



Maga Neguma Road Construction Equipment Company

(Under the Ministry of Highways and Road Development)



VACANCY

Maga Neguma Road Construction Equipment Company is an associated company of the Ministry of Highways and Road Development . MNRCE wishes to invite applications from suitable, qualified and experienced Sri Lankans for the following post.

Post of Secretary/ Personal Assistant to Chairman

Qualifications & Service Requirements

External Recruitment

- Passed G C E (A/L) examination and completed a Diploma in Secretarial Practices from a recognized Institution and proficiency in English with 10 years' experience as a Secretary/ Personal Assistant in a reputable Institute

Salary Scale and Allowances are as follows :

Salary Scale : JM 1-2 Rs. (43,355 - 10 x 755 – 18 x 1,135 – 71,335)

Cost of Living Allowance : Rs. 7,800

Age Limit

- Below 45 years (Age limit will not apply to those who are presently employed in Government Departments, State Corporations or Statutory Boards.)

Please Email your applications to the following address on or before 6th May 2020

The Chairman

Maga Neguma Road Construction Equipment Company,

No: 81/4, Nawa Nuge Road, Peliyagoda, Kelaniya.

E-Mail - mnrce@slt.net.lk / Tel - [0112914121](tel:0112914121)