

MINISTRY OF INDUSTRIES

LANKA MINERAL SANDS LIMITED

Applications are invited from qualified applicants for the post of Deputy General Manager (Administration and Human Resources) at fully government owned Lanka Mineral Sands Limited.

Deputy General Manager (Administration and Human Resources)

(Senior Manager Category HM-1-3)

Station where the vacancy exists – Pulmoddai Plant – 01 Vacancy

External Applicants

- (a) Should have obtained a Bachelor's degree in Human Resources Management field obtained from a university recognized by the University Grants Commission along with a postgraduate degree (Masters) in the relevant field / Associate Membership of a reputed Chartered Professional Institute compatible to the relevant subject field

And

Should have at least 17 years of experience in the relevant subject field in a managerial level post in government, in a government corporation, statutory board or reputed private sector institution along with a good service record.

- (b) Should have obtained a Full membership in a reputed Chartered Professional Institute compatible to the relevant subject field

and

Should have at least 17 years of experience in the relevant subject field in a managerial level post in government, in a government corporation, statutory board or reputed private sector institution along with a good service record.

Internal Applicants

Should have obtained one of the following qualifications

- (1) Should have fulfilled the qualifications for external applicants mentioned above.
- (2) Should have completed a satisfactory service period of at least 02 years in the relevant subject field in a post in Senior Managerial (HM 1-1) Service Category
- (3) Should have completed a satisfactory service period of at least 07 years in the relevant subject field in a Grade 1 post in Managerial (MM 1-1) Service Category

Salary Code No. and Salary Scale relevant to HM-1-3 Service Category

As per the Management Service Circular No. 02/2016

Salary Code No. HM-1-3, Rs. 86,865/- = 2,270x15 = 120,915/-

Salary will be paid placed at the initial salary step of Rs. 86,865/-

Salary step to be placed will be decided as per the provisions in Chapter VII of the Establishment Code when recruiting internal applicants.

Age limit – Should be not less than 35 years and not more than 55 years. Maximum age limit will not be applicable to internal applicants.

Following allowances also will be paid to HM-1-3 Salary Category in addition to the allowances paid in common

1. Rs. 50,000/- will be paid as transport allowance monthly and the value of 120 litres of fuel will be reimbursed
2. Communication bills up to Rs. 9,000/- will be reimbursed
3. Professional Allowance will be paid based on active service period relevant to the post as per Management Service Circular No. 05/2017.

Common Allowances

01. Cost of Living Allowance of Rs. 7,800/- approved by the Treasury
02. Monthly Food Allowance – will be based on daily attendance
03. Monthly Attendance Incentive – Based on daily attendance
04. Hardship allowance of Rs. 4,000/- (Only for employees of the Pulmoddai Plant)

Benefits

01. Annual Production Incentive
02. Annual Bonus
03. Insurance cover for Surgery and Hospitalization and Outdoor Treatment
 - i. Hospitalization Insurance Cover per annum Rs. 200,000/- (including family members)
 - ii. Reimbursement of outdoor treatment bills per annum Rs. 20,000/- (including family members)
 - iii. Reimbursement of Dental Treatment Bills per annum Rs. 5,000/- (including family members)
04. Payment of Medical Expenses up to a standard (specific) limit
 - i. Allowance of Rs. 5,000/- once a year (For general medical expenses)
 - ii. An allowance of Rs. 12,000/- once in two years ((Specialists Medical Fee, Medical Test Fee, Spectacles and Hearing Aid expenses)
 - iii. Rs. 12,000/ once in two years for child birth
05. In addition to them will be entitled to other benefits applicable to permanent employees
06. Employee should contribute 10% to the Employees Provident Fund and the Company contribution will be 15% to the Employees Provident Fund and 3% to the Employees Trust Fund

General Conditions

1. Every applicant should be a citizen of Sri Lanka
2. Should be physically and mentally fit to discharge the duties entrusted to the post and to serve in any part of the island.
3. Should have an excellent moral character.

Applicants employed in government service/corporations/Statutory Boards and State institutions should forward their applications through the Heads of relevant departments / Institutions.

Applications for the Post of Deputy General Manager (Administration and Human Resources) along with the photocopies of relevant certificates should be sent by registered post addressed to "Chairman, Lanka Mineral Sands Limited, No. 341/21, Sarana Mawatha, Rajagiriya" to receive before 15th November 2021. Post applied for should be mentioned on the left-hand top corner of the envelope containing the application.

Chairman
Lanka Mineral Sands Limited
No. 341/21, Sarana Mawatha
Rajagiriya