



JOB 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 Middle Manager level vacancies at the Company

Human Resources & Administration Manager

Required Qualification & Experience for Internal & External Candidates: (01. or 02. Below)

A Bachelor's Degree in Human Resources/Management/Public Administration/Commerce, which is recognized by the University Grants Commission (UGC).

AND

A Minimum of one (01) year post-qualifying experience in the field of Human Resources/Administration/Management after obtaining the first degree

Internal Candidates: (01. or 02. Below)

(01) Having obtained the qualifications required by the External candidates as stated above

(02) Completion of a minimum of five (05) Years satisfactory service in a post of the "Junior Manager category " (JM 1-1), in the field of Human Resources/Administration

Remunerations

- Basic Salary-(According to MSD circulars)- **Rs. 71,730/=** and COL Allowance, Professional Allowance ,Telecommunication Allowance, Transport Allowance, Site allowances are entitled to Mining Engineer & Geologists (Salary and allowances are subject to revisions based on government policies for public enterprises)
- Comprehensive medical insurance coverage for the employee & their family.
- Eligibility for company welfare benefits

Age Limit

Not less than 22 years and not more than 45 years. Upper age limit will not apply to the internal candidates

General Conditions applicable to the post

- The appointment will be on contract basis
- 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 **02/06/2025** to reach the following address, Position applied for should be written on the top left-hand corner of the envelope.

Chairman

**GSMB Technical Services (pvt) Ltd,
No.569, Epitamulla Road,
Pitakotte.**