



## VACANCY

### MINISTRY OF POWER & ENERGY

### SRI LANKA ATOMIC ENERGY BOARD

Applications are invited from citizens of Sri Lanka who possess the qualifications and experience indicated below for the following post.

#### **Every applicant,**

Should be a citizen of Sri Lanka .

Should be physically and mentally fit to discharge the duties of the post well and to serve in any part of the Island.

Should be of excellent moral character .

#### **Post of Director (National Centre for Non Destructive Testing) (No of post: 01)**

(This post is required for National Centre for Non Destructive Testing located at Bulugaha Junction, Kelaniya)

#### **Common Responsibilities:**

- Provide inputs to the Director General, Chairman and the Board for the preparation of plans, documents, and reports for the design, implementation and management of programmes / projects with innovation and accountability.
- Preparation of Board papers, implementation of Board decisions, execution of the approved plans with accountability and providing feedback on the progress made following implementation of the decisions of the Board.
- Decision making and execution of such decisions within the plans, projects, policies and programmes approved by the Board.
- Keep abreast with Government circulars, Guidelines of Good Governance of Public Enterprises and Government Codes and Guidelines and Enlargement of knowledge base through keeping abreast with relevant publications and participation in training programmes, meetings, seminars, symposia and conferences and/or research programmes.
- Dissemination of Nuclear Knowledge where relevant and provision of advice for preparation of documents, reports, pamphlets for public information.
- Maintenance of accurate records, preparation of reports, research papers and documents, plans, programmes and financial estimates on the subjects assigned.
- Interact with stake holders in science and technology.
- Train and supervise supporting staff.
- Engage in programmes and projects within and outside the premises of the Board.

- Responding to audit queries and taking remedial action to rectify in relation to such queries.
- Results oriented management of the Division with economy, efficiency and effectiveness.
- Participation in Senior Management level meetings and conducting Divisional Meetings and provide paths for two-way communication and functioning in conformity to the decisions taken at meetings.
- Participation in meetings convened by relevant external agencies and communication of decisions taken at such meetings and arrangements for implementation of such decisions.
- Coordinating all work connected with legal matters and representing the Board in Courts of Law/ Labour tribunals where applicable.
- Carry out any special and relevant task entrusted by the Chairman or Director General.

### **Responsibilities Specific to National Centre for Non-Destructive Testing**

#### **Responsibilities Related to NDT Inspection Body- NDT Inspection Unit**

- Sign the “Confidentiality Statement”, “Impartiality Statement” and “Code of Ethics” of Inspection Body of NCNDT.
- Responsible to the management of technical, financial and administrative functions of the NCNDT including Inspection Body.
- Ensure the effective implementation of the Quality Management System (QMS) of Inspection Body of NCNDT.
- Review and authorize Inspection Body documents.
- Assign duties to the relevant personnel of NCNDT to carry out Inspection Body functions smoothly. As far as possible he/she will lead such teams; otherwise suitable team leaders will be assigned.
- Resolve complaints and appeals received from customers in the subject of Non Destructive Testing (NDT) inspections independently in an unbiased manner.
- Arrange to procure adequate equipment and accessories to carry out the inspection jobs satisfactorily.
- Attend to Management Review Meetings (MRMs) of Inspection Body of NCNDT.
- Deal with clients.
- Review the inspection reports and give approval to issue test reports to the clients.
- Promote Research and Development.
- Co-operate with national and international institutions/industries for the promotion of NDT methods.
- Establish and maintain procedures to control processes involved in NDT services and training of Inspection Body personnel.

- Appoint a deputy to look after his/her functions and responsibilities in his/her absence.

