

Lanka Coal Company (Pvt) Ltd

VACANCIES

Applications are invited from eligible candidates for the following vacancies existing in Lanka Coal (Pvt) Ltd.

1. Management Assistant (01)

Shall have passed G.C.E Ordinary Level Examination at one sitting with Credit Passes for at least 05 subjects including Sinhala/ Tamil Language, Mathematics and English and shall have passed G.C.E. A/L at one sitting (in three subjects under new syllabus and four subjects under old syllabus)

or

Shall have passed G.C.E Ordinary Level Examination at one sitting with Credit Passes for at least 05 subjects including Sinhala/ Tamil Language, Mathematics and English and at least 2 years experience in the post of Management Assistant at a recognized institute.

AGE : Shall be not less than 18 years and not more than 40 years of age as at **04th April 2021** (Age is not considered for internal promotions)

Additional Qualifications : Good communication skills in English both written and spoken preferably with IT knowledge.

Salary Scale : SM- 4Rs.47,660/= -5xRs.635/= - 10xRs.650/= -Rs.57,335/=

2. Office Aide (01)

Shall have passed six subjects including Sinhala / Tamil and Mathematics with at least two credit passes at G.C.E. Ordinary Level Examination in maximum of two sittings

or

Shall have obtained a Certificate of Proficiency not lower than the National Vocational Qualification (NVQ) level for the post of Office Assistant issued by a Technical Vocational Training Institute recognized by the Tertiary and Vocational Education Commission (TVEC)

AGE : Must be not less than 18 years and not more than 45 years of age as at **April 04, 2021**.

Salary Scale : SN-5 – 43,715, 15x540 – 51,815

Nature of the Appointment :

These posts are permanent, entitled for Employees Provident Fund and Employees Trust Fund.

Other

1. All applicants shall be citizens of Sri Lanka.
2. Shall have the physical and mental fitness required to perform the duties assigned to the post.
3. Should be of an excellent moral character.

All the applicants should forward self prepared applications along with the copies of educational and professional qualifications required for the relevant post with the contact details - name, address and telephone no- of two non related referees on or before **04th April 2021** only via registered post to reach "**Acting General Manager, Lanka Coal Company (Pvt) Ltd, No 51/3, Suranimala Place, Dutugemunu Street, Kohuwela, Dehiwela.**"

It is essential to mention "Application for (the post you apply for)" on top left corner of the envelope. One applicant can apply for only one post and applications received after **04th April 2021** shall be rejected.

Chairman and Managing Director
Lanka Coal Company (Pvt) Ltd,
No 51/3, Suranimala Place, Dutugemunu Street,
Kohuwela, Dehiwela.
www.lankacoal.lk