

High Commission of Sri Lanka, New Delhi, India
Announcement of Vacancies

Applications are invited for the post of **Administrative Secretary** and the **Assistant Administrative Secretary**, both on temporary basis, at the Sri Lanka Buddhist Pilgrims Rest (SLBPR), administered by the High Commission of Sri Lanka in New Delhi.

Qualifications

Administrative Secretary [one post]

- (i) Must be a Sri Lankan national
- (ii) General Certificate of Education (GCE) Advanced Level Examination held by the Department of Examinations of Sri Lanka/equivalent or higher qualification
- (iii) Proficiency in English Language (both written and communication)
- (iv) Basic computer literacy
- (v) Good interpersonal skills
- (vi) Reasonable knowledge in building maintenance
- (vii) Experience/knowledge in basic banking/accounting procedures

Assistant Administrative Secretary [one post]

- (i) Sri Lankan nationals will be preferred (Ex-Sri Lankans with valid Indian resident visa will also be considered)
- (ii) General Certificate of Education (GCE) Ordinary Level examination held by the Department of Examinations of Sri Lanka/equivalent or higher qualification
- (iii) Ability to work in English Language
- (iv) Basic computer literacy
- (v) Good interpersonal skills
- (vi) Reasonable knowledge in building maintenance
- (vii) Experience/knowledge in basic banking/accounting procedures

Preference will be given to those who possess one or more of the following additional qualifications:

- (i) Experience in managing a medium/small scale guest house
- (ii) Working knowledge in Hindi
- (iii) Knowledge in Sri Lanka Government administration and financial regulations
- (iv) An understanding of Indian administrative system

Remunerations

- Administrative Secretary: INR 30, 000/- [All inclusive]
- Assistant Administrative Secretary: INR 21, 500/- [All inclusive]

- Both posts are entitled for single accommodation within the SLBPR premises
- Economy Class air tickets will be provided for the first arrival in India and for the final departure

Conditions (for both posts)

- i) These posts are available on a temporary basis. Duration of the contract will be determined by the High Commission
- ii) Enrolment to these posts shall not guarantee any permanent employment at the Sri Lanka Buddhist Pilgrims Rest in New Delhi or at the High Commission of Sri Lanka in New Delhi
- iii) Selected candidates will be required to enter in to a service agreement with the Sri Lanka High Commission
- iv) Should be between 30 yrs-65 yrs
- v) Should be physically and mentally fit to work under challenging conditions
- vi) Both posts are in-house jobs
- vii) Officers are not allowed to be accompanied by their families for living-in
- viii) Those who are engaged in tourism related activities are not eligible to apply for both posts
- ix) High Commission of Sri Lanka reserves the right to invite suitable applicants for an interview
- x) Selected applicants will be subject to the rules and regulations imposed by the High Commission of Sri Lanka reserves

Applications with bio data, qualifications, experience and all other relevant details including contact details of two non-related referees should be forwarded to the High Commissioner of Sri Lanka in India on or before 15th of July 2019. Applicants with the required qualifications will be invited to attend an interview.

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High Commission of Sri Lanka in New Delhi, India
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