



SRI LANKA MEDICAL COUNCIL VACANCY

Post of Management Assistant (Grade III)-Contract Basis

Applications are invited from citizens of Sri Lanka who are not less than 18 years and not more than 30 years as at 21 August 2026 of age for the above vacancy.

Required Qualifications and Experience:

- 1 G.C.E. (O/L) Examination (Should have passed all subjects in one sitting with credit passes for Sinhala/Tamil language, English language, and Mathematics). (should have very good pass for commerce will be considered as an added advantage).
- 2 G.C.E. (A/L) Examination (Should have passed all subjects in one sitting). (should have done G.C.E. A/L s in commerce stream will be considered as an added advantage).
- 3 Should have minimum 02 years working experience (Management Assistant-Administration/HR) in a similar role and organization.

Preference will be given to those who possess the following:

1. An acceptable qualification in computer applications of not less than six (06) months duration obtained from a recognized institute and Two years of experience in the use of computer application packages.
2. Language Proficiency in English and Sinhala/Tamil
3. A degree in relevant field of study will be considered as an added advantage. (HR/Administration)

Job description:

Responsible for providing support to Heads of Units and coordinating all matters connected to the unit. The scope of this position shall be to execute and manage the key processes and day-to-day duties assigned by the Registrar or Head of the unit.

Salary Scale: MA 1-1-2025 Rs. 46,220-10x540-7x630-4x890-20x1,190=83,390 +Government Approved Allowances

Contract Period: 06 Months

Application Process

Duly completed applications along with cover letter and the relevant certificates and experiences should be forwarded under registered post indicating the post on the top left hand corner of the envelope to reach the below address on or before 21 August 2026. Applications from employees in the Government Departments / Corporations / Statutory Boards /UGC and Higher Educational Institutions should be channeled through the Heads of the respective institutions. Only shortlisted applicants will be called for an interview. Applications which do not conform to the above mentioned requirements, incomplete, illegible or late applications will be rejected without intimation.

The Registrar
Sri Lanka Medical Council
31, Norris Canal Road
Colombo 10.
07.08.2026.