1. Post

Supply Officer

2. Age :

Should be not less than 22 years and not more than 45 Years. The maximum age limit is not applicable to internal applicants.

3. Qualifications :

A. External Applicants

1. Should have obtained a degree in Public Administration/ Public Management/ Business Administration/ Commerce/ Finance/ Accountancy/ Business Management, or a subject area relevant to the post, recognized by the University Grants Commission;

2. Should pass the Intermediate Examination awarded by a recognized chartered professional institute relevant to the subject area of the post.

B. Internal Applicants :

1. Should have fulfilled the qualifications specified above for external applicants.

C. Other:

Every applicant should fulfil following requirements

i. Should be a citizen of Sri Lanka,
ii. Should be physically fit and mentally sound to perform duties of the post as well as to serve in any part of the country.
iii. Should be of excellent character.

4. Salary Point :

Permanent salary scale - JM 1-1 2025
Basic Salary - Rs. 65,633.00 (2026), Rs. 72,650.00 (2027)
A cost of Living Allowance of Rs. 17,800 will be paid.

Annual Salary - 65,633.00 +17800.00 x 12 = Rs. 1,001,196.00 (2026)
- 72,650.00 +17800.00 x 12 = Rs. 1,085,400.00 (2027)

5. **The nature of duties assigned to the post :**

i. Record all goods received by the Bureau/Center separately in the ledgers, accurately issue, handover/take over, update and maintain relevant books / documents, and submit them to the higher officers.

ii. Submit bills / vouchers related to procurement of goods and services for the payment process, and file them properly.

iii. Maintain records, and documents related to guarantees / maintenance service conditions.

iv. Conduct monthly stock inspection (Treasury Form 127), checking, condemnations, and process of disposals on equipment, instruments and goods in a periodic mannar.

v. Identify the exact requirements of the Center when procuring and issuing goods and equipment, inspect whether such activities are conducted in accordance with qualitative and quantitative standards, and supervise process of issuing and transporting goods.

vi. Notify the higher officers of the Center regarding any loss/ damage of equipment /goods, and initiate necessary follow-up actions.