



GEM AND JEWELLERY RESEARCH AND TRAINING INSTITUTE

(State Ministry of Gem & Jewellery Related Industries)



VACANCY

The GJRTI is calling for applications from qualified and experienced candidates for the following position.

01. Assistant Director (Administration & Human Resource) - 01 Post

Qualifications:

External Candidates

1. A Degree in a Human Resource Management which is recognized by the University Grants Commission (UGC)
(Preference will be given at the interview for those who have special degree in relevant field)

AND

Minimum one year post qualifying experience in the relevant field to the post, after obtaining the first degree.

Internal Candidates (1 or 2 below)

1. Having obtained qualifications required by the external candidates above.
2. Completion of minimum five (5) years satisfactory service in a post in the Junior Manager Category, in the subject area relevant to the post.

Salary Scale:

MM 1-1 2016

Rs. (53,175 - 10 x 1,375 - 15 x 1,910 - 95,575) + **Approved Government Allowances, E.PF 15%, E.T.F 3%**

Age: Age should be not less than 22 years and not more than 45 years. The upper age limit will not apply to internal candidates.

Every applicant,

- i. Should be a citizen of Sri Lanka.
- ii. Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the island.
- iii. Should be of excellent moral character.

Method of Applying:

- (1) Interested qualified candidates should submit their curriculum vitae with contact details of two (2) non-related referees together with certified copies of Educational / Professional and other certificates.
- (2) Incomplete applications, applications received without attaching necessary documents mentioned in (1) and late applications will be rejected.
- (3) The application should be sent by registered post to reach undermentioned address on or before 20.12.2021 indicating the post applied for on the top left corner of the envelope.
- (4) The applicants already in National or Provincial Government Service/ Cooperation and Statutory Board should submit their applications through the heads of the respective departments or corporations.
- (5) Only the eligible candidates will be called for an interview.

Chairman,

Gem and Jewellery Research and Training Institute,

"Ruwan Sewana", No. 73/5/A, Weliwita, Kaduwela.

Tel: 0114-324 679 0112-579 187