKR 53,175 - 10x1,375 - 15 x 1,910 = 95,575**

##### Age :

Candidates should be not less than 22 years and not more than 45 years of age. The upper age limit does not apply to internal candidates.

##### Confirmation :

An external candidate appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/ she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the SLAB will be subjected to an acting period of one year.

##### Recruitment Procedure :

Through written competitive examination and/ or a structured interview

#### ADMINISTRATIVE OFFICER - 01 Post

##### Qualifications :

##### External :

1. Bachelor's Degree in Human Resource Management/ Public Administration/ Public Management/Business Administration/ Management/ Commerce which is recognized by the U.G.C

##### Internal :

1. Having obtained the qualifications required by the external candidates above.  
OR
2. Completion of minimum five (05) years satisfactory service in a post of the 'Management Assistant-Non-Technological' (MA1-2) Grade II, in the subject area relevant to the post.

**Salary Code and Monthly Salary Scale : JM 1-1 - 2016 - LKR 42 600 - 775 x 10 - 1135 x 18 = 70 580**

##### Age :

Candidates should be not less than 22 years and not more than 45 years of age. The upper age limit does not apply to internal candidates.

##### Confirmation :

An external candidate appointed to the Grade II of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/ she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the SLAB will be subjected to an acting period of one year.

##### Recruitment Procedure:

Through written competitive examination and/ or a structured interview

#### MANAGEMENT ASSISTANT (NON- TECHNOLOGICAL) - 01 Post

##### QUALIFICATIONS :

##### External :

1. 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. English language
- iii. Mathematics

AND

2. Having passed three subjects (other than the General Paper) in Science, Maths, Technology or Commerce at the G.C.E. (A/L) examination in one sitting.

AND

3. 06 Months Certificate Course in Computer Application from Recognized Institute.

##### Internal Candidates :

Employees of the categories of Primary Level-Skilled, Primary Level-Semiskilled and Primary Level-Unskilled who possess the following qualifications are eligible to apply.

##### Educational :

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

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

##### Other :

Having completed a minimum of five (05) years satisfactory service in a permanent post under the above employee category.

AND

06 Months Certificate Course in Computer Application from Recognized Institute.

**Salary Code and Monthly Salary Scale : MA 1-2 - 2016 - LKR 27,910 - 10x300 - 7x350 - 12x600 - 12x710 = 49,080**

##### Age :

Candidates should be not less than 18 years and not more than 45 years of age. The upper age limit does not apply to internal candidates.

##### Confirmation :

An external candidate appointed to the Grade III of this category will be on probation for a period of three years from the date of assumption of duties. If his/ her performance and conduct is satisfactory during the period of probation, and on completion of the 1st Efficiency Bar Examination he/ she will be confirmed in the post at the end of the period of probation. The internally selected candidates already confirmed in a post in the SLAB will be subjected to an acting period of one year.

##### Recruitment Procedure :

Through written competitive examination and/ or a structured interview

##### Other :

Allowances approved by the Government will be paid. Other benefits include contribution to EPF 15% and ETF 3%. Further you are entitled for the medical insurance (Agrahara)

##### How to Apply :

All the candidates should fill the application through our official website [www.slab.lk](http://www.slab.lk). After applied through Online duly completed and downloaded applications should be sent to the following address by registered post with copy of relevant certificate on or before **28<sup>th</sup> July 2021**. The post applied for should be clearly stated on top left corner of envelope. Applications, that have been applied online, yet not downloaded and applications that have been prepared and printed by computer will be rejected without any notice.

Please use the following path to apply online or scan the QR Code.

<https://www.slab.lk/career/>

