**POST OF MANAGEMENT ASSISTANT (BOOK-KEEPING) - GRADE III**

**2025/EUSL/INA/01**

***Qualifications:***

1. Should have passed the G.C.E. (O/L) Examination in six (06) subjects at one sitting with credit passes in:-
2. Sinhala Language/Tamil Language
3. English Language/English Literature
4. Mathematics

**&**

1. Should have passed in all subjects at G.C.E. (A/L) Examination (except the Common General Papers) at one sitting.

**Preference will be given to those who possess the following;**

1. An acceptable qualification of in computer applications of not less than six (06) months duration obtained from a recognized institute.

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1. Two years of experience in the use of computer application packages.

**Post Specific Qualifications**

* 1. The National Certificate for Accounting Technicians of the Sri Lanka Technical College/Collage of Technology under the Ministry of Skills Development and Vocational Training or any other equivalent qualification obtained from the recognized institute.

**OR**

* 1. G.C.E. (A/L) qualification should be in the Commerce Stream.

: Not more than 40 years

***SALARY SCALE*** *:* U-MN 1(III): Rs. 49,475-17x540-58,655 p.m. as at 01.01.2027

***SELECTION :*** By Written Examination (75%)

* Knowledge in Sinhala/Tamil & English Language
* Intelligent quotient and General Knowledge
* (Computer Literacy)
* Relevant Subject area

and

Interview (25%)