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தேசிய விஞ்ஞான மன்றம்  
National Science Foundation



The National Science Foundation (NSF) a statutory board incorporated under the Science, Technology Development Act No.11 of 1994 functions under the purview of the Ministry of Science, Technology and Research. The Foundation is the nation's leading driving force in strengthening the local R&D base to support sustainable social- economic development of the country.

Applications are invited from citizens of Sri Lanka for the following posts.

**1. Head of Administration & Finance (01)**

a) Bachelor's degree in Business Administration /Management/ Accounting /Commerce

**WITH**

A postgraduate degree qualification (Masters') in Business Administration/ Management/ Accounting/ Commerce

**OR**

Associate Membership of ICASL/ CIMA/ ACCA/ ICMASL (Local/ Foreign)

**AND**

Minimum of 15 years experience at a "Managerial Level" of which 05 years in senior level in a Corporation, Statutory Board/ Institution or a reputed private institution

**OR**

b) Fellow Membership of ICASL / CIMA / ACCA/ ICMASL (Local/ Foreign)

**AND**

Minimum of 15 years experience at a "Managerial Level" of which 05 years in senior level in a Corporation, Statutory Board/ Institution or a reputed private institution.

**Age:** Should be not less than 35 years and not more than 50 years.

**Salary Code & Scale:**

HM 1-3 Rs: (86,865/- 15×2,270 – 120,915/-)

**(Basic Salary 2019 - Rs.77,841/-)**

In addition, transport allowance of Rs. 50,000/-, fuel allowance (for 120

liters), communication allowance of Rs. 8,500/- and professional allowance will be paid.

**2. Confidential Secretary (01)**

Having passed the G.C.E. (O/L) Examination in six subjects with Credit passes for Four subjects including Sinhala/ Tamil, English and Mathematics

**AND**

Pass 3 subjects in G.C.E. (A/L) with Final examination of the institute of Chartered Secretaries OR Diploma in Secretarial Practice (>2 years) from a Recognized Institution

**AND**

Minimum of 10 years experience as Secretary in the relevant field in a reputed Public or Privet Sector Organization

**Age:** Should be not less than 18 years and not more than 45 years.

**Salary Code & Scale:**

JM 1-2 Rs: (43,355/- 10×755- 18×1135- 71,335/-)

**(Basic Salary 2019 - Rs.38,862/-)**

**3. Graphic Design Assistant (01)**

**Vocational**

Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 05, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

**Age:** Should be not less than 18 years and not more than 45 years.

**Salary Code & Scale:**

MA 2-2 Rs: (30,310/- 10×300 -7×350 - 4× 600 - 20×710 - 52,360/-)

**(Basic Salary 2019 - Rs.27,170/- + Adjustment Allowance of Rs.382/-)**

Benefits include EPF/ETF and other incentives as approved by the Treasury. In addition to the above salary scales, the selected candidates will be entitled for allowances/ cost of living prescribed by the Government from time to time.

Please apply under registered cover enclosing a curriculum vitae, copies of the educational & vocational certificates and, names and addresses of two non- related referees. The post applied for should be marked on the top left hand corner of the envelope. Any form of canvassing in support of the application will result in disqualification.

Employees in Government or Semi-Government service should forward their applications through the Head of their respective institutions. Information on the NSF and the vacancies can be viewed at [www.nsf.gov.lk](http://www.nsf.gov.lk). Applications should be sent to: The Director General, National Science Foundation, 47/5, Maitland Place, Colombo 07.

**Closing Date : 26/06/2019**

**Director General  
National Science Foundation  
47/5, Maitland Place,  
Colombo 07.**

47/5, Maitland Place, Colombo 07, Sri Lanka

Tel : +94 11 2696771-3, e mail: [info@nsf.gov.lk](mailto:info@nsf.gov.lk), Web: [www.nsf.gov.lk](http://www.nsf.gov.lk)