



# OFFICE FOR REPARATIONS

## VACANCIES

Applications are invited from qualified citizens of the Democratic Socialist Republic of Sri Lanka to fill the following vacancies in the Office for Reparations, established by Act No. 34 of 2018.

### **01. Position - Assistant Director - No. of Positions - 01**

#### **Educational Qualifications -**

Bachelor's degree in Arts/ Science/ Commerce and Management stream from a university recognized by the University Grants Commission and three (03) year experience in Community Development/ Social Welfare/ Community Rehabilitation related subject areas in a Government/ Semi-Government Sector Institution after graduation.

#### **Internal Applicants -**

Having completed five (05) years of satisfactory service in a position of Grade I of the Junior Manager Service category in the relevant field.

**Age Limit -** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the Internal Candidates.

#### **Salary Code and Salary Scale -**

MM 1-1 - Rs. 53175-1375x10-1910x15-95579

### **02. Position - Reparations Officer – No. of Positions - 03**

#### **Educational Qualifications -**

Bachelor's degree in Arts/ Science/ Commerce and Management stream from a university recognized by the University Grants Commission.

**Age Limit –** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the Internal Candidates.

#### **Salary Code and Salary Scale -**

MA 3 - 2016 - 32,200-445x10-660x11-730x10-750x5-54960

### **03. Position - Translator (Sinhala/ Tamil/ English) - No. of Positions - 01**

#### **Educational Qualifications -**

A degree from a university recognized by the University Grants Commission.

(Should translate from Sinhala into English and from English into Sinhala. Ability to translate from Tamil will be considered as an additional qualification.)

#### **And**

Having obtained Credit passes or higher for Sinhala, Tamil and English languages in the G.C.E. (O/L) examination.

**Age Limit -** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the Internal Candidates.

#### **Salary Code and Salary Scale -**

MA3 - 2016 – 32,200-445x10-660x11-730x10-750x5-54960

### **04. Position - Internal Audit Assistant – No. of Positions - 01**

#### **Educational Qualifications -**

(a) Bachelor's Degree in Commerce/ Accountancy/ Financial Management/ Business Management from a University recognized by the University Grants Commission.

#### **or**

(b) Having obtained Higher National Diploma in Accountancy (HNDA Certificate)

**Age Limit –** Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to the Internal Candidates.

#### **Salary Code and Salary Scale -**

MA3 - 2016 – 32,200-445x10-660x11-730x10-750x5-54960

### **05. Position – Management Assistant – No. of Positions - 03**

#### **Educational Qualifications –**

(a) Having passed the G.C.E. (O/L) examination in six (06) subjects in one sitting with credit passes for four (04) subjects including

- Sinhala / Tamil
- Mathematics
- English language

(b) Having passed at least three subjects (other than the Common General Test) at the G.C.E. (A/L) examination.

\* Completion of a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing will be considered as an additional qualification.

#### **Internal Applicants :**

(a) Primary Grade - Non-Technical and Technical Service Category Employees having the following qualifications mentioned in 'b', 'c' and 'd' can apply for this.

(b) Having passed the G.C.E. (O/L) examination in six (06) subjects in one sitting with credit passes for four (04) subjects including

- Sinhala / Tamil
- Mathematics
- English language

\* Completion of a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing will be considered as an additional qualification.

(c) Should hold permanent appointments in the service and should be confirmed in those appointments.

(d) Having completed at least 05 years satisfactory continuous service in a permanent position prior to the due date.

**Notes:** (1) A period of training served prior to permanent appointment to a particular position or served as a condition for permanent appointment to a particular position shall not be counted for the qualifying five years period referred to in 'b' above. Periods of temporary/ casual service periods prior to permanent appointment to a particular position shall not be counted for the qualifying period of five years mentioned in 'b' above.

**Age Limit –** Age should be not less than 18 years and not more than 45 years. The upper age limit will not apply to the Internal Candidates.

#### **Salary Code and Salary Scale -**

MA 1-1 - 27910-300x10-350x7-495x4-660x20-48540

#### **Other**

- These positions are permanent positions and are entitled to Employees' Provident Fund and Employees' Trust Fund.
- In addition to the above salaries, government approved cost of living allowance and special allowances will be paid.
- Officials of Government/ Semi-Government Institutions should send applications through their Heads of Institutions.
- Calling for interviews will be done as per the decisions taken by the Appointing Authority.

Applications should be sent by registered post to the address '**Director General, Office for Reparations, No. 40, Buthgamuwa Road, Rajagiriya**' to be reached on or before 05.03.2024. Incomplete or late applications will be rejected without notice. The position applied for should be clearly written on the top left corner of the envelope containing the application.

**Chairperson,  
Office for Reparations,  
No. 40, Buthgamuwa Road,  
Rajagiriya.**

**Date : 14.01.2024**