## **Responsibilities Related to NDT Certification Body (CBNDT)**

### **Responsibilities as an NDT Examiner**

- Sign agreements with the CBNDT to take full responsibility and confidentiality of the examinations assigned.
- Follow the instructions provided by the Chairman of examination Committee before examinations regarding the examination timetable, Instructions to candidates, examination suggestions examination requirements and other issues
- Prepare of question papers as per ISO 9712:2012 with the guidance of Examination Committee Chairman.
- Follow the directions given by the Chairman of examination committee.
- Submit draft of master examination papers with answer script to Chairman of examination committee
- Verify that the equipment used for the practical examination are verified or calibrated as appropriate and make a recording.
- Present at the examination room before 30 minutes to the examination scheduled time.
- Conduct examinations as per the standard operating procedure (ref.CBNDT/SOP/04) and guidance of Chairman of examination committee
- Provide adequate supervision throughout the examination
- Appoint a deputy If the chief examiner leaves the examination room
- Prepare examiner's report for each part of examination at the end of examination. (Note: one report per day - for practical examination)
- Responsible for security while transportation of CBNDT examination material (test equipment and papers) to exam centre and examination committee chairman
- Hand-over the examiner's report, Attendance Lists, all the used or unused papers along with sealed envelope of answer scripts to the chairman of Examination Committee.
- Collect the answer scripts from the Chairman of Examination Committee and correct them.
- Tabulate the results as per the agreed formats (candidates' performance and question-specific feedback for each and every question set in examinations using statistical methods), seal them in a cover and forward to the Chairman of Examination Committee within 30 days after the examination.

### **Responsibilities as a Member of Technical Advisory Committee of CBNDT**

- Participate in TAC meetings
- Recommend TAC minutes to chairman of TAC
- Recommend the appointments for CBNDT staff (TAC, Certification Unit)

- Review and approve (Authorize) CBNDT schemes
- Review and provide guidance for preparation of the Quality Management manual
- Authorizing the Quality Management manual and CBNDT documents (where necessary).
- Review of Standard Operating Procedures
- Authorize Standard Operating Procedures
- National and international recognition
- Attend in Management review Meetings
- Recommend of Management Review Meeting minutes
- Submit Board Papers to the council on certification decisions relating to granting, maintaining, renewing, expanding and reducing the scope and suspending or withdrawing the certification through TAC Chairman.
- Sign agreement with the certified individual as the representative from CBNDT
- Provide views in case of any technical difficulties related to the CBNDT matters
- Surveillance of certified individuals (when necessary)

**Qualifications :**

**External Candidates (1 or 2 below):**

1. A B.Sc. Degree in Civil Engineering, Mechanical Engineering, Electronics, Mechatronics Technology or a degree with Physics, Chemistry, Mathematics as a subject, which is recognized by the U.G.C.

**WITH**

Postgraduate Degree qualifications (Masters) in the field relevant to Nuclear Science and Technology or Associate Membership of a recognized professional Chartered Institute, which is relevant to the subject area of the post

**AND**

Minimum of 15 years of experience at a “Managerial level”, in a Corporation, Statuary Board/ Institution or a reputed private institution.

2. Full Membership of a recognized professional Chartered Institution in a related field to the post

**AND**

Minimum of 15 years’ experience at a “Managerial Level” in a Corporation, Statutory Board/ Institution or a reputed private institution.

**Internal Candidates (1 or 2 or 3 below):**

1. Having obtained the qualifications required by the external candidates above.
2. Completion of minimum two (02) years satisfactory service in the post of Plant Operational Manager of the Senior Manager Category (HM 1-1) in the subject area relevant to the post.
3. Completion of minimum five (5) years satisfactory service in a post in the Category of “Academic Research”- (AR-2), in the subject area relevant to the post.

**Age** : Age should be not less than 35 years and not more than 55 years. The upper age limit will not apply to the internal candidates.

**Employee Category As per MSD Circular No. 30: Senior Manager (HM 1-3)**

**Salary Code** : HM 1-3 2016

**Salary Scale:**

Rs. 86,865/- 15x2,270/- = 120,915 (monthly) as per Management Services Department (MSD) Circular 02/2016. (In addition to the above salary Government approved other allowances will be paid.)

**Method of Recruitment:**

By a structured interview, conducted by a panel appointed by the appointing authority.

**Nature of Appointment :**

Permanent with entitlement of Employees’ Provident Fund and Employees’ Trust Fund.

**Other Benefits** : Other benefits entitled to this post will be provided as per the applicable government circulars.

Application with full bio-data, names and addresses of two non related referees and copies of certificates relevant to the post should be forwarded by registered post to reach the Chairman, Sri Lanka Atomic Energy Board, 60/460, Baseline Road, Orugodawatta, Wellampitiya., on or before **07<sup>th</sup> August 2024**. The post for which the application is forwarded should be mentioned on the left hand top corner of the envelope. Those who are employed in the State Sector/ Corporation/Statutory Boards should forward their applications through the respective Head of Institution.

**Chairman,  
Sri Lanka Atomic Energy Board  
60/460, Baseline Road, Orugodawatta, Wellampitiya .  
Tel: 0112-533427-8**