SRI LANKA FOUNDATION

Vacancy for the Post of Technical Assistant (MA 2-1-2025) – 02 Posts (Contract Basis)

APPLICATIONS are invited from citizens of Sri Lanka who are physically sound and of excellent moral character for the following post of The Sri Lanka Foundation.

Qualifications

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, in Electronic/ Electrical/ Mechanical/ Maintenance work issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

Internal Candidates (1 or 2 or 3 below)

1. Having obtained the qualifications required by the external candidates above.

Age: The candidate should be not less than 18 years and not more than 45 years.

Salary Scale: Will be in accordance with the Management Services Circular 01/2025.

JM **1-2 -2025** 50,540-10x540-07x630-04-890-20x1,190=87,710/-.

Nature of Appointment: Permanent with entitlement to Employees' Provident Fund and Employees' Trust Fund.

Job Description

- Responsible for smooth functioning of all equipment
- Physical maintenance of all technical equipment including electrical, water supply, and telephones etc.
- Arrange technical facilities for training and commercial programmes of the Institute.
- Assist the Technical Officer and Maintenance Officer in all maintenance matters pertaining to above
- Inspect building and property for maintenance and repair purposes and provide necessary information to management.

Recruitment Procedure:

Based on the results of a written competitive examination and/or a structured interview conducted by a panel appointed by the appointing authority.

a) 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.

b) If selected through a structured interview – appointments will be made purely in the order of merit at the interview.

General Conditions

Every applicant:

• Should be a citizen of Sri Lanka.

• Should be physically and mentally fit to discharge the duties of the post.

• Should be of excellent moral character.

• Computer literacy and sound knowledge would be an added advantage.

• Any application submitted without the required information will be rejected.

• The applied post should be clearly stated on the top left-hand corner of the application and envelope containing the application.

• Applicants currently in government/semi-government services should forward their applications through their respective Heads of the Institutions.

• Applicants must duly complete the Specimen application provided by the SLF.

• Applicants must have completed all the qualifications before the closing date of applications.

• The final decision in respect of recruitment shall rest solely with the SLF Management.

Application should be sent under registered cover along with the copies of certificates of educational/professional and experience, to reach " Chairman, Sri Lanka Foundation, No. 100, Sri Lanka Padanama Mawatha, Independence Square, Colombo 07." on or before 08th November 2026

Chairman,
Sri Lanka Foundation
No.100, Sri Lanka Padanama Mawatha,
Independence Square
Colombo 07

Sri Lanka Foundation
Application Form

Post of: **Technical Assistant**

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01. (a) Name with initials (in English) : .....

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(b) Names denoted by initials (in English): .....

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(c) Full Name (in block capitals): .....

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02. National Identity Card Number | | | | | | | | | | | | |

03. (a) Private Address (In English): .....

.....

.....

Telephone No: | | | | | | | | | | |

(b) Official Address (In English): .....

.....

.....

Telephone No: | | | | | | | | | | |

(c) Please indicate the address to which the Letter should be posted.

Private ☐ Office ☐

(d) E - Mail Address: |

04. (a) Date of birth: ……..
(A copy of the birth certificate should be attached)

(b) Age as at closing date for applications: Years: ..... Months: ..... Days: ....

05. Civil Status:

06. Gender:

07. State whether a citizen of Sri Lanka: (Yes/No)

08. Educational and Higher Qualifications:
(Copies of the certificates should be attached)

Unviersity-.....

Year-.....

Degree-.....

09. Professional Qualifications: (Copies of the certificates should be attached)

Course	Institution	Effective Date

10. Experience: (Copies of the certificates should be attached)

Institute	Designation	Duration

11. Other Achievements

Achievement		

12. Two non-related Referees

Name	Position	Address	Telephone No.

13. Have you served under the Government before? **(Yes / No)**
If yes, give details:

.....

I do hereby certify that all the particulars furnished by me in this application are true and correct. I am also aware that, I am liable to be disqualified for this post if any particulars contained herein are found to be false or incorrect before selection, or to be dismissed without any compensation if such detection is made after appointment.

Date: ..... ……..

Signature of the Applicant

Certification of Head of Department/Institution

(Only for applicants serving in the Public Service/Provincial Public Service)

The Chairman,

I recommend and forward the application of Mr. / Mrs. /Miss..... holding the post of ..... in this Institution. I certify that he/she has been/has not been confirmed in this post and his/her work and conduct are satisfactory and that he/she has not been subjected to any disciplinary action or there is no intention to make such inquiry. He/she can be released permanently from the service if selected for this post. (Please strike through the irrelevant words.)

Date: ....

Signature of Head of Department/Institution