



## VACANCY

### ASSISTANT GENERAL MANAGER (ADMINISTRATION) HM 1-1 - 01 VACANCY

We are looking for result oriented & self-motivated individuals with exceptional integrity & competence to result for the following positions.

#### Qualifications:

##### External Candidates

1. A Bachelor's Degree in Management, Public Administration, Business Administration, Human Resource, Commerce, Accountancy, Finance, Supply Chain or Economics which is recognized by the U.G.C.

WITH

A Postgraduate Degree qualification in the relevant field or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

AND

Minimum of 13 years experience at a "Managerial Level" in a Corporation, Statutory Board/ Institution or a reputed private institution.

##### Internal Candidates (1 or 2 below)

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

- **Age** : Should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

- **Salary Scale**

Rs.80,295/- (2,270 X 15) - Rs.114,345/-

The initial salary point for the above post is Rs.80,295/-

Rs.50,000/- (Transport Allowance)

Fuel Allowance as per the Pub Ad Circular 05/2016

Rs. 7,800/- (Cost of Living Allowance)

Rs. 5,000/- (Monthly Allowance)

### MANAGER (ADMINISTRATION) -MM 1-1 -01 VACANCY

#### Qualifications:

##### External Candidates

1. A Degree in Human Resources, Management, Public Administration, Bachelor of Commerce which is recognized by the U.G.C.

AND

Minimum three (03) 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 the qualifications required by the external candidates above.
2. Completion of minimum five (05) years satisfactory service in a post in the Junior Manager (JM) Category, in the subject area relevant to the post.

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

- **Salary Scale**

Rs.53,175/- (1,375 X 16) - Rs.75,175/-

The initial salary point for the above post is Rs.53,175/-

Rs.7,800/- (Cost of Living Allowance)

Rs. 5,000/- (Monthly Allowance)

- **Other** :

##### 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.

- **Application Procedure**

Applicants giving full bio- data together with copies of all certificates for academic, professional qualifications & experience with names, addresses & telephone numbers of two non related referees should be send to reach to following address on or before 17<sup>th</sup> of April 2023 under the registered post indicating the post applied on the top left hand corner of the envelop. Applicants from Departments/Statutory Board/Public Corporations/ Fully Government Corporations should send their applications through the respective Heads of the Organizations. Applications received after the closing date will not be considered. Incomplete applications will be rejected without intimation.

TEL : 011 2422341/2440880

FAX : 011 2447970

E-MAIL : [lankagen@sitnet.lk](mailto:lankagen@sitnet.lk)

WEB : [www.stc.lk](http://www.stc.lk)

Chairman

Sri Lanka State Trading  
(General) Corporation Ltd,  
No. 100, Nawam Mawatha,  
Colombo 02.