

## MINISTRY OF INDUSTRIES

# NATIONAL DESIGN CENTRE

## VACANCIES

The National Design Centre under the Ministry of Industries is a statutory body providing services to handicraftsmen. Applications are invited from eligible Sri Lankan citizens for the following vacancy in this Centre.

### **Board Secretary JM (1-1) (No. of Posts 01)**

#### **External Applicants (01, 02 or 03 below):**

- 1) A Bachelor's Degree in Law / Management/ Business Administration/ Arts from a university recognized by the University Grants Commission
- 2) Having obtained a certificate of proficiency related to the field not below than the National Vocational Qualification Level 6, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission

#### **With**

05 years relevant experience

- 3) Having obtained a certificate of proficiency related to the field not below than the National Vocational Qualification Level 5, issued by a Technical / Vocational Training Institute accepted by the Tertiary and Vocational Education Commission

#### **With**

10 years relevant experience

#### **Age:**

Should be not less than 22 years and not more than 45 years.

#### **Salary Scale:**

JM 1-1 (42,600 - 755 x 10 - 1135 x 18 = 70,580/-

#### **Note:-**

12% to Employees' Provident Fund and 3% to Employees' Trust Fund is paid by the organization. Employees have to contribute 8% towards Provident Fund.

Along with photocopies of relevant certificates in proof of education, professional and experience by applicants who fulfill the above qualifications please submit on or before 19th January 2024 to the Chairman, National Design Centre, No. 10, De Mel Road, Katubedda, Moratuwa should be sent by registered post and the names, addresses and telephone numbers of two persons who are not known to be related to them should be mentioned in the application.

The application envelope should be marked "Board Secretary" on the top of the left corner. Applications without relevant certificates will not be accepted. Only short-listed applicants will be called for an interview.

**Chairman,  
National Design Centre,  
No. 10, De Mel Road,  
Katubedda,  
Moratuwa.**