

VACANCY



GSMB TECHNICAL SERVICES (PVT) LTD

(Subsidiary Company of Geological Survey & Mines Bureau)

Applications are called from Internal & External candidates to fill the below-mentioned vacancy at the Company

Management Assistant – Marketing & Planning Division (MM 1-2-Grade III)

External Candidates:

Educational: (1. and 2. and 3. Below)

- (1) Having passed the GCE (O/L) Examination with six (06) subjects including English language and four (04) credit passes for Sinhala / Tamil, Mathematics, and two (02) other subjects in one sitting.
With
- (2) Having passed the GCE (A/L) examination with three (03) subjects (other than the General paper)
With
- (3) Having obtained the certificate in Computing of a recognized Institute.

Internal Candidates: (01. Below)

- (1) Having passed the G.C.E. (O/L) examination with six (06) subjects including English language and four (04) credit passes for Sinhala / Tamil, Mathematics, and two (02) other subjects and having completed a minimum of 05 years satisfactory service in a post under Primary Level employee category

• Salary Scale

(MA 1-2 -Grade III)

[Rs.27,910- 10 x 300 – 07 x 350 – 12 x 600-12 x 710 – 49,080] and other allowances provided by the Company

• Age Limit

Not less than 25 years and not more than 45 years. Upper age limit will not apply to the internal candidates

General Conditions applicable to the post

- Selected applicants should contribute 8% to the Employees Provident Fund & the Company contribution is 12% and an additional 3% will be contributed to the Employees Trust Fund
- Applicants from the State Corporations/Statutory Bodies should send their applications through the respective heads of the institutions
- Names, Addresses & Telephone numbers of two non-related referees should be stated in the application to obtain verifications of the applicant.
- Photocopies of educational qualifications, experience, professional qualifications and other relevant certificates should be attached to the application

Forward your CV under registered cover **on or before 12.07.2024** to reach the following address, Position applied for should be written on the top left-hand corner of the envelope.

Chief Executive Officer
GSMB Technical Services (pvt) Ltd,
No.569, Epitamulla Road,
Pitakotte.