**National Aquatic Resources Research & Development Agency (NARA)**

**VACANCIES**

National Aquatic Resources Research & Development Agency (NARA) comes under the purview of the Ministry of Agriculture, Rural Economic Affairs, Livestock Development, Irrigation and Fisheries and Aquatic Resources Development as the main National Institution charged with the responsibilities of carrying out and coordinating research, development, management and conservation activities on the subject of aquaculture.

Applications are invited from qualified persons to fill the following vacancy in Contract Basis existing in the agency.

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| --- | --- | --- |
| No. | Designation | Qualification |
| 01 | Management Assistant  04 Posts  Contract Basis  **(06 months only)** | **Qualifications:**  **External Candidates –**  Educational :  a) Having passed the G.C.E. (O/L) examination in six subjects in one sitting with credit passes for four subjects including  i. Sinhala / Tamil  ii. Maths  iii. English language  b) Having passed three subjects other than the General Paper at the G.C.E. (A/L) examination.  c) Other necessary qualifications for the post  **Required professional qualifications and experience**   * Completion of a course of not less than six months duration on computer usage at a recognized institution and ability to type more than 40 words per minute * Having a certificate on stenography / typing received from a recognized institution * Completion of a course of not less than 06 months duration on computer data processing. * Completion of a course not less than 06 months duration on store keeping at a recognized institution   And   * An experience of not less than one year in the relevant field   **Age:**  Age should be not less than 18 years and not more than 45 years.  **Salary Scale:**  Salary Code and the Monthly Salary Scale of the employee category  MA 1- 2 – 2016 : Rs. 27,910 - 10 x 300 - 7 x 350 – 12 x 600 – 12 x  710 – 49,080/-  (According to the management service circular 02/2016 effect from 01.01.2020. |

**Other details**

All applicants,

1. Should be citizens of Sri Lanka.
2. Should be having sound physical and mental health, to cover up all the duties assigned fully well, and to serve in any part of the island.
3. Should possess excellent moral character.
4. This Post is subjected to common rules and regulations that affect NARA staff.
5. NARA Institute reserves the right to itself to short-list the applicants.
6. This who is selected to the above post will be entitled to EPF (Employee’s Provident Fund) and to the ETF ( Employee’s Trust Fund) Employee should contribute 10% of salary and agency will contribute 15% of the salary (out of their own resources) to EPF and also Agency will contribute 3% of the salary out of their resources to ETF

**This post is only for the 06 months of contract period & this is not a qualification for any permanent position of this Agency.**

Duly completed applications together with the certified copies of the proofs of relevant education qualifications, experience along with the names and contact details of two non related referees should be sent by registered post to reach the following address to be received on or before **15th May 2019** and top left hand corner of the envelop enclosing applications should be clearly marked with the relevant name of the post applied for.

**Director General**

**National Aquatic Resources Research & Development Agency (NARA)**

**Crow Island,**

**Mattakkuliya,**

**Colombo-15.**

**011-2521000 / 2521006**