



Gem & Jewellery Research & Training Institute

Ministry of Mahaweli Development & Environment

Vacancies

01. Management Assistant – Non-Technological (MA 1-2)

- 02 Positions

Nature of the appointment: - Permanent

Basic Qualifications (For external candidates): -

1.1 Having passed G.C.E. (O/L) examination in six (06) subjects in one sitting with credit passes for four (04) subjects including Sinhala/Tamil, English Language and Mathematics.

AND

1.2 Having passed at least three (03) subjects (except “Common General Test”) at the G.C.E. (A/L) examination

02. Audit Assistant (MA 1-2)

- 01 Position

Nature of the appointment: - Permanent

Basic Qualifications (For external candidates): -

2.1. Having passed G.C.E. (O/L) examination in six (06) subjects in one sitting with credit passes for four (04) subjects including Sinhala/Tamil, English Language, Mathematics.

AND

2.2. Having passed at least three (03) subjects (except “Common General Test”) at the G.C.E. (A/L) examination*

* Preference will be given to those who have done A/L examination in Commerce stream, completed foundation Level/Certificate Level 01 qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or AAT final year qualification of the Association of Accounting Technicians of Sri Lanka and at least one-year experience in Audit & Finance in a government Department/Corporation/Board or reputed Mercantile Establishment.

Qualifications for “Internal Candidates” (for the above No.01 and 02 posts)

Employees of the categories of Primary Level-Skilled (PL 3), Primary Level-Semi Skilled (PL 2) and Primary Level-Unskilled (PL 1) who possess the following qualifications are eligible to apply.

- Management Assistant (Non-Technological) (MA 1-2)
Above 1.1 qualification and having completed a minimum five (05) years satisfactory service in a permanent post under the above PL 3, PL 2 or PL 1 employee category
- Audit Assistant (MA 1-2)
Above 2.1 qualification and having completed a minimum five (05) years satisfactory service in a permanent post under the above PL 3, PL 2 or PL 1 employee category*

*Preference will be given to those who have done A/L examination in Commerce stream, completed foundation Level/Certificate Level 01 qualification of the Institute of Chartered Accountants of Sri Lanka (ICASL) or AAT final year qualification of the Association of Accounting Technicians of Sri Lanka and at least one-year experience in Audit & Finance in a government Department/Corporation/Board or reputed Mercantile Establishment.

Monthly Salary Scale (for the above 01 and 02 post)

According to MSD Circular 2/2016 W.e.f. 2018.01.01

Basic Salary Rs. 22,126.00 + Government approved other allowances

Nature of the appointment: - Permanent

Basic Qualifications: -

3.1 Persons who have sat for the GCE (O/L) examination and passed a minimum of two (02) subjects.

AND

3.2 Good health and physical condition for hard working.

Monthly Salary Scale

According to MSD Circular 2/2016 W.e.f. 2018.01.01

Basic Salary Rs. 19,622.00 + Government approved other allowances

All the candidates should be fulfilled following requirements;

- Should be a Sri Lankan Citizen.
- Should be not less than 18 years and not more than 45 years.
- Should be of excellent moral character.
- Should be mentally and physically fit to discharge the duties of the post well and serve in any part of the island.

EPF- Employer 15%, Employee 10% / ETF- Employer 3% will be deducted from your monthly salary

Closing date for applications: 18-06-2018

Method of applying: -

- ❖ Incomplete and applications received after the closing date will not be considered.
- ❖ Applications together with complete bio data, including names, addresses and contact numbers of 02 non-related referees and copies of relevant certificates should be forwarded by registered post to reach under mentioned address on or before 18-06-2018 with the post applied for written on the top left-hand corner of the envelop.



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