



**NATIONAL EYE BANK TRUST OF SRI LANKA
MINISTRY OF HEALTH & MASS MEDIA**



National Eye Bank Trust of Sri Lanka (NEBTSL) is a Statutory Board incorporated by its' Act No.22 of 2023 with a mission to alleviate blindness, tissue provision, public awareness about eye donations and ethical distribution of tissues.

NEBTSL invites dynamic, highly competent and self-motivated individuals to join their team.

POST OF FINANCE ASSISTANT

No. of vacancies (01)

Job Description

Maintaining all accounting records, record data related to the financial transactions/functions of the Board, attend to matters concerning payments on supplies, salaries, overtime subsistence, transport, foreign remittance etc., acceptance and proper custody of surgical inventory, issue and disposal of surgical inventory, maintenance of records, registers or accounts for all receipts, issues and disposals of surgical inventory in the required manner, supported by appropriate documents, maintenance of distribution lists with proper acknowledgements, making available for verification at any time the physical balance of surgical inventory in hand and any other duties assigned by Supervisors.

Qualifications

- G.C.E. (O/L): Passed in 6 subjects in one sitting, with credit (C) passes for four subjects including Sinhala/Tamil and Mathematics
- G.C.E. (A/L): 3 Passed in all 3 subjects in one sitting (preferably in the Commerce stream, though matching subjects like Accountancy, Business Studies, or Economics are highly valued).

AND

A recognized certificate/foundation level qualification in a relevant field (Finance/Accounting) from a government-accepted institute, such as:

- **AAT** (Association of Accounting Technicians) - Completion of Stage II or III.
- **CMA** (Certified Management Accountants) - Operational Level.
- **CA Sri Lanka** (Institute of Chartered Accountants) - Executive Level / Business Level I.
- **HNDA / HNDC** (Higher National Diploma in Accountancy/Commerce).

AND

- Fluency in English, QB and MS Office.

Age Limit – Should be not less than 22 years and not more than 45 years.

Remuneration: Rs. 50,540/-+ COL 17,800+ Other Applicable Allowances

Appointment will be initially for contract period of Two (02) years extendable upon performance with entitlement to Employees' Provident Fund and Employees' Trust Fund, subject to the contribution as follows:

EPF – Employee – 10%; Board – 15% & ETF – Board 3%

Method of Selection for the post: On the results of a structured interview conducted by a panel appointed by the appointing authority (NEBTSL).

If you consider yourself suitable, you are invited to apply by emailing to admin@nationaleyebank.lk on or before 12th July 2026 through prescribed form attached herewith. Any application that is not submitted in the prescribed form (NEBTSL application) and not supported with the relevant scanned copies of certificates will be rejected.

All hiring decisions remain strictly at the discretion of the NEBTSL.



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POST OF MANAGEMENT ASSISTANT - ADMINISTRATION

No. of vacancies (01)

Job Description

Assist in taking minutes of meetings and payroll, maintain cornea harvesting log, files and typing and clerical works, assist to audit, finance and administration, international cornea sharing, acceptance and proper custody of non- surgical inventory, issue and disposal of non-surgical inventory, maintenance of records, registers or accounts for all receipts, issues and disposals of non-surgical inventory in the required manner, supported by appropriate documents, maintenance of distribution lists with proper acknowledgements, making available for verification at any time the physical balance of non- surgical inventory in hand, and any other duties assigned by Supervisors.

Qualifications

- G.C.E. (O/L) 6 Subjects, 4 Credit passes including English & Mathematics
 - G.C.E. (A/L) 3 Passes (Commerce) with Credit Pass in Accounting.
- AND**
- Minimum of Two (02) years' experience in administration
 - Knowledge of Windows Based application packages and typing in English/Sinhala
 - Ability to converse in English

Age Limit – Should be not less than 22 years and not more than 45 years.

Remuneration: Rs. 46,540/-+ COL 17,800+ Other Applicable Allowances

Appointment will be initially for contract period of Two (02) years extendable upon performance with entitlement to Employees' Provident Fund and Employees' Trust Fund, subject to the contribution as follows:

EPF – Employee – 10%; Board – 15% & ETF – Board 3%

Method of Selection for the post: On the results of a structured interview conducted by a panel appointed by the appointing authority (NEBTSL).

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National Eye Bank Trust of Sri Lanka
Ministry of Health & Mass Media



Application for the Post of

1. Name in Full: Mr../Mrs./Miss

Name with Initials:
2. Postal Address:
Contact No: E-mail Address:
3. National Identity Card No:
4. Date of Birth:
Age as at the closing date: Years: Months: Days:
5. Civil Status:
6. Whether Citizen of Sri Lanka:

7. Qualifications

a. G.C.E. (O/L) Examination

Year:

Index No:

Subject	Grade

Subject	Grade

b. G.C.E. (A/L) Examination

Year:

Index No:

Subject	Grade

c. Academic Qualifications:

S. No	Degrees/Diplomas	Class	University	Effective Date	Duration
1.					
2.					
3.					
4.					

d. Professional Qualifications:

S. No	Institution	Qualifications Obtained	Effective Date	Duration
1.				
2.				
3.				

8. Schools Attended

S. No	Name of School	From	To
1.			
2.			

9. Language Proficiency:

[illegible]

10. Experience:

	Designation/ Salary Code	Institute and EPF No.	Period (from/to)	Experience (years/month s/days)	Total Experience (As at the closing date)
a) Present Occupation (With Salary)					
b) Previous appointments if any					

11. Other Achievements:

S. No	Achievement	Year
1.		
2.		
3.		
4.		
5.		
6.		
7.		

12. Names of two non-related referees with addresses and Contact Nos.**Name****Address**

1.

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2.

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13. Have you been convicted of a criminal offence in a Court of Law? If so, give details:

14. Whether your services have been previously terminated/suspended? If so, give details:

15. Are there any disciplinary orders against you? If so, give details:

16. Scanned copies of the following certificates should be attached:

P.S. Applications not supported by copies of these certificates will be rejected

- a) Birth Certificates
- b) Certificates of Educational Qualifications
- c) Certificates of Professional Qualifications
- d) Letters of Experience
- e) Copies of other achievement certificates

I do hereby certify that the particulars furnished by me in this application are true and accurate. I am also aware that, any particulars contained herein are found to be false or incorrect, I am liable to be disqualified before selection or to be dismissed without any compensation if such detection is made after appointment.

.....
Date

.....
Signature of Applicant
(Name with initials)