



Sri Jayewardene Purana General Hospital

JOIN OUR TEAM!

Administrative Officer

Don't miss it!



Qualifications & Experience!

Should have experience in Management Assistant's Service Grade I.

OR

Should be an officer in Grade 11 who has completed at least an active and satisfactory service period of not less than 08 years.

OR

Should be an officer in grade 11 of the service who has obtained a Degree from a University recognized by the University Grants Commission. Degree should be in Human Resource Management, Public Administration, Public Management, Business Administration)

with

- Shall have completed a satisfactory service period of five (05) years immediately preceding the date of promotion.
- Internal candidates should have the above criteria and obtained a Degree from a University recognized by the University Grants Commission. Degree should be in Human Resource Management, Public Administration, Public Management, Business Administration)

Age!

Should be not more than 50 years (The age limit will not be applicable for the internal candidates.)

Salary Scale!

Salary code MN 7 – (2016) Salary Scale - Rs. 56,135 – 11 x 1,020 – 18 x 1,390 – 92,375/=

Job Profile!

Knowledge of the employee concerned in good office practice and systems. Current circular instructions and provisions of the Establishment state policy relating to the functions conferred upon the institute.

Term of Employment!

Permanent and Provident Fund Basis and secondment also considered

HOW TO APPLY

The post applied for should be marked on the top left-hand corner of the envelope. Applicants should send their applications with full curriculum vitae and names of two (02) non-related referees to reach the undersigned on or before 03rd February 2025.

Address to
CHAIRMAN
SRI JAYEWARDENEPURA GENERAL HOSPITAL
THALAPATHPITIYA
NUGEGODA

INVITATION FOR

Applications are invited for the Post of Administrative Officer from the officers with experience in Management Assistant's Service Grade 1 & 11 who have completed an active and satisfactory service period. Those who have experience in health service will be given the priority according to prorate years of experience.