

VACANCY ANNOUNCEMENT

PALMYRAH DEVELOPMENT BOARD

Post: Management Assistant (Technical) – MA 2-1 (*Casual Basis*) - 04 Positions

The Palmyrah Development Board invites applications from suitably qualified citizens of Sri Lanka for the post of **Management Assistant (Technical)** (MA 2-1) on a **Casual Basis**, as per the approved Scheme of Recruitment.

1. Nature of Appointment:

Vocational: Having obtained a certificate of proficiency not below than the National Vocational Qualification (NVQ) Level 5, issued by a Technical/ Vocational Training Institute accepted by the Tertiary and Vocational Education Commission.

2. Educational Qualifications:

(a) Educational:

- Should have passed the **G.C.E. (O/L)** examination in six (06) subjects in one sitting with credit passes in Sinhala/Tamil, English Language, and Mathematics.
 - **and**
 - Should have passed the **G.C.E. (A/L)** examination in three (03) subjects (excluding General Paper) in one sitting
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3. Age Limit:

- Should be not less than **18 years** and not more than **30 years** as at the closing date of applications.
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4. Method of Recruitment:

- Selection will be made by an **interview** conducted by the Palmyrah Development Board, based on qualifications and experience.
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5. Duties:

- Assist in technical and administrative activities related to the functions of the Board.
 - Support in maintenance, data handling, and field-level operations as assigned.
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6. Place of Work:

Head Office of the Palmyrah Development Board, Kaithady, Jaffna.

7. How to Apply:

Applications with complete biodata, certified copies of educational and professional qualifications, and service certificates (if any) should be sent under registered cover to reach the undersigned **on or before 30th October 2025**. The post applied for should be clearly written on the top left-hand corner of the envelope.

Signed

Chairman

Palmyrah Development Board