

**LANKA MINERAL SANDS LIMITED**

**VACANCIES - PULMODDAI PLANT / HEAD OFFICE**

**Applications are invited from qualified applicants for the following posts at fully government owned Lanka Mineral Sands Limited.**

**01. SENIOR FINANCE MANAGER**

**Senior Managerial Service Category (HM-1-1)**

**Station where the vacancy exists - Pulmoddai Plant (No. of Vacancies - 01)**

**External Applicants**

**Should have obtained one of the following qualifications**

**1) Educational Qualifications / Professional Qualifications**

Should have obtained a degree in Finance / B. Com. / Accounting field from a university recognized by the University Grants Commission

With

A postgraduate degree in the Finance and Accounting field

Or

Associate Membership of Institute of Chartered Accountants of Sri Lanka / Chartered Institute of Management Accountants / Association of Certificate and Corporate Accountants (ICA / CIMA / ACCA)

And

**Experience** - At least 15 years experience in a managerial level post in the relevant subject field in Government, Government Corporation, Board, Statutory Institution or reputed private institution with a good service record

**2) Full Membership of Institute of Chartered Accountants of Sri Lanka / Chartered Institute of Management Accountants / Association of Certificate and Corporate Accountants (ICA / CIMA / ACCA)**

And

**Experience** - At least 15 years experience in a managerial level post in the relevant subject field in Government, Government Corporation, Board, Statutory Institution or reputed private institution 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 five (05) years in the relevant subject field in Grade 1 of Managerial (MM 1-1) Service Category

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

As per Management Services Circular 02/2016

Salary Code No. HM -1-1 - Rs. 80,295/- - 2,270x15 - 114,345/-

Salary will be paid placed at the initial salary point of Rs. 80,295/-

**Age Limit** : Should be not less than 35 years and not more than 55 years. Maximum age limit is not applicable to internal applicants.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

**Following additional allowances also will be entitled to HM-1-1 Salary Category**

1. A transport allowance as per Circulars PED/1/2015, PED/1/2015(i) and PED/1/2015(ii) or a vehicle of the institution for official duties will be provided

**02. CHEMIST**

**Managerial Service Category (MM-1-1)**

**Station where the vacancy exists - Pulmoddai Plant (No. of Vacancies - 01)**

**External Applicants**

**Educational Qualifications and Professional Qualifications**

a) Should have obtained a degree in Chemistry from a university recognized by the University Grants Commission

And

Should have one (01) year's experience at Management Level in the relevant subject field in a Government Department / Corporation / Statutory Board / or reputed private institution

**Salary Code No. and Monthly Salary Scale relevant to MM-1-1 Service Category**

As per Management Services Circular 02/2016

Salary Code No. MM -1-1 - Rs. 53,175/- - 1,375x10 - 1,910x15 - 95,575/-

Salary will be paid placed at the initial salary point of Rs. 53,175/-

**Age Limit** : Should be not less than 22 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

**03. INTERNAL AUDIT OFFICER**

**Junior Managerial Service Category (JM-1-2)**

**Station where the vacancy exists - Pulmoddai Plant (No. of Vacancies - 01)**

**External Applicants**

Should have obtained one of the following qualifications

**Educational Qualifications and Professional Qualifications**

1) Should have obtained a degree in Finance / Accounts / B.Com. from a university recognized by the University Grants Commission

2) Intermediate level of Institute of Chartered Accountants of Sri Lanka - ICASL

3) Intermediate level of Chartered Institute of Management Accountants - CIMA

4) Stage II of the Association of Certificate and Corporate Accountants - ACCA

5) Higher National Diploma in Accountancy / Higher National Diploma in Commerce (HNDA/HNDC)

**Internal Applicants**

**Should have obtained one of the following qualifications**

a) Should have fulfilled the qualifications for the above external applicants

b) Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in Grade II of Management Assistant - Non Technical (MA-1-1) Service Category

