

**SRI LANKA EXPORT DEVELOPMENT BOARD**  
**Ministry of Development Strategies and International Trade**

**VACANCIES - OFFICE AIDE PL-1**

The Sri Lanka Export Development Board (EDB), is the apex government organization responsible for development and promotion of exports from Sri Lanka.

Applications are invited from citizens of Sri Lanka possessing skills with proven ability to join the EDB in the above position who could contribute to ensuring the achievement of export goals articulated in the strategic plan of the EDB.

**Job Description**

The duties are in the unskilled nature and miscellaneous activities are involved in including prompt and safe delivery of important and confidential documents, operation of Photocopying Machine, Roneo Machine, Scanning Machine, etc. handling the daily mail, carry mail bags/parcels to the post office.

**Qualifications**

Persons who have sat for the G.C.E. (O/L) Examination

**Salary Scale PL-1**

Rs. 11,930 – 10 x 120 - 10 x 130 – 7 x 145 – 15 x 160 – 17,845/-per month plus the cost of living allowance and other government approved allowances.

**Age**

Should be not less than 18 years and not more than 45 years. However, the upper age limit would not apply to candidates in the Government Departments, Corporations and Statutory Institutions and to internal candidates.

**Method of Selection**

On the results of a structured interview.

### **Other benefits**

- \* An attractive medical assistance scheme to meet hospitalization and outdoor medical expenses for the employee and his/her immediate family
- \* Distress Loan at concessionary rate of interest
- \* An attractive Housing Loan Scheme at a concessionary rate of interest
- \* Annual Bonus
- \* Encashment of unutilized Medical Leave
- \* EPF – Employee – 10% ; Board – 15%
- \* ETF – Board 3%

### **Form of Application**

Applications should be made on the prescribed form available at the HRM Division, Level 5, EDB or at the [www.srilankabusiness.com](http://www.srilankabusiness.com) website [under the section of “Announcements”]. Duly completed application forms with copies of all relevant certificates should be forwarded under registered cover to Chairperson & Chief Executive of the EDB on or before 21.07.2016. The title of the post should appear on the top left hand corner of the envelope.

Applications from State Sector employees should be forwarded through the Heads of Institutions. Applicants are advised to send an advance copy of the application to reach the EDB before the closing date.

**Chairperson & Chief Executive**  
**SRI LANKA EXPORT DEVELOPMENT BOARD**  
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