



SRI LANKA ACCREDITATION BOARD

Ministry of Trade Commerce and Food Security

Vacancies

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, Certification Bodies and Validation Verification Bodies involved in Conformity Assessments. SLAB at present functions under the Ministry of Trade, commerce and food security. SLAB is a full member of International Accreditation Forum (IAF) & International Laboratory Accreditation Cooperation (ILAC) has obtained international recognition for SLAB accreditation schemes.

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

MANAGEMENT ASSISTANT (NON- TECHNOLOGICAL) – 02 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

1. 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.

Note:- Any period of service prior to been appointed to a permanent post or any period of service to be completed under training as a prerequisite for appointment on permanent basis to any post should not be counted within the five years of service required for qualification as stated above. Any period of service on casual/ temporary basis too should not be counted for this purpose.

Salary Code and Monthly Salary Scale: MA 1-2 - 2016 – LKR 27,910 - 10x300 - 7x350 - 12x600 - 12x710 = 49,080
At the recruitment, you will be placed at the salary point LKR: LKR 27,910

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:

Recruitment will be done after calling applications through a public advertisement or a newspaper advertisement and on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the Governing Council of SLAB.

- i. All recruitments to this category and the promotions within the category should be strictly in compliance with the provision of this Scheme of Recruitment.
- ii. The Manual of Procedures (M.O.P.) of the SLAB shall be applicable to terms of employment after recruitment and all matters pertaining to that.
- iii. The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

Written Competitive Examination:

Subjects for the examination

- Language Proficiency
- Aptitude Test
- Computer Test

Language Proficiency:

This paper will consist of questions to test the candidate's ability of expression, comprehension, spelling and knowledge in the application of simple rules of grammar.

Aptitude Test:

This paper will be designed to test the aptitude and ability of the candidate to perform his/ her official duties.

Computer Test:

This test is to assess the following abilities of the candidate:

- Basic concepts of Information Technology,
- Windows Operating System and
- File Management

Candidates should secure at least 40% of the marks allocated for each subject and an aggregate of at least of 50% of the total marks to pass the recruitment examination. The number of external candidates called for the interview will be based on the merit at the examination. However, all internal candidates who pass the written examination will be called for the interview.

Interview

Marks allocated for the interview are as follows.

Relevant additional experience	-	30 Marks
Relevant additional Educational qualifications	-	30 Marks
Other achievements	-	15 Marks
Performance at the interview	-	25 Marks
		100Marks

- If selected through a written competitive examination and a structured interview final selection will be in the order of merit based on the aggregate of 60% of the marks obtained at the written examination and 40% of the marks obtained at the interview.
- If selected through a structured interview - appointments will be made purely in the order of merit at the interview.

DRIVER – 01 Post

QUALIFICATIONS:

External:

Having passed six (06) subjects in G.C.E. (O/L) examination, at least with two (02) credit passes in maximum of two sittings.

AND

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three (03) year experience in driving after obtaining the driving license.

Internal Candidates

Having obtained the license issued by the Commissioner General of Motor Traffic for driving heavy vehicles and a minimum of three-year experience in driving after obtaining the driving license.

AND

Completion of minimum five (05) years satisfactory service in a post in the category of Primary Unskilled (PL1)

Salary Code and the Monthly Salary Scale: PL3 - 2016 -LKR 26,290–10x270-10 x 300–10x330- 12 x 350 = 39,490

At the recruitment, you will be placed at the salary point LKR: LKR 26,290

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

By calling for applications through a public advertisement or a newspaper advertisement, followed by a Trade Test and a structured interview.

- i. All recruitments to this category and the promotions within the category should be strictly in compliance with the provision of this Scheme of Recruitment.
- ii. The Manual of Procedures (M.O.P.) of the institution shall be applicable to terms of employment after recruitment and all matters pertaining to that.
- iii. The provision in this Scheme of Recruitment shall supersede the provision in the M.O.P. in respect of all matters provided in this Scheme of Recruitment.

Interview:

Marking scheme for structured interview:

- | | | |
|---|---|----------|
| • Relevant additional educational/vocational qualifications | - | 20 Marks |
| • Relevant additional experience | - | 20 Marks |
| • Performance at the interview | - | 20 Marks |
| • Performance at trade test | - | 40 Marks |

100 Marks

Selections will be made purely in the order of merit at the interview

All recruitments to skilled category will be only to Grade III. Number of recruitments to be decided as per the number of vacancies within the category.

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 scheme.

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.
- iii. Should be of excellent moral character.

How to Apply

MANAGEMENT ASSISTANT (NON- TECHNOLOGICAL)

All the candidates should fill and submit the application through our official website www.slab.lk (<https://www.slab.lk/career/>), After applying through Online duly completed and downloaded applications should be sent to the following address by registered post with copies of relevant certificates on or before 28th February 2024. The post applied for should be clearly stated on top left corner of envelope. Both online application and registered post application is required to complete the application process.

DRIVER

Applications with curriculum vitae along with copies of certificates should be sent to the following address by registered post with copies of relevant certificates on or before 28th February 2024. The post applied for should be clearly stated on the top left corner of the envelope. Employees in the Government or Semi – Government sector should forward applications through the Heads of respective Institutions.

CHAIRMAN

**SRI LANKA ACCREDITATION BOARD FOR CONFORMITY ASSESSMENT
NO.44, DEDICATED ECONOMIC CENTRE, KIRIMANDALA MAWATHA,
NARAHENPITA.**