**Salary Code No. and Monthly Salary Scale relevant to JM-1-2 Service Category**

As per Management Services Circular 02/2016

Salary Code No. JM -1-1 - Rs. 43,355/- - 755x10 - 1,135x18 - 71,335/-

**Salary will be paid placed at the initial salary point of Rs. 43,355/-**

**Age Limit** : Should be not less than 22 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

**04. ADMINISTRATIVE OFFICER**

**Junior Managerial Service Category (JM-1-2)**

**Station where the vacancy exists - Head Office (No. of Vacancies - 01)**

**External Applicants**

**Educational Qualifications**

Should have obtained a degree in Human Resources Management from a university recognized by the University Grants Commission

**Internal Applicants**

Should have obtained one of the following qualifications

a) Should have fulfilled the qualifications for the above external applicants

b) Should have completed a satisfactory service period of at least five (05) years in the relevant subject field in Grade II of Management Assistant - Non Technical (MA-1-1) Service Category

**Salary Code No. and Monthly Salary Scale relevant to JM-1-2 Service Category**

As per Management Services Circular 02/2016

Salary Code No. JM -1-1 - Rs. 43,355/- - 755x10 - 1,135x18 - 71,335/-

Salary will be paid placed at the initial salary point of Rs. 43,355/-

**Age Limit** : Should be not less than 22 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

**05. TRANSLATOR**

**Implementation / Consultancy Service - Service Category (MA-4)**

**Station where the vacancy exists - Pulmoddai Plant (No. of Vacancies - 01)**

**External Applicants**

Should have obtained a degree in languages (including Sinhala, Tamil and English) from a university recognized by the University Grants Commission

**Note:** If the degree has been obtained in Sinhala medium, Tamil and English should be included as other language subjects. Likewise, if the degree has been obtained in Tamil medium, Sinhala and English should be included as other language subjects. (If not passed other language subjects for the degree, should have obtained credit passes for 2 other languages at the General Certificate of Education (Ordinary Level) Examination)

**Salary Code No. and Monthly Salary Scale relevant to MA-4 Service Category**

As per Management Services Circular 02/2016

Salary Code No. MA-4 - Rs. 37,970/- - 755x10 - 930x15 - 1,135x5 - 65,145/-

Salary will be paid placed at the initial salary point of Rs. 37,970/-

**Age Limit** : Should be not less than 22 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

**06. LAB ASSISTANT**

**Management Assistant (Technical) Service Category (MA-2-1)**

**Station where the vacancy exists - Pulmoddai Plant (No. of vacancies - 01)**

**Technical Skills / Proficiency**

Should have obtained a Proficiency Certificate after successfully following a course of not less than NVQ level Five (05) as specified by the Tertiary and Vocational Education Commission for the duties in the post of Lab Assistant.

**Salary Code No. and Monthly Salary Scale relevant to MA-2-1 Service Category**

As per Management Services Circular 02/2016

Salary Code No. MA-2-1 - Rs. 30,310/- - 300x10 - 350x7 - 495x4 - 660x20 - 50,940/-

Salary will be paid placed at the initial salary point of Rs. 30,310/-

**Age Limit** : Should be not less than 18 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

**07. MANAGEMENT ASSISTANT**

**Management Assistant Non technical Service Category (MA-1-1)**

**Station where the Vacancy exists - Pulmoddai Plant (No. of vacancies - 03)**

**External Applicants**

**Education**

a) Should have passed in six (06) subjects including English language in one sitting with four (04) credit passes including

I. Sinhala / Tamil

II. Mathematics

At the General Certificate of Education (Ordinary Level) Examination

And

Should have passed in at least three (03) subjects (except General Common Test) at the General Certificate of Education (Advanced Level) Examination

With

Other qualifications specially relevant to the post - Should have followed a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing / Typing

**Internal Applicants**

(1) Primary Grade - Employees in Non Skilled, Semi Skilled and Skilled service categories with the qualifications mentioned in "a", "b" and "c" below are eligible to apply.

