



# GSMB TECHNICAL SERVICES (PVT) LTD

## JOB VACANCY FOR MANAGEMENT ASSISTANT - LEGAL DIVISION

(Applications are called from Internal candidates to fill the below mentioned vacancy at the Company)

### Management Assistant - Legal Division (MA 1-2 -Grade III)

Internal Candidates - Required Qualifications

#### **Educational & Professional: (1. Or 2. 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**

Having passed the GCE (A/L) examination with three (03) subjects. (other than the General paper)

**WITH**

Having obtained the certificate in Computing of a recognized Institute.

(2) 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.

#### **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 22 years.

#### **General Conditions applicable to the post**

- All applicants should send their applications through the Head of the Department.
- 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 you're CV through the Head of the division **on or before 20<sup>th</sup> May 2024** to the following address, Position applied for should be written on the top left-hand corner of the envelope.

Only short-listed applicants are called for an interview.

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