

# SRI LANKA TOURISM DEVELOPMENT AUTHORITY

## VACANCY ADVERTISEMENT

### Office Aide (Head Office - Vacancies 08, National Resort - Vacancy 01)

#### Duties relevant to the post

- File letters.
- Assist in maintenance of files to the relevant officers.
- Make a note in the relevant documents in exchanging them with respective divisions or institutions and handing and accepting them in a proper manner.
- Assist Management Assistants and other higher officers according to their instructions.
- Maintain files, goods, equipment and premises in regular manner.
- Perform duties related to hospitality in like events.
- Perform other duties assigned by the Divisional Head and/or Head of Department.

#### Qualifications

#### External Candidates

Having appeared for General Certificate of Education (O/L) Examination.

#### Age Limit

Should not be less than 18 and not more than 45 years of age. This upper age limit will not be applicable for internal candidates.

#### Salary Scale

PL 1 Rs. 24,750/- 10 x Rs.250/- 10 x Rs.270/- 7 x Rs.300/- 15 x Rs.330/- Rs.37,000/-

#### Initial Salary Step

Rs. 24,750/- + Cost of Living + Special Allowance

#### Fringe Benefits

- An attractive health insurance scheme which covers the employee and his family members
- Loan facilities
- Training opportunities for job improvement
- Transport allowance

The interesting candidates those who completed the above qualifications can download application from our website <https://www.sltda.gov.lk/en/careers>.

If you think you are a right person to this job, complete the relevant application mentioning the names of two non-referees and send it to the Chairman, Sri Lanka Tourism Development Authority, No.80, Galle Road, Colombo 03 under registered post reaching on or before 13<sup>th</sup> December 2024 along with a curriculum vitae (CV) and copies of educational/ vocational qualifications and certificates of experience.

The post applied for should be indicated on the left top corner of the envelope.

The applicants those who work in government departments / corporations / statutory bodies should send their applications through their respective heads of departments.

**Chairman**  
**Sri Lanka Tourism Development Authority**  
**No.80, Galle Road**  
**Colombo 03**