



Ministry of Education



**NAITA**

National Apprentice & Industrial Training Authority

*Applications are invited from Citizens of Sri Lanka for the following Post of this Authority*

## **POST OF BOARD SECRETARY AND LEGAL OFFICER (CONTRACT BASIS)**

### **Qualifications & Experience**

Attorney at Law and Notary Public With One (01) year post qualifying experience in the relevant field in a Corporation, Statutory Board / Institution or a reputed private institution.

**Salary and Other Benefits** : Initial Step of following Salary Scale  
**Rs. 42,600 - 10 x 755 - 18 x 1,135 – 70,580 (JM 1-1)**

**In addition,**

- Special allowance Rs.5,000/-
- COL allowance Rs. 17,800/-
- Communication facilities up to Rs. 2,000/- per month
- Contribute **10%** of **Basic Salary + COL to the E.P.F.**, authority contributes **15%** to the same. The Authority will contribute **3%** to the E.T.F.

**Age Limit** : Age should be not less than **22** years and not more than 45 years.

### **General Conditions :**

Employees of State Corporations, Statutory Bodies and Government Departments should forward their applications through the Heads of respective Institution. Comprehensive bio-data with contact details of two non related referees and self certified copies of relevant certificates should be sent on or before **26.04.2024** to The Chairman, National Apprentice & Industrial Training Authority, No.971, Sri Jayawardenepura Mawatha, Welikada, Rajagiriya by Registered Post. The post applied should be stated on the top left hand corner of the envelop. Incomplete applications will be rejected. Only short listed applicants will be called for interview.

[www.naita.gov.lk](http://www.naita.gov.lk)

Chairman,  
National Apprentice & Industrial Training Authority,  
No.971, Sri Jayawardenapura Mawatha,  
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