(a) Should have passed in six (06) subjects including English language in one sitting with four (04) credit passes including

III. Sinhala / Tamil

IV. Mathematics

At the General Certificate of Education (Ordinary Level) Examination

And

Should have followed a course recognized by the Tertiary and Vocational Education Commission in Computer Word Processing / Typing

(b) Should be holding a permanent post and should have been confirmed in the post.

(c) Should have completed a satisfactory service period of at least five (05) years continuously in a permanent appointment immediately preceding the specified date.

**Salary Code No. and Monthly Salary Scale relevant to MA-1-1 Service Category**

As per Management Services Circular 02/2016

Salary Code No. MA-1-1 - Rs. 27,910/- - 300x10 - 350x7 - 495x4 - 660x20 - 48,540/-

Salary will be paid placed at the initial salary point of Rs. 27,910/-

**Age Limit** : Should be not less than 18 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

**08. MASON**

**Primary Skilled Service Category (PL-3)**

**Station where the vacancy exists - Pulmoddai Plant (No. of Vacancies - 01)**

**External Applicants**

**Educational and Professional Qualifications**

Education - Should have passed in six (06) subjects with at least two (02) credit passes in two sittings at the General Certificate of Education (Ordinary Level) Examination

With

**Technical Skills / Proficiency**

Should have obtained a Proficiency Certificate of not less than NVQ level Four (04) as specified by the Tertiary and Vocational Education Commission for the duties in the post of Mason from a technical /vocational training institute.

**Internal Applicants**

Should have obtained one of the following qualifications

1. Primary semi skilled (PL-2) Or primary non skilled (PL-1) service category employees who have passed the Trade Test on not less than NVQ Level Four (04) relevant to the duties of masons obtained from a technical college / vocational training institute and having Five (05) years experience in Masonry field

Or

2. Should have obtained a Proficiency Certificate of not less than NVQ level Four (04) as specified by the Tertiary and Vocational Education Commission for the duties in the post of Mason from a technical /vocational training institute.

**Salary Code No. and Monthly Salary Scale relevant to PL-3 Service Category**

As per Management Services Circular 02/2016

Salary Code No. PL-3 - Rs. 26,290/- - 270x10 - 300x10 - 330x10 - 350x12 - 39,490/-

Salary will be paid placed at the initial salary point of Rs. 26,290/-

**Age Limit** : Should be not less than 18 years and not more than 45 years. Maximum age limit is not applicable to internal applicants.

When internal applicants are recruited the salary step to be placed will be decided as per the Provisions in Chapter VII of the Establishment Code.

**Allowances and Benefits**

**Allowances**

01. Cost of Living Allowance of Rs. 17,800/- 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)

05. Production Incentive paid based on monthly production

06. Monthly Intermediate Allowance of Rs. 5,000/-

07. Paying the Communication bill as per government business Circular No. 02/2022 (Only for HM-1-1, MM-1-1, JM-1-2 posts)

08. Professional Allowance will be paid based on active service period relevant to the post as per Management Services Circular No. 05/2017. (Only for HM-1-1, MM-1-1 posts)

**Benefits**

01. Annual Bonus

02. 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)

03. Payment of Medical Expenses up to a standard (specific) limit

i. An allowance of Rs. 12,000/- once in two years under indoor medical aid scheme

ii. Allowance of Rs. 5000/= once a year for outdoor treatment under indoor medical aid scheme

iii. Rs. 12,000/- once in two years for child birth

04. In addition to them will be entitled to other benefits applicable to permanent employees

05. 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.

4. PAYE (Pay As You Earn) Tax will be charged from the total earnings of the selected applicants

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

When applying for the above posts your email address should be included in the application and the signature of the applicant should be placed and photocopies of all certificates should be sent with the application. (Applications that do not include the photocopies of certificates will be rejected).

Applications, clearly mentioning the post applying for on the left hand top corner of the envelope containing the application should be sent by registered post addressed to "Chairman, Lanka Mineral Sands Limited, No. 341/13, Sarana Mawatha, Rajagiriya" to receive before **22<sup>nd</sup> April 2024**.

**Chairman**

**Lanka Mineral Sands Limited**

**No. 341/13, Sarana Mawatha, Rajagiriya**